CASTLEMAN ACADEMY TRUST

POLICY :

Admissions
Broadstone First School
2022/23

Author:	**Castleman Academy Trust**
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CASTLEMAN ACADEMY TRUST

Broadstone First School,
Admissions Policy 2022/23

Broadstone First School is an academy. Its Admission Authority is Castleman Academy Trust. The Trust is responsible for the policy and decisions made in regards to it.

Children with an Education, Health and Care Plan issued by a local authority naming Broadstone First School will be admitted before preferences are considered for admission in September.

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number (60) for the admission year group:

1. "Looked After Children" or "previously Looked After Children".

2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. Children who have a parent who has been employed at the school for two or more years at the time the application was made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live in the school's catchment area who have a sibling who is already on the roll of the school and will continue to attend the school at the time of admission.

5. All other children who live in the school's catchment area.

6. Children who live outside the school's catchment area who have a sibling who is already on the roll of the school and will continue to attend the school at the time of admission.

7. All other children who live outside the school's catchment area.

If a school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority. If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots.

Please ensure you read Notes 1 to 6 and the remainder of this policy for further information.

Admissions arrangements

Admission to Broadstone First School will be in accordance with the agreed scheme for co-ordinated admission arrangements 2022/23.

Entry to Reception in 2022/23 including deferred entry

All children can start in Reception on a full-time basis in September 2022. Parents/carers may discuss with the Headteacher as to whether their child should start on a part-time basis, but the final decision will rest with the parent/carer of the child. Children may attend part-time until later in the school year

but not beyond the point at which they reach compulsory school age (by the start of the term following their fifth birthday).

For children born between 1 September and 31 March, parents can defer the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday.) For children born between 1 April and 31 August, parents can also delay their child's start date; but not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place cannot be deferred until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

Applications for a place in any year group different to that determined by date of birth

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by a specialist Trust panel.

Parents considering this are advised to contact the school at the earliest possible opportunity (preferably before 31st October 2021) to ensure a decision has been made by the Trust before the national closing date of 15 January 2022.

Excepted pupils for infant classes (Years R, 1 and 2)

An infant class may exceed 30 children with a single school teacher in limited exceptional circumstances. These are when the pupils are:

- Children admitted outside the normal admissions round with an Education, Health and Care Plan specifying a school;
- Looked After Children and Previously Looked After Children admitted outside the normal admissions round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside the normal admissions round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- Children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In these circumstances a child admitted is an 'excepted child'.

In Year Fair Access

All the admission authorities in Poole have established an In Year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

In-year admissions – Looked After Children

A Looked After Child (see Notes) may be admitted to Broadstone First School above the Published Admission number if it is felt by the local authority that a particular school is the most appropriate placement to meet the needs of the individual child. BCP Local Authority has adopted a Protocol for dealing with in-year admissions of Looked After Children.

Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Applications for children of multiple births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code.

Notes

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. This category also includes Internationally Adopted Previously Looked After Children (IAPLAC). These are also children outside of England, who were deemed to have been in the care of the State (or by the 3rd sector where no state provision is available) prior to their adoption. This category comes into effect September 2021 in accordance with the new DfE School Admissions Code 2021.

   Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Trust what evidence is required. The final decision will be made by the local authority. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust may refuse to offer a place, or if already offered, may withdraw the offer.

2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Trust what evidence is required. The final decision will be made by the Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust may refuse to offer a place, or if already offered, may withdraw the offer.

3. "Sibling" means:
   - a full brother or sister who lives with one or both parents or carers in the same property during the school week.
   - a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
   - an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
   - a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
   - non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

4(a) The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

   The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

   i) Geocoded home address point

-to-

ii) Centre of nearest road/footpath

-to-

iii) Nearest approved school access point that is for use by pupils

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

4(b) For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either:

1. the nearest public landing steps at Poole Quay, or

2. a point on the mainland that the applicant proves to the satisfaction of the local authority that he/she can access

The total distance measured is a combination of 3 measurements using 4 points:

i) Geocoded home address point

-to-

ii) Public landing steps or other approved access point on the mainland

-to-

iii) Centre of nearest road/footpath

-to-

iv) Nearest approved school access point that is for use by pupils

4(c) If an applicant advises the Trust that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

5. If there are insufficient places to accommodate all applicants and the distance criterion is used, the school will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an officer within school who has no involvement in the admissions process.