

Brighter Futures Academy Trust

Admissions Policy

Field Lane Primary



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
L. Johnson	July 2013	July 2014
L. Johnson	May 2014	July 2015
L. Johnson	October 2014	July 2015
L. Johnson	March 2015	March 2016
L. Johnson	February 2016	March 2017

Admissions Arrangements

This document sets out the admission arrangements for Field Lane Primary School which complies with Annex B to the Funding Agreement which is an agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State.

The school will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The board of trustees of the academy trust is the admissions authority and therefore any reference in the codes to admission authorities shall be read as the academy's board of trustees. In particular, the academy trust will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority (please see the flow chart in appendix 1)

Application for Places

Parents are asked to apply for a place at the schools within the academy trust using the common preference form supplied by the local authority, which must be returned as specified on the form. Alternatively, parents may apply direct to the local authority online. (see appendix 1)

Allocation of Places

There are up to 27 Reception places at Field Lane Primary School each year and allocation of places is made using the following criteria:

- Where 27 or fewer applications are received, the school will offer a place to all those who have applied.
- Where the number of applications for admissions exceeds 27, applications will be considered against the criteria set out below and in the priority order stated:
- Children with special educational needs who have a Statement which names the Academy will be allocated a place. This is a statutory entitlement under the S.324 of the Education Act 1996.
- Looked after children (including those who were in care but now adopted or subject to a residence or guardianship order) will be allocated a place.
- Pupils who have a brother or sister (including step/half/fostered/adopted brothers and sisters) permanently resident in the same household and who will be at school at the start of the academic year.
- Children of members of staff who have been employed at the school for a minimum of two years.
- Proximity of the pupil's home address to the school. This will be calculated using the Local Authority GIS system (Geographical Information System) which uses a 'straight line' measure of distance from the front door of the child's permanent home address to the front door of each school. Proof of residence can be requested at any time throughout the admissions process and an offer withdrawn if misleading information is used to gain an advantage.

Notification of Place

In accordance with the Co-ordinated admissions Scheme run by Calderdale MBC, on (date variable year on year) the local authority will make the formal offer of a place to parents or guardians on behalf of the board of trustees of the academy trust. These letters will be sent via each school, who will ask parents/carers to contact the school by telephone or letter no later than 18th April 2016 to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the schools to re-allocate a rejected offer to another child.

Fair Access Protocol

As part of the co-ordinated admissions arrangements with the local authority the Academy Trust may accept hard-to-place pupils onto the school role from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

Appeals Procedure

Parents who want to appeal against the decision not to offer their child a place at the school **must appeal to the Local Authority directly.**

The appeal will be heard by an independent appeals panel set up by the Local Authority to hear the case for the appellant. Parents will receive advanced notification of the date and time of their appeal hearing, to which they can go and make their case (please see the flow chart in appendix 2 which includes a timetable of events). If they wish, parents may be accompanied by an advisor or friend who can be a locally elected politician.

Following the appeal, the Clerk to the independent appeals panel will write to parents with the decision and full reasons for the decision. The decision of the independent appeals panel is binding and final.

Waiting list

A waiting list will be drawn up from unsuccessful applicants, giving priority for places that become vacant, in accordance with section 2 in this policy. Any places which become available will be filled from the waiting list. If a child has been placed on the waiting list, parents will be informed in July and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

In-Year Applications

The same criteria will apply for in-year applications as outlined in section 2 of this policy. In year places will become available when the number in each class falls below the pupil admission number. Parents wanting to apply for a place for their child should apply direct to each school within the academy trust (see appendix 3)

Consultation

The academy trust will consult with local groups and schools if changes to these arrangements have been proposed. They will consult on the full admission arrangements every seven years even if no changes are proposed. Admission information will be made available on the academies website

APPENDIX 1 – APPLICATION FLOW CHART

APPENDIX 2 – APPEALS PROCESS FLOW CHART- TO INCLUDE:

- Order of proceedings and role of chair and clerk

APPENDIX 3 – IN-YEAR APPLICATIONS PROCESS

Dissemination and Review

This policy, once approved by the board of trustees, will be reviewed annually.