

# **BRAMCOTE CHURCH OF ENGLAND PRIMARY SCHOOL**

## **ADMISSIONS POLICY 2023-24**

### **Bramcote Church of England Primary School**

1. 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 home LA Common Application Form should be completed in ALL cases and the School Supplementary Form should be completed for those wishing to apply to the school under faith criterion.
2. 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".
3. Parents/carers of children who live in Nottinghamshire and make an application for admission to Bramcote C of E must complete the appropriate application forms issued by Nottinghamshire Local Authority (LA). 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.
4. Applications from parents or carers of children not resident in Nottinghamshire must be made by completing the appropriate application form available from their own home authority.
5. If you are applying under the faith Criterion of the school, you can complete a School Supplementary Form, these forms are available from the school office and will need to be completed and returned back to the school by the same deadline set by the LA.

The following criteria were agreed by Governors for admission to the school from September 2023.

### **ADMISSIONS CRITERIA FOR 2023-24**

To make an application for admission to Bramcote C of E you **must complete** the appropriate application form issued **by the home** Local Authority (LA). LA Applications can be made on-line, by telephone or by completing a paper application form and returned by the deadline set.

If you are applying under the faith criterion of the school then you need to complete an additional supplementary forms which is available from Bramcote C of E Primary School. Once complete this needs to be returned back to school by the deadline set by the LA.

#### **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.

## **Definitions**

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
  - A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
  - This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
  - 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. 19 See Section 14A of the Children Act 1989 which 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.

## **Offering a first time admission to school (reception year) place**

Outcomes of applications for first time admissions to school which have been submitted online will be made by the Local Authority on National Offer Day 17<sup>th</sup> April 2023. Where applications have been received by post the outcome will be posted out second class on National Offer Day.

## **Home Address Definition**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

In the case of families of service personnel with a confirmed posting to the area, we will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

## **Parent Definition**

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

In all cases, those with parental responsibility must be in agreement with preferences made.

## **Sibling Definition (brother or sister)**

At Bramcote C of E it is considered a sibling to be:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

## **Appeals**

If your child is not allocated a place you have a statutory right to appeal. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

A request for appeal should be made directly to the Governors of the School; the Chair of Governors/Head Teacher will outline the Appeals Procedure for a Voluntary Aided Church of England School to the appellant.

Your appeal will be arranged and clerked on behalf of the Governors by the Rothera 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 coordinated 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 for first admissions will be kept by the LA until at least the 31<sup>st</sup> 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 2.17 states that b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Admission of children outside their normal age group**

**The School Admissions Code 2.18** – 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.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible.

The school's admission committee will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **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, applications can be made directly to us using our in-year admissions form available on the school website [www.bramcotecofeprimary.co.uk](http://www.bramcotecofeprimary.co.uk) or by requesting a paper copy from the school office 0115 9258548.

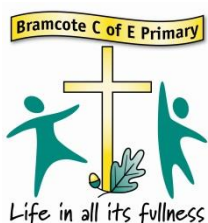
All applications will be considered and if there are places available within a year group (I.E. the number of pupils within that year group is below the published admission number of 30) the applicant will be offered a place and informed of this in writing within 15 school days of their original application.

Where a place is not available and the applicant is declined the offer of a place they will be informed in writing outlining the reasons for the decision along with information of the right to appeal within 15 school days from their original application.

**Policy Review March 2022**

**Next Review February 2023**

## **APPENDIX 1: Bramcote C of E Primary School Additional Supplementary Form**



**BRAMCOTE CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**

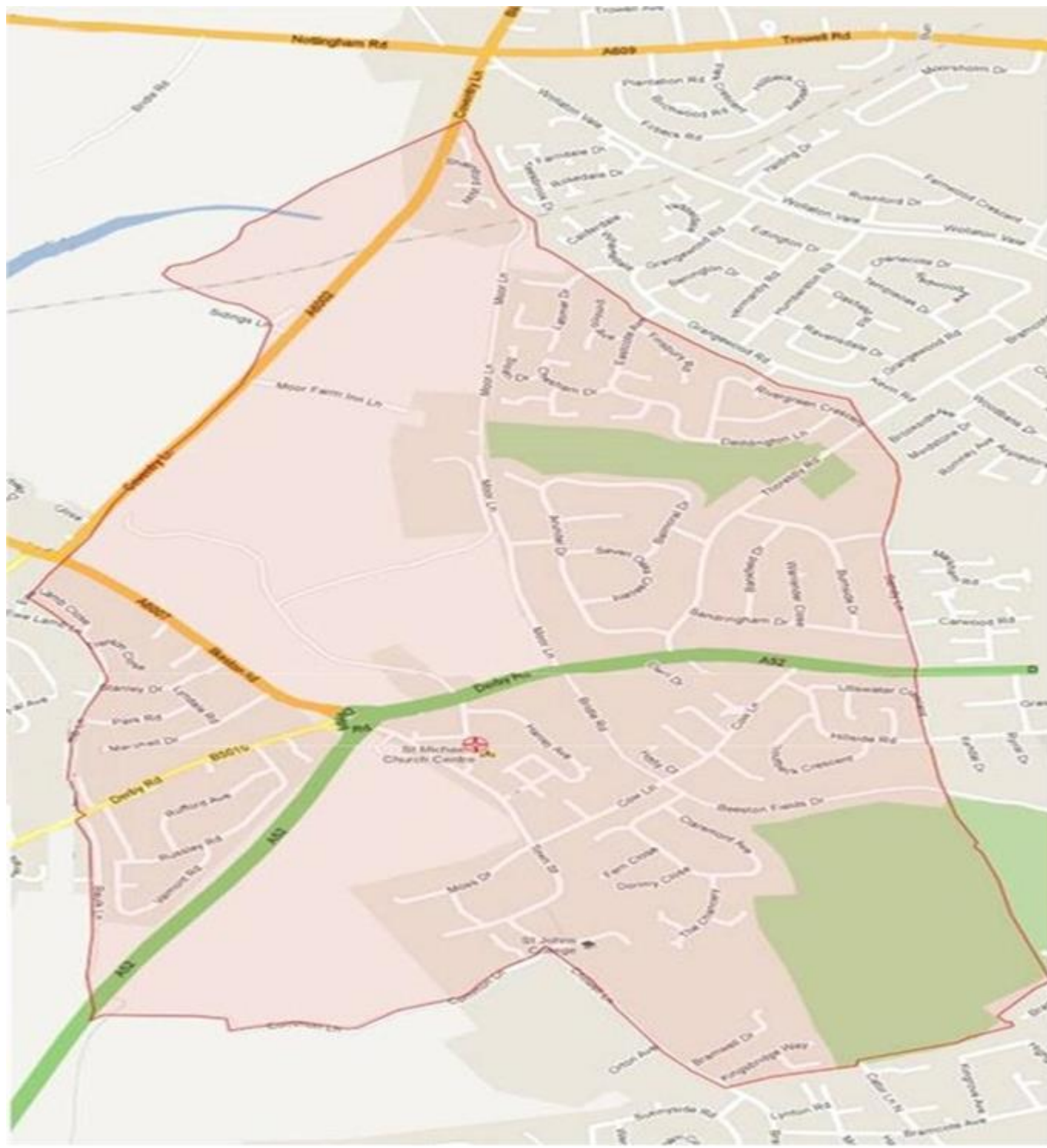
## **SUPPLEMENTARY INFORMATION FORM 2023-24**

PLEASE COMPLETE THIS SUPPLEMENTARY INFORMATION FORM AND RETURN IT DIRECTLY TO THE  
SCHOOL

CHILD'S NAME:		CHILD'S DATE OF BIRTH:	
ADDRESS:		TELEPHONE NUMBER:	
NAMES OF PARENTS / CARERS:			
Please note it is important that the information requested below is given as comprehensively as possible because in the event of oversubscription the information will be used to award points using our point's criteria. For further information see the schools Admission policy 2022-23.			
DOES THE CHILD NAMED ABOVE HAVE BROTHERS OR SISTERS RESIDING AT THE SAME ADDRESS WHO WIL BE ATTENDING THE SCHOOL AT THE SAME TIME OF THEIR ADMISSION? (SEPTEMBER 2020)		YES	NO
DO PARENTS /CARERS OF THE CHILD NAMED ABOVE DEMONSTRATE REGULAR WORSHIP AT ST MICHAEL AND ALL ANGELS PARISH CHURCH, BRAMCOTE?		YES	NO
DO PARENT/CARERS' OF CHILD NAMED ABOVE DEMONSTRATE REGULAR WORSHIP AT ANOTHER CHRISTIAN CHURCH THAT IS A MEMBER OF THE EVANGELICAL ALLIANCE, CHURCHES TOGETHER IN ENGLAND OR A CHRISITAN CHURCH OF A TRINITARIAN FAITH?		YES	NO
IF YES PLEASE GIVE NAME OF CHURCH:			
MINISTER'S NAME AND ADDRESS:		TELEPHONE NUMBER:	
ARE YOU AN ACTIVE MEMBER OF ANOTHER MAJOR WORLD FAITH? (e.g. Buddhism, Hinduism, Islam, Judaism, Sikhism)		YES	NO
IF YES PLEASE GIVE NAME OF FAITH, FAITH LEADER'S NAME AND ADDRESS:		TELEPHONE NUMBER	

*'Regular Worship' is defined as 'worship' to a church by a parent /carer at least once a month over a minimum period of one year directly preceding the application. In the case of relocation, it is necessary to provide a suitable named person who will be able to provide an appropriate reference.*

### **APPENDIX 2: Parish of Bramcote Map**





**BRAMCOTE C OF E PRIMARY SCHOOL  
IN-YEAR APPLICATION FORM**

<b>Current Pre School</b> (Nursery, Playgroup) <b>OR</b> <b>School</b>		
<b>Name of child</b>		
<b>Date of Birth</b>		
<b>Name of applicant:</b>		
<b>Home Address:</b>		
<b>Post Code:</b>		
<b>Telephone:</b>		
<b>Email:</b>		
<b>Additional information:</b>		
<b>1. Do you have a sibling already attending Bramcote C of E Primary School?</b>	<b>Yes</b>	<b>No</b>
<b>2. Are you applying to the school under the faith criterion?</b>	<b>Yes</b>	<b>No</b>
<i>If you have answered <b>yes</b> to questions 2, please complete our School Supplementary Form available from the school office.</i>		

## **Appendix 4: Key date for Admissions 2022-23**

**Important dates to remember if your child is:**

**Starting school for the first time (reception) – September 2023 (children who are 5 years old between 01 September 2023 and 31 August 2024)**

**Transferring from infant school (year 2) to junior/primary education (year 3) – September 2023**

**\*Dates to be confirmed**

<b>From November 2022</b>	<ul style="list-style-type: none"><li>• Information available to parents</li><li>• <b>Apply</b> for a school place</li></ul>
<b>Saturday January 2023</b>	<ul style="list-style-type: none"><li>• <b>National closing date</b> for receipt of applications and any supplementary or supporting information including any special circumstances</li></ul>
<b>Tuesday February 2023</b>	<ul style="list-style-type: none"><li>• Last date for exceptional late applications and changes to preference to be received in order for a decision to be made whether the application can be considered as on time, refer to page 22</li></ul>
<b>NATIONAL OFFER DAY Monday 17<sup>th</sup> 2023</b>	<ul style="list-style-type: none"><li>• Offers communicated to Nottinghamshire parents:<ul style="list-style-type: none"><li>- emails sent to online applicants (who opted to receive an email)</li><li>- letters sent to parents by <b>second class</b> post</li></ul></li><li>• Unsuccessful on time applications added to waiting lists for schools with an intake at reception and year 3</li><li>• Appeals can be lodged</li></ul>
<b>From May 2023</b>	<ul style="list-style-type: none"><li>• Online responses processed</li><li>• Processing of late applications and changes to preferences starts</li><li>• Any available places begin to be offered from the waiting lists in line with the relevant admission oversubscription criteria</li></ul>
<b>June/July 2023</b>	<ul style="list-style-type: none"><li>• Independent appeals heard</li></ul>
<b>September 2023</b>	<ul style="list-style-type: none"><li>• Applications received from this date will be processed in line with in-year arrangements</li></ul>
<b>December 2023</b>	<ul style="list-style-type: none"><li>• Some own admission authority schools may not continue to hold waiting lists after this date</li></ul>