Broomhaugh C of E First School

Admissions Policy

ADMISSION TO
BROOMHAUGH CHURCH OF ENGLAND AIDED FIRST SCHOOL

Our Catchment area includes the parishes of Broomhaugh, and Riding and Healey.

Parents resident within and outside the school's catchment area who wish their children to attend the school may submit an application by completing a school request form (obtainable from the Northumberland County Council website) which should be returned to the school before the end of the Autumn term, in the year before admission. The Director will then inform them whether a place is available for their children.

Admission of children below compulsory school age and deferred entry to school.

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1st April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- Their child attends part-time until they reach compulsory school age, or
- That the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age
- That the date their child is admitted to school is deferred until the term after the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- That the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday

"If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than Year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in

September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group."
Further information and advice on the admission of summer born children is available from www.northumberland.gov.uk and
www.gov.uk/government/organisations/department-for-education

Parents interested in sending their children to our school are welcome to arrange a visit by telephoning for an appointment.

Admissions Policy

The governing body of Broomhaugh Voluntary Aided Church of England First School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group in September. This arrangement follows consultation between the governing body, the LEA, the Diocese, all other schools in the area and all other Admission Authorities in the area.

The school welcomes applications for admission from the parents of all children. However, in the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

Over-subscription Criteria

1. Children who have special educational or medical needs or other special circumstances, including those who are Looked-after Children (in the care of the local authority). "Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming Broomhaugh C E First School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below"

"Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order."

2. Children with a brother or sister at the school at the time they would be admitted.
3. Children of parents worshipping regularly and frequently at the Parish Church of St. James, Riding Mill.
4. Children residing within the catchment area of the school and those on whose behalf firm evidence is presented that they will be resident in the catchment area by the appropriate admission date.
5. Children of parents worshipping in another Christian Church (that being a full member of Churches Together in Britain and Ireland) who wish their child to attend this school because of its Christian foundation.
6. Other children.

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Where there are places available for some but not all applicants within a particular criterion, distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system), with those living closer to the school receiving the higher priority.

Notes

- By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements' order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14) A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A) Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child arrangements or special guardianship order)"

- Parents are asked to let the headteacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.

- If applicants are seeking admission under criterion 1 above they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.

- Brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.

- If applicants are seeking admission under criterion 3 and 5 above they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent. Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend

- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

- Requests from parents for places outside a normal age group will be considered carefully eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

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- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that applications for admission must be made on the online admissions form provided by the Local Education Authority and completed by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place in April 2019.

Reviewed: **Every 7 years unless changes proposed.**
Next Reviewed: **2025**