

Brockhampton Primary School Admissions Policy

Policy Adopted	February 2020
Minutes Reference	
Date of Next Review	February 2021

Signature of Chair of I.A.B.:

The Interim Academy Board of Brockhampton Primary School aim to deal with all admissions to the school openly and fairly.

Admissions to Brockhampton are under the control of the Local Authority (LA). The criteria for allocating places is set out in the Herefordshire Council booklet Admissions and Transfers to Schools which is reviewed and published annually.

The agreed admission limit for Brockhampton Academy Trust is 182 pupils.

Parents wishing to apply for a place do so on one of two forms. PA1 and PA2.

Form PA1 – Admission of a Four Year Old to An Infant or Primary School.

Form PA1 is used when a child first starts school. Forms should be completed and returned to the LA.

The agreed number of places in the reception class is 26 (Planned Admission Number). In allocating the places the LA will follow their published criteria – found in the Admissions and Transfers booklet available from the county website <http://www.herefordshire.gov.uk/education/schools>. Parents should also refer to this document for relevant dates as to when applications should be made.

It is the agreed policy of the I.A.B. that all 4 year olds should be encouraged to take their place from the 1st of September in the academic year in which they are 5. However, the Board acknowledge the rights of parents to take places at the beginning of the term after the child turns 5.

Prior to starting school there will be a parents' meeting, class visits and a home visit from the reception teacher.

Form PA2 - Admission/Transfer to a Primary School (other than at normal age for admission).

Parents may apply for a place at the school at other times during a child's education using form IYT from the county website <http://www.herefordshire.gov.uk/education/schools> which should be completed and returned to the school, who will note the application and forward it to the LA. The LA will deal with all applications and their published criteria will be used to make any decisions. The I.A.B. have agreed that:

1. If a place is available then a parent's right to choose a place at any maintained school will be honoured.
2. If a child wishes to transfer from another school, for reasons other than moving from out of their catchment, the I.A.B. will do all they can to persuade the parents of the child to discuss their reasons for moving with the Head teacher of their child's current school, before offering a place.
3. The I.A.B have agreed that a class has an admission limit of 27 children.

The school will not accept pupils onto a waiting list.

Parents who are refused a place at Brockhampton Primary school have the right to appeal to an independent appeals committee. Full details would be provided by Herefordshire Local Authority as part of their normal admissions procedure.

Oversubscription

Where the school is oversubscribed with equal preference applications, the following criteria will be applied in priority order;

1. Looked After Children (LAC) and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.
2. Children for whom the school accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school. Documented social, medical or psychological evidence must be provided in support of the application from an appropriate independent registered professional which sets out why the school is the only place that can meet the child's needs or circumstances.
3. Children with older brothers or sisters (including adopted siblings, fostered siblings, step siblings and those living as siblings in the same family unit) attending the school at the date of the younger child's admission.
4. Children attending the Brockhampton Pre-School.
5. Children living within the school's defined catchment area.
6. Children whose parents are employed by Brockhampton primary School for at least two years.
7. Children living outside the school's defined catchment area.
8. If there are more children in any of the individual categories than there are places remaining, then those children who live nearest to the school by the shortest available walking route.