



Belgrave Primary School

Admissions Policy

March 2022

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ADMISSION POLICY 2023 – 2024

1 Belgrave Primary School is a 4-11 Academy (hereafter referred to as 'the Academy'). The Governing Body is the admissions authority and the admission limit for September 2023 is 30 places in the Reception.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

Children reach compulsory school age at the beginning of the term following their fifth birthday. Under the council's policy, children may start school in the reception class in the September following their fourth birthday. Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week, for example, where the child wakes up between Monday to Friday. In the event of two applications being received for a child residing equally with both parents/carers, neither application will be considered and the parents/carers will be asked to agree a single application between themselves

After the allocation of Reception places, the Academy will admit 'rising fives', i.e all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred 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 the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the Academy.

Belgrave Primary School's admission arrangements are reviewed by the governing body of the school on an annual basis following discussion with the Local Authority. The Academy will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2021 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. Information on the admissions and appeals process appears in the Authority's booklet "**Transferring to Secondary School – Applying for Secondary School Places.**" The booklet is available in September and can be viewed on the Local Authority's website or a hard copy can be obtained on request.

2 The Academy may set a higher or lower admission number than its Published Admission Number (PAN) for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN the Academy will in accordance with the provisions of the School Admissions Code 2021 notify the LA of the consent to such an arrangement of the LGB. Where it is proposed to have a lower admission number the Academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code. In accordance with its funding agreement the Academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

- 3 Arrangements for applications for places at the Academy will be made in accordance with the relevant LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA. Belgrave will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.
- September – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2022 for admission in September 2023). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Academy.
 - September/October – The Academy will provide opportunities for parents/carers to visit the Academy.
 - January – Common Application Form to be completed and returned to the pupil's home LA to administer.
 - February – The LA sends the Academy applications to the Academy.
 - February – Determination of the next academic year's admissions policy. This will be published on the Academy's website and sent to the LA in March for inclusion in the composite prospectus.
 - March – The Academy will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them, (eg distance measurement).
 - March – The LA applies the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
 - April – Offers made to parents/carers

- 4 In prioritising applications from parents expressing a preference for the school, the following criteria are used:

Children with Education Health and Care Plans (EHCPs) where The Academy is named on the statement, and who meet the minimum entry requirements, will have automatic entitlement to a place at The Academy, and will be admitted before all other applicants.

- A looked after child or a child who was previously looked after by an English Local Authority but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- A looked after child or a child who was previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- Siblings. Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years reception through to year five in a primary school, years seven to ten and year twelve in a secondary school and expected to continue at the school in the following school year, at the time of admission. Siblings in year six and year eleven will not be considered under this criterion for the normal admission rounds.
- Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents or carers are resident within the area served by the school at the time of application.

- Distance- Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings who live within the school's designated catchment area
- Siblings who do not live within the school's designated catchment area

All applicants within each criterion will be put into distance order with priority being given to those that live nearest to the school, as stated above.

Where it is identified that there are a limited number of places available and the Admissions authority cannot differentiate between the applications using the nearest school criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or separate addresses measuring the same distance from the school.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the Academy, both will be considered together as one application.

Late applications for places will be considered after all applications received on time.

Repeat applications will not be considered within the same school year, unless the parents' or the school's circumstances have changed significantly since the original application was made.

Waiting Lists

In any year where Belgrave Primary School receives more applications for places than there are places available, a waiting list will operate. The waiting list will be maintained by the School and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Position on the waiting list and allocation of places will be determined solely in accordance with the over-subscription criteria outlined above. When a place becomes available, the name at the top of the list will be automatically contacted. Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

In-year admissions

A parent can apply for a place for their child at any school, at any time. The school manages its own in-year admissions process.

Parents must contact our admissions officer for an application form

Upon submission, a decision on whether or not to admit the child, will be made within ten school days. If the year group, to which the parent is applying, is below PAN – the admissions officer will contact the parent to agree a start date.

If the year group, to which the parent is applying, is at or already above PAN, an application will be considered on a case by case basis, but may be refused if the school decides that to admit a further pupils or pupils above PAN would prejudice the efficient provision of education and/or efficient use of resources, and the parent informed accordingly.

The outcome of in-year applications should be notified in writing within 10 school days, but in any event must be notified within 15 school days. Where a place is refused, the reason for the refusal must be included, along with full details of the statutory right of appeal. As soon as reasonably practicable, but in any event within 2 school days, the LA must also be notified of the application and outcome. Where a place is offered, the child should be admitted as soon as possible.

Admission of Children outside of their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the Academy as described in the paragraph regarding the in-year admissions process.

Each application will be considered and decided by the Academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals and will be binding on all parties.

Belgrave Primary School will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code.

Appeals should be made, in writing, to Belgrave Primary School within 20 school days from the date of notification that the application was unsuccessful.

The panel will consist of three people (two will have education experience and one will be an independent person with no education experience). The panel will consider the case put forward, it must consider the admission arrangements for the School and the reasons why you want to attend this particular institution. The panel must exercise its discretion by balancing the weight of arguments.

The decision of the Independent Appeals Panel is binding on both the School and the student/parents.

The School will not consider repeat appeals by the same applicant in the same academic year, unless the applicant is able to prove that there have been material changes in their circumstances since the previous admissions appeal.

Procedures for determining Admissions Arrangements

Consultation

The Academy shall consult every seven years on its proposed admission arrangements unless these are the subject of change in any year. Where consultation is required the Academy will consult for a period of six weeks between October and the following January. All relevant bodies listed in paragraph 1.44, Section 1 of the Admissions Code will be consulted and the consultation will be conducted directly with the relevant LA and applicable church authorities and by way of publication on the academy's website.

Determination and publication of admission arrangements

Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28 February of the relevant year and notify those consulted of what has been determined.

Publication of admission arrangements

The Academy will publish its admission arrangements each year once these have been determined, by sending copies to the relevant LA and other bodies and publishing on the academy's website.

The published arrangements will set out:

- The name and address of the Academy and contact details;
- A summary of the admissions policy, including oversubscription criteria;
- Numbers of places and applications for those places in the previous year
- Arrangements for hearing appeals.

Representations about admission arrangements

- Where any bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider the representations before determining the admission arrangements.
- Where The Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator.
- Objections must be referred to the Adjudicator by 15 May in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator: <http://www.schoolsadjudicator.gov.uk>
- Some bodies have the right to ask the Academy to increase its proposed PAN for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed PAN. The Secretary of State will consult the Academy and will then determine the PAN.
- The Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed PAN. The Secretary of State will consult the Academy before making any direction.
- Pursuant to the Admissions Code 2021 the Academy may decide to admit above its PAN in year. It may also increase its stated PAN for any determination year and future years provided that the necessary approvals at board level and that of the Secretary of State are received. In these cases it is not necessary to consult but the Admissions Code provides for the LA to be given notice to enable them to deliver their co-ordinated responsibilities effectively.

Proposed changes to admission arrangements by the Academy after arrangements have been published

- Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify the relevant bodies of the proposed variation and must then apply to the Secretary of State setting out:
 - the proposed changes;
 - reasons for wishing to make such changes;
 - any comments or objections from those entitled to object.

The need to secure the Secretary of State's approval for changes to admission arrangements

- Following the consultation process outlined in this policy, the Academy will consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements.
- Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.