



**BRAMCOTE CHURCH OF ENGLAND
PRIMARY SCHOOL**

**ADMISSIONS POLICY
2018-19**

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 is 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 2018.

ADMISSIONS CRITERIA FOR 2018-19

To make an application for admission to Bramcote C of E you **must complete both** the appropriate application forms issued **by the home** Local Authority (LA) and additional supplementary forms which is 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 **both** the LA and supplementary forms must be received by the deadline set by the Local Authority.

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.

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.

Point's scores

5 points: Children, who at the closing date of the application, reside at the same address as a brother and/or sister (including step siblings, foster siblings, adopted siblings and other children living permanently at the same address) who will be attending the School at the same time of admission.

4 points: Children of parents or carers' who demonstrate regular worship at least on a monthly basis to St Michael and All Angels Church, Bramcote 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 demonstrate regular worship at another Christian Church at least on a monthly basis; that is a member of Churches together in England, Evangelical Alliance or other Christian churches of a Trinitarian faith, 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 The highest priority **must** be given to children who are looked after and all previously looked after children.

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of 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. Section 14A of 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)

- 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).

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.

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 until at least the 31st December of each school year of admission. Each child added to the list will be ranked again in line with the schools published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children and those allocated a place at the school in accordance with Fair Access Protocol WILL take precedence over those on the waiting list. If a place then becomes available parents must accept this within 1 week of the offer.

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.

Admission of children outside their normal age group

The School Admissions Code 2.17 – Parents may seek a place for their children outside of their normal age group, for example, if the child is gifted and talented, or has experienced problems such as ill health. In addition, parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to reception class rather than year 1.

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.

Appendix 1

Dates for LA co-ordinated scheme 2018-19 To be fixed by LA