

Braithwaite CE (VA) School

ADMISSIONS POLICY 2019-20

and Nursery Policy for entry in September 2019 & January/April 2020

FOR CHILDREN ENTERING RECEPTION AND YEARS 1 TO 6.

Admission procedures for the nursery class can be found on pages 4-6 below.

Braithwaite Church of England (Voluntary aided) Primary School is part of the Good Shepherd Multi Academy Trust. The Local Governing Body have delegated authority for managing admissions from the Trust Directors, although the Trust is the admissions authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority, the Local Governing Body have set the published admission number for access to the reception class as 15. In the last 4 years all applicants were admitted unless they selected another school as a higher preference.

Most children will enter the Reception class at Braithwaite CE School in the September after their fourth birthday. However, in line with the Schools Admissions Code, where a parent of a child who has not reached statutory school age wishes to defer their child's entry until later in the school year or until the term in which the child reaches compulsory school age, their place will be held open for them. (For example if your child's fifth birthday is between September and December then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term.) Parents can also request that their child takes up the place part time until the child reaches compulsory school age. The place must be taken up when the child reaches statutory school age.

Summer-born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the school will admit these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'

Other requests, for early or delayed transfer to secondary school, for example, will be considered on their individual merits. Unlike delayed entry for summer-born children, others have no automatic right to education outside of their chronological age group, although there is no legal bar to this.

Parents seeking delayed entry/transfer should submit their request by the same dates in the year in which they would apply if their child was transferring at the usual age. This will allow consideration of the request prior to the closing date for preferences to be submitted, allowing parents sufficient time to submit preferences in the event their request is denied.

The Local Authority parental pack contains information and an application form for admission to our school. It is also possible for an application to be made on the Local Authority's website. This is the preferred option but if you wish your application to be considered under the faith criteria you should also please complete the supplementary form (p8) and submit it to the school. Parents are encouraged to name three schools in order of preference on the application form. The Local Governing Body operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

Admissions to the school will be on the basis of children with a statement of Special Educational Needs and/or Education Health Care Plan, looked after children and previously looked after children, catchment, family, church and geographical considerations and in line with the school's Equality Policy. A child with a statement of Special Educational Needs and/or Education Health Care Plan naming the school must be admitted.

Admission to the school's nursery will not influence the allocation of places in Reception. However, the school asks parents to be mindful of the fact that in the vast majority of cases attendance at the school's nursery does have long lasting benefits, including the fact that their child is likely to settle into the Reception year more quickly and feel confident and secure with routines and staff that are already familiar to them.

A - ADMISSIONS CRITERIA

All children will be admitted unless there are more applicants than places in which case the Local Governing Body will make allocations using the following criteria. The criteria outlined below will be strictly followed there being one exception. If a child has a statement of Special Educational Needs and/or Education, Health and Care Plan naming Braithwaite CE (VA) School then irrespective of the criteria the child will be admitted as in these circumstances the Local Governing Body has a statutory duty to admit the child concerned. These criteria are listed in order of priority and will be applied in conjunction with the notes below.

1. Looked after and previously looked after children, giving priority, if necessary, to the youngest child(ren). [see note 1 below] .
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
3. Children from within the catchment area who, with a parent, attends on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or The Evangelical Alliance [see note 3 below].
4. Other children living in the catchment area, giving priority to those living closest to the school, measured by the shortest walking route by road from the child's front door to the front entrance of the school (calculated via Google maps).
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
6. Children from outside the catchment area who, with a parent, attends on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or The Evangelical Alliance [see note 3 below].
7. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road from the child's front door to the front entrance of the school (calculated via Google maps).

Note 1 - *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in this policy means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.*

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2 - If it is necessary to prioritise in categories 2 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children.

Note 3 - If it is necessary to prioritise in categories 3 or 6 the measurement criteria in categories 4 and 7 respectively will be used. To be considered under category 3 or 6 parents must provide proof with their application that they attend a church and have been doing so for at least a year prior to the closing date for application forms (not admission date). Attendance may be at more than one church. This would usually be expected to be shown by submission of the 'supplementary information' form (see p.7), signed by the vicar (or leader) of the church to show their support of the application.

Address of Pupil

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps (and thus wakes up) for all, or the majority, of the school week. Where there is any doubt, the Local Governing Body reserves the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

B - CLOSING DATE FOR APPLICATIONS

Applications should be submitted using the LA's admission form (SA1) which will be available from September 2018. The closing date for admission to Reception in September 2019 is understood to be **15th January 2019** and the LA will post letters to, or email, parents notifying them of their allocation on 16th April 2019 (or next working day). Reallocation day is 11th May 2019.

C - ADMISSION NUMBER

The published admission number is fifteen. This is the number of children which will normally be admitted to each year group. There are generally two (but sometimes three) year groups in each class. In KS1, no class will have more than 30 children (see section I below).

D - CATCHMENT AREA

The catchment means the area formed by the parish of Thornthwaite-cum-Braithwaite and the Newlands Valley. A map of the catchment area is available from the Local Authority.

E - WAITING LIST & 'IN YEAR' ADMISSIONS

Once places have been allocated, any children refused a place will have the option to go on the waiting list and then be considered for any vacancies which become available. (See F below). Once the autumn term has started, if parents wish their children to be considered for any vacancies, they should contact the school in order to go on the waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The waiting list will be maintained for at least one term.

The above is the process for the normal admissions round. In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend Braithwaite CE Primary School you should visit our school and admission details will be provided if we have a vacancy in the relevant year. You will then need to apply via the School Admissions and Appeals Team at the Local Authority. If your child is refused a place you will be informed of your right to appeal. Parents can at any time ask for their child's name to be admitted into other year groups or placed on the waiting list, should there not be spaces available. Vacancies will always be allocated by applying the admissions policy and the length of time on the waiting list will not be a consideration.

F - LATE APPLICATIONS

Applications received by the school after the closing date will be considered after the allocation decisions have been made, except in exceptional circumstances, such as when a family has just moved into an area. If there is space available, places will thereafter be allocated in the order in which they are received. If places are over-subscribed and a place becomes available, the admissions policy will be applied to those on the waiting list at the time it is confirmed that a space is available. The admissions criteria will be applied to any applications received between the closing date and the allocation of places.

G - ADMISSION APPEALS

Appeals Procedure:

If the Local Governing Body is unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Local Governing Body of Braithwaite School within 21 school days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Local Governing Body) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 14 days notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Local Governing Body by the Legal and Democratic Services Unit at Carlisle. The only exception to this is if your child has a Statement of Special Education Needs and/or Education, Health and Care Plan. In these circumstances your right of appeal would be to the Special Educational Needs Tribunal. If you require further information about this, you should contact the Special Needs Service.

H – FRAUDULENT APPLICATIONS

If the Local Governing Body of Braithwaite CE (VA) School discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Local Governing Body will withdraw the offer of a place. The Local Governing Body will reconsider the application and the right of appeal offered if a place is refused.

I – INFANT CLASS SIZE, MULTIPLE BIRTHS & EXCEPTED PUPILS

If your child was refused a place in a Reception or Key Stage one class because of Government limits on infant class size, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the Local Governing Body's admissions policy had been properly implemented.

The Local Governing Body of Braithwaite CE (VA) Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

While no infant class is to contain more than 30 pupils, there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one from a multiple birth when one of the siblings is the 30th child admitted. It might also include a child with a statement/Education, Health and Care Plan, a 'Looked after' (or previously looked after) child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

Braithwaite CE (VA) School
NURSERY CLASS ADMISSIONS POLICY
For entry in September 2019 & January/April 2020

Provided that there are places available, children may be admitted to Nursery in the January, April or September before their third birthday (although places are only funded from the term after the child's 3rd birthday so parents would have to pay for places for the first term, during which their child turns 3 – see Local Governing Body's charging policy, available on the school website). Admission to the school's nursery will not influence the allocation of places for Reception and parents must reapply through the Local Authority's Co-ordinated Admissions procedure. However, the school asks parents to be mindful of the fact that in the vast majority of cases attendance at the school's nursery does have long lasting benefits, including the fact that their child is likely to settle into the Reception year more quickly and feel confident and secure with routines and staff that are already familiar to them.

A - ADMISSIONS CRITERIA

Criteria for admission to the nursery class at Braithwaite C.E. School is the same as for other age groups, except that priority will be given to children whose parents are seeking 15 hours (or more) over those seeking fewer than 15; in addition priority will be given to older children (in pre-Reception year) to ensure that pupils seeking more than 3 terms in Nursery do not prevent other pupils having access to 3 terms' provision. Some pupils will be eligible for 30 hours provision (from September 2017) and these hours can be split over 2 settings and include elements of before and after school club time. If a child has a statement of Special Educational Needs and/or Education, Health & Care Plan naming Braithwaite CE (VA) School then irrespective of the criteria the child will be admitted as in these circumstances the Local Governing Body has a statutory duty to admit the child concerned. Thereafter factors listed in numbers 1 – 7 below apply.

1. Looked after and previously looked after children, giving priority, if necessary, to the youngest child(ren). [see note 1 below]
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
3. Children from within the catchment area who, with a parent, attends on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or The Evangelical Alliance [see note 3 below].
4. Other children living in the catchment area, giving priority to those living closest to the school, measured by the shortest walking route by road from the child's front door to the front entrance of the school (calculated via Google maps).
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
6. Children from outside the catchment area who, with a parent, attends on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or The Evangelical Alliance [see note 3 below].
7. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road from the child's front door to the front entrance of the school (calculated via Google maps).

Note 1 – 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further

references to previously looked after children in this policy means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2 - If it is necessary to prioritise in categories 2 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children.

Note 3 - If it is necessary to prioritise in categories 3 or 6 the measurement criteria in categories 4 and 7 respectively will be used. To be considered under category 3 or 6 parents must provide proof with their application that they attend a church and have been doing so for at least a year prior to the closing date for application forms (not admission date). Attendance may be at more than one church. This would usually be expected to be shown by submission of the 'Nursery admission' form (see p.6), signed by the vicar (or leader) of the church to show their support of the application.

B - APPLICATION AND ADMISSION DATES.

Applications should be submitted using the school's Nursery admission form. The dates below are for fully funded places; parents may apply for entry in the term before (i.e. the term in which their child turns 3) but will be charged for sessions (as per Local Governing Body's charging policy – available on the school's website – £10 per session in 2016/17).

| <u>Child's dob</u> | <u>Date of entry</u> | <u>Closing date for applications</u> | <u>Allocation of places</u> |
|---------------------------|-----------------------------|---|------------------------------------|
| 01.04.16-31.08.16 | September 2019 | 26 th March 2019 | By 30 th April 2019 |
| 01.09.16-31.12.16 | January 2020 | 24 th September 2019 | By 9 th October 2019 |
| 01.01.17-31.03.17 | April 2020 | 15 th January 2020 | By 29 th January 2020 |

C -ADMISSION NUMBER

The published admission number is 15 part time places but the school will also take account of staffing ratios and places in particular sessions. In the event of there being more applications than places, then the school's admissions policy will be applied as set out above. In the past year all applicants have been allocated places.

D - CATCHMENT AREA

The catchment means the area formed by the parish of Thornthwaite-cum-Braithwaite and the Newlands Valley. A map of the catchment area is available from the Local Authority.

E - WAITING LIST FOR NURSERY

Once places have been allocated, any children refused a place will have the option to go on the waiting list and then be considered for any vacancies which become available. (See F below). Once the autumn term has started, if parents wish their children to be considered for any vacancies, they should contact the school in order to go on the waiting list. The waiting list will be maintained for at least one term.

F - LATE APPLICATIONS FOR NURSERY

Applications received by the school after the closing date will be considered after the allocation decisions have been made, except in exceptional circumstances, such as when a family has just moved into an area. If there is space available, places will thereafter be allocated in the order in which they are received. If places are over-

subscribed and a place becomes available, the admissions policy will be applied to those on the waiting list at the time it is confirmed that a space is available. The admissions criteria will be applied to any applications received between the closing date and the allocation of places.

H – FRAUDULENT APPLICATIONS

If the Local Governing Body of Braithwaite CE (VA) School discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Local Governing Body will withdraw the offer of a place. The Local Governing Body will reconsider the application and the right of appeal offered if a place is refused.

ADMISSION TO BRAITHWAITE C.E. PRIMARY SCHOOL
NURSERY

Please return to: Braithwaite CE School, Braithwaite, Keswick, Cumbria, CA12 5TD
We will also need to see your child's birth certificate and may need to take a photocopy of this.

Child's Surname Date of Birth/...../.....

Child's Forename(s) Boy or Girl

Mother/Female Guardian's Name

Address

.....Post Code Tel No

Father/Male Guardian's Name

Address

..... Post Code Tel No

With whom does the child normally live?

How long has the child lived at this address?

Does the child have brothers or sisters in the school
(If so, please give names)

Have you attended a church for at least a year?
(If yes, please state which church and ask your vicar/church leader to complete the section below.)

Is the child looked after by Cumbria County Council? (or previously looked after)

Does your child have a Statement of Special Educational Needs OR is your child currently being assessed?
Yes/No If yes, please give details

.....

Preferred starting date (term and year)

Preferred session days / times

Does your child currently attend a pre school setting?
(If yes which one? Please explain overleaf how you would like to apportion hours between settings if relevant)

I confirm that the information given on this form is correct. I have read the accompanying admissions policy for Braithwaite School.

Signed Date (Parent/Guardian)

To be completed by your vicar/church leader if your application is supported by attendance at a church:
I (name of vicar) confirm that has attended
.....Church for at least a year on a regular basis (i.e. at least twice a month).

Signed Date

ADMISSION TO BRAITHWAITE C.E. PRIMARY SCHOOL:
SUPPLEMENTARY INFORMATION FOR FAITH APPLICATIONS FOR RECEPTION
Please return to: Braithwaite CE School, Braithwaite, Keswick, Cumbria, CA12 5TD
(The LA admission form should also be returned to the school or LA, or can be completed online)

Child's Surname Date of Birth/...../.....

Child's Forename(s) Boy or Girl

Mother/Female Guardian's Name

Address

.....Post Code Tel No

Father/Male Guardian's Name

Address

..... Post Code Tel No

With whom does the child normally live?

Please either give a grid reference for this address (available on www.streetmap.co.uk) or if you are unable to do this, give a precise description of the location so that it can be found on an OS map)

.....

How long has the child lived at this address?

Does the child have brothers or sisters in the school
(If so, please give names)

Have you attended a church for at least two years?
(If yes, please state which church and ask your vicar to complete the section below.)

Is the child looked after by Cumbria County Council? (or previously looked after)

Does your child have a Statement of Special Educational Needs OR is your child currently being assessed?
Yes/No If yes, please give details

.....

Preferred starting date (term and year)

I confirm that the information given on this form is correct. I have read the accompanying admissions policy for Braithwaite School.

Signed Date (Parent/Guardian)

To be completed by your vicar/church leader if your application is supported by attendance at a church:

I (name of vicar) confirm that has attended Church for at least a year on a regular basis (i.e. at least twice a month).

Signed Date