



**BRIGSTOCK
LATHAM'S**
CE PRIMARY SCHOOL

Admissions Procedures

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1. Introduction

The governing body of Brigstock Latham's CE Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of December 2014. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2. Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. Admission for all children is on an equal basis and their needs will be assessed and catered for unless it is to the detriment of other children.

3. How parents can apply for their child to be admitted to our school

As our school is a Voluntary Controlled school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.

Applications for school places have to be completed through the Local Authority. This can be done through an online form or you can request a paper version from the LA.

Forms have to be processed by the Local Authority and it is the Local Authority that will make the final decision. Parents are contacted by the Local Authority confirming their child's place at the end of the process.



Children enter our school in the academic year they become 5 years old, i.e. they are within the Early Year Foundation Stage of their education. There is one admissions date per year, early in September (i.e. at the start of the school year).

4. Admission Appeals

If a place is not offered, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

5. The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is **15 per year group**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6. Oversubscription Criteria

The Local Authority is responsible for allocating places at Voluntary Controlled schools. Places will be allocated to pupils who have a statement of SEN or EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement order or special guardianship order. 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)
2. Children living with their parent(s)/legal guardian(s) resident in the linked area
3. Children with a sibling attending the school at the time of admission
4. Other pupils



7. Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School.

8. Summer born children

The School Admissions Code allows parents/carers of summer-born children (born between 1st April and 31st August) to request that their child is admitted out of their normal age group (into Reception in the September following their 5th birthday).

Information about how to make such a request and the process that will be followed can be obtained from the Local Authority.

9. Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.