

## **Breachwood Green JMI**



## **Admissions Policy**

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## Purpose

Breachwood Green School is a local authority community school and as such the local authority is responsible for the admission of all pupils. The school adopts the admission rules as set out by the local authority.

- 1 Children in public care (children looked after). This also includes children who used to be looked after, but were then adopted (or given a residence order or special guardianship order).
- 2 Medical or social needs: Children for whom it can be demonstrated that they have a particular medical or social need to go to that specific school. Parents/carers will need to supply supporting evidence with their application, as unless there are exceptional circumstances, it won't be considered at a later point (eg at appeal). The evidence should be from a doctor, psychologist or other professional involved with the child. It must relate specifically to the school they are applying to, and should clearly demonstrate why it is the only school that can meet the child's needs. Medical priority is given to children who have an exceptional illness or disability (for example, restricted mobility) which means that they can only go to one school. Social priority is given to children whose education would be seriously affected if they did not go to a particular school. The evidence will be assessed by a panel of officers.
- 3 Sibling -The sibling has to be on the roll of the school or linked school at the time of application. Plus, the sibling must *still* be at the school when the next child starts - so a child won't be eligible if the sibling is in their final year. (For in-year applications, it doesn't matter which year the sibling is in). A sibling means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner. The sibling must live in the same house as the child from Monday to Friday.
- 4 Children who live in the priority area and for whom it is their nearest Herts maintained, non-faith, co-educational school.
- 5 Children who live in the priority area who live nearest to the school.
- 6 Children who live outside the priority area and for whom it is their nearest Herts maintained, non-faith, co-educational school.
- 7 Children living outside the priority area who live nearest to the school.

## **The application form**

The primary application form (PAF) will be supplied by Hertfordshire County Council. Parent/carers are encouraged to apply on-line for a place in Breachwood Green School, at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions). A paper copy of the application form can be available on request from the admissions team at Herts County. Parents who live outside of Hertfordshire need to apply using the admissions form from the authority in which they are resident. They may also have to register their child and provide evidence at their home education office

The online application or paper form will be used for the purpose of admitting pupils at the normal point of entry into primary education. When an application is received, it is treated as representing the preference(s) from the parent/carer with parental responsibility. Only one application per child will be accepted

Applicants will be able to express a preference for Breachwood Green School as their first to fourth choice.

The application will –

- (a) invite the parent/carer to apply for a place at their preferred schools or academies by completing the form and by naming four schools;
- (b) invite the parent/carer to rank their preferred schools in the order in which they desire their child to receive an offer of a place at the respective schools;
- (c) invite the parent/carer to give their reasons for each preference.

The online application system and paper form will also specify the statutory closing date and, for paper forms the location where it must be returned to. **It should not be sent directly to the school.**

The LA will take reasonable steps to ensure that all parents/carers of children of the appropriate age and resident in Hertfordshire receive details of how to apply and understand the process. We will inform current parents of the school via the school newsletter.

All preferences expressed on the Hertfordshire PAF (in electronic or paper formats) are valid applications. The form must be returned to the LA. Where an application for Breachwood Green school is made by an out of county resident on their home LA's form, this will also be considered to be a valid application. Hertfordshire will only accept a maximum of four preferences for Hertfordshire schools and academies from residents of other boroughs regardless of the number of preferences allowed by the home authority. Hertfordshire residents must use the Hertfordshire form and return it to Hertfordshire County Council whether their application is for Hertfordshire schools/academies or schools/academies in other LAs.

## **Late applications**

After on time applications have been dealt with and preferences allocated, late applications that can be allocated a ranked school will be processed. Finally, all Hertfordshire children whether on time or late who were not able to have a preference satisfied through the iterative process will be allocated a school place.

The criteria used by the LA for matching will usually allocate pupils to their nearest suitable community or voluntary controlled school with available places. Schools may be inside or outside Hertfordshire.

## **Offering places in advance**

- Breachwood Green School will not offer places in advance or “hold” places for children not yet resident in the area.
- When we have a vacancy and a place is offered, it is done so in the expectation that the child will take up the place immediately (ie within 10 school days of the offer being made). If the place is not taken up we will notify the In Year team so that they can follow the process to withdraw the place, ensuring parents are given due notice in accordance with the requirements of the School Admissions Code.
- When we are full, applications may be processed up to half a term in advance to generate a right of appeal before the start of the next term, for example for parents seeking to move into the area.

## **In Year Admissions**

The School Admissions Code (February 2012) removed the requirement for local authorities to coordinate In Year admissions from September 2013. After the annual consultation process in 2012 and discussions with Headteacher groups, the county council determined a scheme of coordination for In Year admissions for all community and voluntary controlled schools in Hertfordshire.

From September 2013, the county council will continue to coordinate all In Year applications and allocations for the school.

The school will:

- Provide the In Year team with vacancy information for each year group. This will most likely be via a simple template form that can be edited and emailed direct to the In Year admissions team on a weekly basis.
- Deal with enquiries from parents before, during and after the admissions process and ensure they have access to the appropriate application form(s)

- Check the legality and validity of In Year applications including possible fraudulent addresses and issues of parental responsibility
- Advise the parent in writing of the outcome of their application and their right of appeal if a place cannot be offered
- Inform the In Year team of all In Year applications made to the school.
- Inform the In Year team of the outcome of all In Year applications made to the school.
- Notify the In Year team of the on roll dates for allocated pupils or any offers that have been refused. This information is important for safeguarding and will allow the local authority to investigate any cases where children may be out of school.
- Maintain a continuing interest list, if applicable, and advise parents of their child's position on request
- Provide a presenting officer for any In Year appeals. HCC officers are unable to present In Year appeals for schools who do not take part in In Year coordination because the county council has no responsibility, oversight or accountability for the allocation process.

All schools must, in accordance with the mandatory requirements of the School Admissions Code:

- 1. Send details of all applications to the In Year Admissions Team**
  - i) via SEAM – dependant upon developments within Tribal which will be confirmed as soon as possible, or
  - ii) by sending a copy of the SIF or In Year application form by email or post to the In Year admissions team
- 2. Advise the In Year Admissions Team of any places allocated**
  - i) return Template 1 which can be found on the Grid either by email or by post
  - ii) If the application was made on the HCC form, return a copy of the form with the section on the last page completed indicating whether or not a place can be offered
- 3. Advise the In Year Admissions Team when a place cannot be offered in relation to new applications and advise the parent of their right to appeal**
  - i) return Template 1 which can be found on the Grid either by email or by post
  - ii) If the application was made on the HCC form, return a copy of the form with the section on the last page completed indicating whether or not a place can be offered
- 4. Notify the In Year Admissions Team of a child's on roll date when they go on**

roll at the school (not in advance)

- i) return Template 2 which can be found on the Grid either by email or by post
- ii) If the application was made on the HCC form, return a copy of the form with the section on the last page completed indicating the child's on roll date

**5.** Notify the In Year Admission Team of vacancy information on a weekly basis

- i) by using SeAM in the usual way to indicate your attendance count
- ii) return Template 3 which can be found on the Grid either by email or by post

### **Main ECM outcomes:**

Enjoy and achieve

### **Who was consulted?**

In drafting this policy the governing body consulted with current parents, local primary schools, all primary and secondary foundation and voluntary aided schools in the area, and the LA.

### **Relationship to other policies**

This policy should be read in conjunction with the policies on equality, SEN and the curriculum.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- where places are available, pupils are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents and admitting pupils.

In year admissions are now handled by the local authority and parents need to complete a form (online where possible) to apply for a school place with proof of residence.

The **governing body** will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made available to parents and potential parents
- an admissions' register is kept up to date
- an appeal panel is in place to hear parent appeals against non-admission

### **Arrangements for monitoring and evaluation**

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.