Brotherton & Byram
COMMUNITY PRIMARY ACADEMY

Policy Number

2BB/17/18

Statutory
Brotherton & Byram Community Primary Academy
Admissions Policy
Reception Entry 2017 -2018

Determined by Governors March 2016

Signed:

Brotherton & Byram Community Primary Academy
Reception Entry 2017 -2018

Introduction

1 This policy applies to applications to Brotherton & Byram Community Primary Academy within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.

2 The Published Admission Number – the number of pupils intended to be admitted into this year group – is 30.

3 This policy complies with and operates within the North Yorkshire County Council Coordinated Admissions Scheme for Primary and Infant Schools in the North Yorkshire Local Authority area. The admissions authority for Brotherton & Byram Community Primary Academy is the Governing Body of the school, part of Ebor Academy Trust.

4 This policy does not apply to 'in-year' applications for a place. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section B of this policy will be applied to ascertain which child is most entitled to a place.

5 The admission of children to a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.

6 Advice and information for Parent/Carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available on the NYCC website.
http://www.northyorks.gov.uk/article/23539/School-admissions

7 The admission of children with an education and health care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, if Brotherton & Byram Community Primary Academy has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.

2 This policy includes an option of 'delayed entry'. This means that Parent/Carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school until as late as the start of the school term after a child turns five. Parent/Carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday.

3 Applications should be made by the closing date for applications which is 15 January 2017. Applications can be made online at http://www.northyorks.gov.uk/article/23544/Apply-for-a-primary-school-place There is no additional 'Supplementary Information Form' required to apply for a school place at Brotherton & Byram Community Primary Academy.

4 When making an application, Parent/Carers are advised to supply any additional information that may be required to the admissions authority by providing this information in writing direct to the school. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional medical or social needs which relate to the preferred school.

5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit in the number of pupils that can be admitted in the year of entry. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.

7 Brotherton & Byram Community Primary Academy maintains a catchment area. The North Yorkshire Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings.

B Oversubscription criteria

If the number of applicants exceeds the Published Admission Number, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at Brotherton & Byram Community Primary Academy in these circumstances in the following priority order:

Priority group one
Looked after children and all previously looked after children for whom the school has been named as a preference. Previously looked after children are children who were previously looked after but ceased to be so because they were adopted* or became subject to a child arrangement order* or special guardianship order.

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

*This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children Act 2002. Child Arrangement Orders replace Residence Orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

Priority group two
Children the authority believes to have exceptional social or medical reasons for admission.

We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

All supported applications will be assessed by a panel of qualified professionals. Unsupported applications will not be considered under this criterion.

Priority group three
Children living within the catchment area of the school.

If a school is oversubscribed priority will be given to those with a sibling at the school in September 2016 and then to those living nearest the school. In all cases 'sibling' refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit and at the same address as the 'sibling'.

Priority group four
Children living outside the catchment area of the school.

If a school is oversubscribed priority will be given to those with a sibling at the school in September 2016 and then to those living nearest the school. In all cases 'sibling' refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit and at the same address as the 'sibling'.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

C Appeals

1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. See NYCC website for details on how to appeal. Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

D False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

E Late Applications

1 Applications received after the closing date of 15 January 2017 may be treated as 'late' applications – that is processed after all 'on-time' applications.

2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:

a) this is accompanied by a satisfactory reason provided at the time of application; and
b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.

3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

4 Late applications received after the first day of the school year will be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

F Waiting List

1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2017.

2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G Timetable

by 12 September 2016	Opening date for applications. online applications start to be accepted at http://www.northyorks.gov.uk/article/23544/Apply-for-a-primary-school-place
15 January 2017	Closing date for 'on-time' applications
from 16 January 2017	Applications received may be treated as 'late'
18 April 2017	National Offer Day
19 May 2017	Deadline for return of appeal papers for 'on-time' applicants
05 June 2017 – 26 July 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Waiting list closes

H Contact details for correspondence

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