



Bromesberrow  
St Mary's CofE (VA) Primary School  
*We're Reaching for the Stars*

# Bromesberrow St Mary's C of E (VA) Primary School

Admission Policy 2024-25

Review date: October 2024

## **BROMESBERROW ST MARY'S C OF E PRIMARY SCHOOL**

### **GOVERNORS' POLICY ON ADMISSIONS, 2024**

#### **Admission number**

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. The Governors have set the Indicated Admission Number at 8.

This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected

Where the number of applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit.

#### **1. Looked After Children**

Looked After Children/Previously Looked After Children Definition

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted ( 5 ).

*(1) 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. In Gloucestershire, such children are referred to as Children in Care.*

*(2) 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's Act 2002 (see section 46 adoption orders).*

*(3) Under the provisions of s.12 of the Children and Families Act 2014.*

*(4) 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).*

*(5) 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.*

#### **2. Sibling**

The admission criteria for Bromesberrow St Marys C of E Primary School offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

### **3. Church of England Faith**

Children where the parents or guardians seek specifically Church of England teaching and where the family attend the local church. This should be supported by a supplementary information form (please see appendix 1) supporting and agreeing regular attendance to the church. Governors have agreed that this should be at least 6 times per year.

### **4. Christian Faith**

Children whose parents or guardians attend another Christian Church that is a member of Churches Together in England and whose application is supported by a supplementary form as described above.

### **5. Distance from school**

Any remaining places would be allocated on the basis of closest proximity to the school measured in a straight line. Ease of access to the school and/or other schools will be taken into consideration. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (and not centre points of front doors) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Over subscription**

Where we are oversubscribed, we will adhere to points 1-6 and where these do not apply criterion 6 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

### **Children with an Education, Health and Care Plan**

Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

### **Admission of Summer Born Children for Reception Entry for Bromesberrow St Mary's Primary School**

The Governing Body of Bromesberrow St Mary's Primary School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Bromesberrow St Mary's Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

### **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children who are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (age 5 years).

### **Waiting Lists**

Waiting lists are held until December, then parents will need to re-apply to remain on there if they wish.

### **Appeals**

Parents/carers have a right to appeal against refusal to admit their child(ren) to our school. Any appeal must be in writing and addressed to the head teacher as soon as possible after reconsideration. Appeals will be arranged in accordance with the Code of Practice on Admission Appeals. Further details about the appeal process are available from the Clerk via the school office (01531 650340).

### **In Year Admissions**

Parents should contact the school directly in the first instance for in year admissions. All those who apply must have their applications dealt with either an offer or refusal letter within 15 days max. with reasons for refusal and details of their statutory right to appeal. The school will inform the local authority of the outcome within 2 days of the decision. As a school, our PAN is 8 (the children we take in reception). Decisions to exceed this in year are decided by the governing board. Admissions would only be refused based on the addition of a new child:

- 1) Prejudicing the provision of efficient education and/or
- 2) Prejudicing the efficient use of resources

Where multiple in-year applications are received and some but not all could be admitted the oversubscription criteria will be used.

### **Fair Access Protocol**

The new School Admissions Code 2021 (the 2021 Code) sets out a number of new provisions in relation to FAPs. These include:

- extending the mandatory categories of children who can be placed via the FAP to include children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place;
- removing the ability for local authorities to introduce their own FAP categories and prohibiting the routine use of FAPs in place of the usual in-year admissions process;
- requiring that placement decisions need to be made within 20 school days of a child being referred to the FAP.

At Bromesberrow St. Mary's school we work in partnership with the local authority in supporting FAP

Appendix 1

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A VOLUNTARY AIDED CHURCH OF ENGLAND SCHOOL**

The school to which you are applying is a voluntary aided Church of England school, meaning that members of its local Parish and the Diocese of Gloucestershire have contributed towards the building of the school and continue to pay towards its maintenance. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school. The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at a voluntary aided Church of England school. This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria of the school admissions policy. Failure to complete this form may affect the oversubscription criterion in which your child is placed.

Name of the school to which you are applying:	
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I/we –Names of parents/guardians	
Of -address	
Parent/guardians of (child’s name)	DOB

Declare Christian Commitment, for at least the previous 12 months, described as:

‘At the heart of the church’ – A regular worshipper who is on the electoral roll (or equivalent) of the church and worships at least six times per year. The worshipper could be one or both parents or the child.	Tick if applies:
‘Attached to the church’ – A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.	Tick if applies:

Parental/Guardian signature 1:	
Parental/Guardian 1 Print Name:	
Parental/Guardian signature 2:	
Parental/Guardian 1 Print Name:	
Dated:	

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION (Please contact the school if you are unsure who can verify your declaration)

Verified by Vicar, Priest in Charge, Minister of Religion etc. (During an interregnum the form may be signed by a Churchwarden)	
Signature:	
Please Print Your Name:	
Date:	
Name and Address of Church:	
Status within the Church:	
Contact Address and telephone number:	
Comments:	

**Please return the completed form to the school**