



# BENGEWORTH MULTI-ACADEMY TRUST



## Bretforton Village School

### ADMISSIONS POLICY 2020 & 2021

#### Guidance

The school's Pupil Admission Number in each year group (PAN) for the school years beginning 1<sup>st</sup> September 2019 and 2020 is set at 15.

The school has adopted Worcestershire County Council's Fair Access Protocol and all preferences are treated equally.

Worcestershire County Council is the admissions co-ordinating body for the school. The school Governing Body is the admission authority. From 2020, Babcock Prime, on behalf of Worcestershire County Council will co-ordinate In-Year Admissions for all own admission authority schools. The Co-ordinated Scheme can be viewed at the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

Applications for a September start in Reception must be made directly to the County Council online at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). Applications must be made within the published deadlines.

#### Reception 2020 & 21

You are legally entitled to access education for your child the September following their 4<sup>th</sup> birthday.

By law, children must be in school by the term following their 5<sup>th</sup> birthday.

At Bretforton Village School, we have only one intake date – September. **All** children eligible to start school during the following year will start in September in order that their learning and socialisation will not be compromised.

Please contact the Headteacher if you are considering deferring your child's start or needing a part time start for your child. Any change to admissions outside of the normal age range, including summer born children starting school, must be agreed prior to application with the Head of School or Executive Headteacher.

When a child reaches compulsory school age they are required to be in school full time, unless they have deferred their starting age by prior agreement with the Head of School or Executive Headteacher.

Closing dates for applications are published annually by the school and Worcestershire County Council. Offers of places are usually issued at the start of the Summer Term.

Parents must then confirm acceptance of the place by the required date and attend an induction meeting. If the offer of a place is not confirmed by the parents before the deadline then the academy will assume that the place is not required and offer it to another child.

### **Priority Criteria**

If the number of applications exceeds the PAN, then the school governors will give priority to applications based on the following criteria taken in turn:

1. Looked After Children and Previously Looked After Children<sup>1</sup>
2. Siblings<sup>2</sup> on roll at the school at the time of admission
3. Children residing in the school's catchment area<sup>3</sup>
4. Children of teachers who are permanently employed within the school
5. Other applicants

In accordance with legislation, a child with a Statement of Special Educational Needs or Education Health Care Plan (EHCP) will be offered a place at the school named in the Statement or EHCP.

### **Notes**

<sup>1</sup>**Looked After Children** – All those in the care of or accommodated by a Local Authority under the terms of the Children Act 1989. Relevant 'looked after' means children who fall within the definition of 'Looked after' given above at the time of the application for admission and will still be 'looked after' at the time of admission to the school. This also includes those previously looked after, who became adopted, subject to a residency order or special guardianship order.

<sup>2</sup>**Siblings** – includes; half-siblings, step-siblings and adopted siblings. The children must all reside permanently at the same address.

<sup>3</sup> **Catchment Area Map** – Can viewed at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) or at the school.

### **Over Subscription**

Following application of the above criteria, if there remains an over subscription for places, places will be allocated to pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Governing Body/Academy Trust will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equidistant applicants, any place will be allocated by random selection)***

***(lottery). Someone totally independent of the Governing Body/Academy Trust will supervise this process).***

### **Waiting Lists**

Waiting lists for admission will be kept until the end of the first Autumn Half-Term period then discarded. Parents will need to advise the school should they wish to remain on the list. The list will be maintained in application criteria order.

### **Late Applications**

Late applications will only be considered if received within one calendar month from the close of applications and that either of the following apply:

1. Family have moved into the area after the closing date for applications has passed.
2. Where it is agreed by the governors that exceptional circumstances apply.

## **Applications Other than at Start of Reception Year In-Year (Side) Admissions**

If places in the year group(s) required are available, application is direct to the school. If more than one application is received for a place, the above given entry criteria will be applied.

The school follows the 'In-year Fair Access Protocol'.

### **Waiting Lists**

Waiting Lists are maintained by the school for each school year group. The lists are held until the end of the school year.

### **Appeals**

Parents who wish to appeal against the decision of the governors to refuse their child(ren) a place in the school at any phase, may appeal in writing the Chair of Governors stating their reason for such an appeal. Appeals will be heard by an independent panel.

### **Start Dates**

Children transferring mid year will only be allowed to start at the beginning of a new term. In the case of exceptional circumstances, an alternative date may be considered by the Head of School or Executive Headteacher.

Revised March 2019