



Brampton Abbots CE Primary School



Oak Meadow Federation

## **Brampton Abbots Primary School Admissions Policy (September 2024)**

This policy will be reviewed and updated by the Governing Body annually.

Policy approved by the Brampton Abbots Governing Body on 17<sup>th</sup> October 2022

Signed Daniel Brearey, Headteacher

A handwritten signature in black ink, appearing to read 'D. Brearey'.

Paul Mason, GB Chair

A handwritten signature in black ink, appearing to read 'Paul Mason'.

## **Admissions policy Arrangements for Admissions for September 2024**

### **Which school will my child go to?**

Every parent has the right to choose the school for their child regardless of catchment areas or location.

Each school has a geographical area known as its Catchment Area. Brampton Abbotts Catchment Area lies within the following boundaries: How Caple crossroads to the north, Greytree to the south, Rudhall Farm to the east and the River Wye to the west. This means that the school actually lies outside its own catchment area.

Parents who live outside the catchment area can still state a preference for Brampton Abbotts C of E Primary School. In fact, most of our children live within walking distance of the school and outside the catchment area.

Parents considering sending their children to our school are encouraged to visit with their children during the school day to see the school within a working context. An appointment with the Head teacher can be made to organise this.

### **When will my child start school?**

Children do not legally have to start school until the term after their 5<sup>th</sup> birthday. However, most schools within the area operate an admission policy offering all children to commence school in the autumn term within the academic year in which their 5<sup>th</sup> birthday falls. This is known as the Reception year within the framework of the Foundation stage of education. At our school we encourage all Reception children to stagger the first 3 weeks of their first term with mornings, afternoons, mornings and lunchtimes and eventual full-time entry by the 4<sup>th</sup> week. This arrangement is flexible, and alternatives can be made in prior discussion with the head teacher or class teacher.

All children are offered a Taster Day in the summer term preceding their entry, when parents will have the opportunity to meet members of staff and learn a little about school procedures, reading, school activities and how they can be involved in school.

### **How do we apply for a place?**

Parents/carers should read all of the information published on the Herefordshire Council website before making their application. Parents/carers should then complete their applications via the online process at [www.herefordshire.gov.uk/reception-class-admissions](http://www.herefordshire.gov.uk/reception-class-admissions). If a parent is not able to apply online they can request a paper copy of the application form by telephoning 01432 260926 / 261574.

The Local Authority will then allocate places. The school and parents are notified of places in mid-April of the academic year before the autumn term the children are due to start school. Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion.

Brampton Abbotts Primary School is a Voluntary Aided School. This means that the Governing Body is responsible for the admission of pupils to the school.

The overall capacity of the school has been determined to be 140 places, which means that up to 20 children can be admitted into the reception class each year. This figure of 20 is known as the Published Admissions Number (PAN) and is formally published by Herefordshire Local Authority in their Information for Parents' booklet.

### **Oversubscription Criteria**

The school will admit children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school.

If the number of applications received is above the published admissions number, the Governing Body have decided that places will be allocated according to the following criteria, in strict order of priority:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.  
A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
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. 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.
3. Children who have a sibling at the school both at the time of application for a place and when the younger child is due to commence school.  
A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carers/carer's partner, and in every case the child should be living in the same family unit at the same address.
4. Children whose parents are actively involved in the worship of a Christian Church for twelve months immediately before an application is made and wish their children to be educated at a Church of England School. (This application must be supported by a completed 'Church Place Information Form' available from the School Office.)

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Children with particular medical, social or educational needs. Independent written confirmation from a medical or other relevant professional should be submitted at the time of application, detailing why Brampton Abbots is the most suitable school for the child.
6. Children who live nearest to the school by the shortest available walking route (using a road and/or made-up footpath) using the nearest network node from the property address point to the nearest network node at the main school entrance gate. Distance will be measured using the Local Authority's computerised digital map measuring system.

In cases where there is doubt of the home address, or where the child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the Local Authority's closing date of applications.

### **Tie-breaker**

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

### **In Year Transfers**

Parents wishing to transfer their child from another school to the same year group at Brampton Abbots school should discuss the transfer with the Headteacher of the pupil's present school in the first instance. Vacancies at Brampton Abbots may be limited and if more applications are received than places available, places will be allocated using the over-subscription criteria defined above.

### **Waiting Lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **Appeals Procedure**

Parents have the right to appeal against an admissions decision.

Appeals by parents/carers, setting out the grounds upon which the appeal is made, should be submitted to the school by using the appeals form available from the school office within three weeks of the date of notification of the refusal of a place.

All appeals are heard by an independent appeals panel which holds most of its meetings between June and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school.