

# Admission Policy

Brooke Hill Academy Trust



<b>Approved by:</b>	Trust board	<b>Date:</b> February 2024
<b>Next review due by:</b>	February 2025	



## **BROOKE HILL ACADEMY TRUST**

### **Admissions Policy 2025-2026**

This policy applies to the following schools, Brooke Hill Academy, Edith Weston Academy and South Witham Academy.

Two different categories of admission are identified (Start of Year and In year), each of which is considered in a different way. Parents/carers are reminded that it is a legal requirement for birth certificates to be provided before their child starts school. Proof of the family address of the child will also be required.

Places will be allocated in advance of a family moving into the area where suitable confirmation, such as proof of property purchase, a letting agreement, or a letter from an employer has been received in support of their application.

#### **Children of UK Service Personnel**

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trustees will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Trustees will not refuse a service child a place because the family does not currently live in the area.

For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trustees will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The Trustees have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## Admission at the start of the academic year

Brooke Hill Academy Trust (the Trust) is its own admissions authority and is responsible for setting the criteria for admission and their interpretation. The trust will accept admissions up to the Published Admission Number for the schools into all year groups.

School	Published Admission Numbers (PAN)
Brooke Hill Academy	50
Edith Weston Academy	22
South Witham Academy	22

It is also responsible for setting the oversubscription criteria within the Trust's Admissions Policy.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday.
- b) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Applications for the school at the beginning of the reception year are co-ordinated by the local authority and must be submitted to the child's 'home authority' (the local authority where the child lives) by the published closing date.

## Over Subscription

If the number of applications for places exceeds the number of places available, after the admission of children with a Statement of Special Educational Needs or Education and Health Care Plan where the school is named, the following over-subscription criteria will be applied: -

- a) Looked after children and all previously looked after children, including those 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). See definition 1.
- b) Children who already have a sibling at the school, or one who attended the school within the last five years. The child for whom application is made should be permanently living in the same family unit or at the same address as the sibling.  
this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- c) Children of a member of staff at the school, who has been employed at the school for at least two years at the time when the application for admission is made; or have been employed for less time but have been recruited to fill a role for which there is a demonstrable skill shortage.
- d) Straight line distance from home to the school, with the applicant living nearer to the School having priority. See definition 2.

## **Definitions or Oversubscription Criteria**

### **1. A Child in Public Care is a child who is a looked after child.**

#### **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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- c) Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **2. Distance measurements**

Proximity of a child's home in relation to the school, with those living nearest to the school being accorded the highest priority as measured by straight line distance. Measurements are calculated electronically by Lincolnshire County Council school admissions team from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

### **Home Address**

For these purposes, a child's home address is the address where the child lives for the majority of their time during term time. Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of the time during term time. If a parent can demonstrate that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application.

### **Tie-breaker**

Random allocation will be used as a tie-break to decide who will be admitted if the distance between children's homes and the school is the same. This process will be independently verified.

### **Changing Schools during the academic year (In Year Admissions)**

Brooke Hill Trust, as admissions authority manages and administers applications for school places outside of the normal admissions round. These applications are known as "in-year admissions" and refer to a child who is not starting primary school for the first time but is changing from one primary to another.

Any application, must be submitted to; the admin office of each school as follows;

Brookehill – [Office@brookehill.rutland.sch.uk](mailto:Office@brookehill.rutland.sch.uk)

Edith Weston – Edith Weston Office [Office@edithweston.rutland.sch.uk](mailto:Office@edithweston.rutland.sch.uk)

South Witham - SWP Enquiries [Enquiries@south-witham.lincs.sch.uk](mailto:Enquiries@south-witham.lincs.sch.uk)

In year admission applications will be considered and accepted in advanced. We aim to respond to applications within 10 school days of receipt of an application, although this could take longer at peak times or where there is an unexpected delay for example seeking proof of address. School places will be offered with a start date up to 30 school days in advance of the offer date, except in the case children of service personnel and crown servants, where a school place may be allocated based on a notification of relocation date and intended address. Applications into reception follow the normal admission round.

### **Admissions Committee**

The Admissions Committee is formed by the Trustees of the Trust, and any decision on admissions is made by that committee. No single member of staff employed by the Trust has an individual role in the admissions process.

No parent/carer should rely on any expectation or assurance given by the Executive Headteacher, Head of School or other employee or officer of the Trust that their application for a place at the school will be successful or that their child will be given a place at the school.

An application can only be taken as successful/the child given a place, once a formal offer has been made through the child's home authority.

### **Deferred Entry to School for Children admitted below Compulsory School Age**

As an admission authority, the Trust provides for admission of children to the school in September following their 4<sup>th</sup> birthday. However a parent can request that:

- a) The date that their child is admitted to the school is deferred until later in the academic year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and
- b) Their child takes up their place at school part time but not beyond the point at which the child reaches compulsory school age.

A child will be of compulsory school age on the prescribed day following their 5<sup>th</sup> birthday or on their 5<sup>th</sup> birthday if it falls on a prescribed day. For these purposes the prescribed days are 31 December, 31 March and 31 August.

### **Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside their normal age group, if, for example, the child is gifted or talented or has experienced problems with their health.

In addition the parents of a summer born child (i.e.: all children who are born from 1 April to 31 August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that the child is admitted out of their normal age group i.e. into Reception rather than Year 1.

Any parents wishing to make an application of this nature should contact the school in the first instance. If a parent wishes to formally request deferred entry this request must be submitted to the

Local Authority alongside the application form.

Any decision will be made on the circumstances of each case and in the best interests of the child.

This will include:-

- Taking account of the parent's views;
- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have been educated previously outside of their normal age group;
- Whether they may naturally have fallen into a lower age group had they not been born prematurely;
- The views of the Executive Headteacher and/or the Head of School.

When informing the child's parent of the decision about which year the child should be admitted to, they will also be given clear reasons for the decision.

### **Twins, Multiple Births**

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

### **Siblings in the same year group**

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

### **Late Applications**

The national closing date for first-time admission applications is January 15<sup>th</sup> annually. The Brooke Hill Academy Trust, working with Rutland County Council (Edith Weston and Brooke Hill) and Lincolnshire County Council (South Witham), may accept late applications for first-time admission. All applications received by the closing date will be treated equally.

Any application submitted after the closing date will be processed as a late application and will have the lowest priority. This could result in an application not receiving an offer at their preferred school. There has to be a particular reason why an application is late, and this is not subject to any appeal at this point but an Independent Appeal Panel may take a different view at a later stage in the process.

Examples of reasons for late applications are:

1. Family returning from abroad;
2. Loan parent has been ill for some time;
3. Family moving into the area from another area;
4. Other exceptional circumstances.

Whilst every case is treated on its own merits, evidence to explain why an application is late will be required in every instance. An application that is accepted as being late, but with justifiable reason, will be included in the first cycle of allocations and the applicant will be notified on the national offer day.

Other late applications for a named academy after the specified date will be processed after the offer

day and will be considered against the oversubscription criteria

### **Waiting List**

Any intake applicants who are not offered a place will be placed on a waiting list, which will be maintained until 31 December in the relevant academic year. Additional applications received after places have been offered will require the waiting list to be ranked again in accordance with the published over-subscription criteria. For admission into the intake year the admission authority will keep a waiting list which we call a reserve list. If we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

If places become available they will be offered on the basis of the over-subscription criteria and not the date on which the application was received nor when the child's name was added to the list.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Children who are allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

### **Right of Appeal**

All parents have a right to appeal if the school refuses a child a place. They will be informed of the reason why the admission was refused, given details of the process of appeal, including deadlines, and who to contact. Parents wishing to appeal must set out the grounds for their appeal in writing and this should be made to Simon Foulkes the Chair of Trustees, Brooke Hill Academy Trust, Brooke Road, Oakham, Rutland, LE15 6HQ.

Email; [Simon.foulkes@brookehillacademytrust.education](mailto:Simon.foulkes@brookehillacademytrust.education)

### **Withdrawing Offers**

Once a place has been offered it will only be withdrawn:

- where it has been offered in error;
- when a parent has not responded within a reasonable period of time, identified as 21 days following the issue of a reminder letter;
- when the offer was obtained through a fraudulent or intentionally misleading application.

### **Fraudulent or misleading applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading

information, for example if a false address was given which denied a place to a child with a stronger claim.

### **Contact Details**

#### Lincolnshire County Council.

Address: Lincolnshire County Council, County Offices,

Newland, Lincoln, LN1 1YL

Tel Number: 01522 552222

Email:

#### Rutland County Council.

Address: Catmose, Oakham LE15 6HP

Tel Number: 01572 722577

Email: enquiries@rutland.gov.uk

### **Relevant Documents**

Lincolnshire County Council. [Homepage – Lincolnshire County Council](#)

Rutland County Council. [Homepage | Rutland County Council](#)

Rutland Starting School Brochure. [Starting Primary School September 2023 Brochure.pdf \(rutland.gov.uk\)](#)