



**BRAMCOTE CHURCH OF ENGLAND
PRIMARY SCHOOL**

**ADMISSIONS POLICY
2017-18**

Bramcote Church of England Primary School

The Governing Body of Bramcote C of E Primary School is the Admission Authority and all decisions about admissions are made by the Admissions Committee of the Governing Body. The admissions process is administered by Nottinghamshire Local Authority on behalf of the Governing Body in accordance with the Nottinghamshire Coordinated Admissions Scheme. The LA Common Application Form and the School's Supplementary Application Form should be completed.

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to Bramcote C of E must complete both the appropriate application forms issued by Nottinghamshire Local Authority (LA) and additional supplementary forms which are available from Bramcote C of E Primary School. LA Applications can be made on-line, by telephone or by completing a paper application form and must be received by the deadline set by the Local Authority.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority and must also complete the additional supplementary form which are available from Bramcote C of E Primary School.
3. Parents/carers will be invited to state up to **four** preferences in rank order and we would encourage you to use all of your preferences.
4. In order for the Governing body Admissions Committee to award points against our own admissions criteria. It is important that an additional supplementary form is completed and returned back to the school by or before the **Closing date** for receipt of The Local Authority applications form. This enables us to seek other written evidence, e.g. from a minister to demonstrate commitment to a Christian church or other religion.

The school will liaise with the Local Authority on admissions and act according to timescales laid down in the Local Authority Coordinated Scheme. The Admissions committee will meet in February to allocate places according to the criteria outlined below. Bramcote CofE Primary School participates in Nottinghamshire's "Fair Access Protocol".

The following criteria were agreed by Governors for admission to the school from September 2017.

ADMISSIONS CRITERIA FOR 2017-18

Children, who have an Education, Health and Care Plan (EHCP) which names the School as the most appropriate educational setting for the child, will be allocated a place first which will reduce the number of places available to other applicants.

Admission oversubscription criteria

- 1 Looked After Children' or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be allocated before the points criteria is applied.
- 2 Children with the highest combined score based on a weighting procedure using the points system detailed below. Places are allocated to children with the most points, which are cumulative if several criteria are satisfied.

In the event of oversubscription within any criterion, children living nearest to the school as the crow flies will be allocated a place. Distance is measured using Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

Points scores

5 points: Children, who at the closing date of the application, reside at the same address as a brother and/or sister who will be attending the School at the same time of admission.

4 points: Children of parents or carers whose name(s) are on the current Electoral Roll of St Michael and All Angels Church Bramcote and who demonstrate regular Church commitment at least on a monthly basis either at Sunday Worship or at midweek groups where worship is the primary focus, over the past year, in order to be considered for a foundation place. A reference will be sought from the church minister to confirm their frequency of attendance.

3 Points: Children of parents or carers who are active members of another church that belongs to Churches together in England or the Evangelical alliance, and who demonstrate regular Church commitment at least on a monthly basis either at Sunday Worship or at midweek groups where worship is the primary focus, over the past year. This will be verified by written reference from the minister.

2 points: Children of parents or carers who are residents of the Ecclesiastical Parish of Bramcote in the Diocese of Southwell and Nottingham. (See Appendix 2)

1 Point: Children of parents or carers who are active members of another Faith and who have been attending on a regular monthly basis for at least one year. Major world faiths such as Buddhism, Hinduism, Islam, Judaism or Sikhism, this will be verified by written reference from the faith leader)

Key terms

In the event of oversubscription criteria being applied:-

- 1 Highest priority **must** be given to looked after children and all previously looked after children. 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).
- 2 The Governing Body assumes that all parents are willing for their children to join in all activities within the Christian ethos of the School (whilst acknowledging parent's legal rights to withdraw their child from certain activities).

Appeals

If your child is not allocated a place you have a statutory right to appeal. You should do this by writing to the Chair of Governors no later than 20 school days from the date you received your decision letter from the local authority. Your appeal will be arranged on behalf of the Governors by the Rotheras Solicitors of Nottingham and will be heard by an independent panel. There is no cost to the appellant. The decision of the panel will be binding on both you and the school.

Late Applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be considered by the committee providing the applicant can evidence that there were exceptional reasons for missing the closing date, otherwise they be considered after the other applications. The reasons will be those used by the Local Authority

Waiting List

A waiting list will be kept by the LA for applications during the normal annual round. The order on the list will remain the same as under the normal point's allocation procedures. If a place then becomes available parents must accept this within 1 week of the offer.

Admission Number

Our school Pupil Admission Number (PAN) is 30; this means that the number of places in our Reception year is 30. This gives three classes of 30 in the Infants when all the places are filled 90 in total. In Key Stage Two places can be allocated above this figure to a maximum of 120 Junior places. Entrants to year groups other than Reception are dealt with in the same way as the Reception places, using the points system in the case of oversubscription.

Multiple Births

Where one child of a multiple birth family can be admitted, the other child/children will also be admitted.

Special Consideration

Special consideration may be given to applications that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the **only** school which could cater for your child's particular needs. This might include medical needs, mobility, support needs, special educational needs or other social circumstances. The evidence must be presented at the time of application. Admission under special circumstances will have priority over all admissions criteria with the exception of children with an EHCP and children who are looked after. These applications will be considered by the admissions panel.

Point of Admission to school

The point of admission to the school is the academic year in which the child turns 5; this means a single point of entry in September each year. Some parents may wish to defer the start of full time education. The School Admissions Code (2.16) states that a) parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and b) parents can request that their child takes up the place part-time until the child reaches compulsory school age. Once you have been offered a place you may wish to take up this option. Contact the school to arrange a meeting with the Headteacher to arrange the details.

Equal Opportunities

Bramcote C of E Primary School is an inclusive school that welcomes all pupils. It is assumed that parents choose this school because they want a Christian education for their child/children and are willing for them to take part in all the activities of the school. Every step will be taken to ensure equal access to education here, notwithstanding the admissions procedure outlined above.

The School Standards and Framework Act 1998 Section 60 allows exceptions for admission with respect to our religious status.

Subject to the religious criteria outlined in this admissions policy the Governors of Bramcote CofE Primary intend that no applicants seeking admission for their child shall receive less favourable treatment because of their sex, marital status, race, colour, nationality, national origin, sexual orientation or disability, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable in accordance with any relevant legislation or regulations.

In-Year Applications to Bramcote CofE Primary School

For in-year admissions to Bramcote CofE Primary School, you can apply directly to us and will need to complete our own supplementary admission form. Waiting lists are held by Bramcote CofE Primary where the number of applications received is greater than the number of places available in the year group. The order of waiting list is decided by the admission oversubscription criteria for the school irrespective of the date the application was received.

February 2016

Appendix 1

Dates for LA co-ordinated scheme 2017-18 To be fixed by LA

From Monday 7 th Nov 2016	<ul style="list-style-type: none">• Apply for a school place Information is available to parents
Sunday 15 th January 2017	<ul style="list-style-type: none">• Closing Date for receipt of applications and any supplementary or supporting information including and special circumstances
Friday 17 th February 2017	<ul style="list-style-type: none">• Last date for exceptional late applications and changes to preference to be received in order to be considered by the admission authority on time.
National Offer Day Tuesday 18 th April 2017	<ul style="list-style-type: none">• Emails sent to online applicants with the outcome of their application.• Letter sent to parents by Second Class post showing the outcome of application.• Unsuccessful on-time applications added to waiting list for schools with an intake at reception and year 3.• Appeals can be lodged.
From Tuesday 4 th May 2017	<ul style="list-style-type: none">• Online responses processed• Processing of late applications and changes to preferences starts• Any available places begin to be offered from the waiting lists in line with the relevant admission oversubscription criteria.
June / July 2017	<ul style="list-style-type: none">• Independent appeals heard
Friday 1 st September 2017	<ul style="list-style-type: none">• Applications received from this date will be processed in line with in-year arrangements.

