

## Brighter Futures Academy Trust

### Admissions Policy



<b>Name of Policy Writer/Amendments</b>	<b>Date Written/Amended</b>	<b>Next Review Date</b>
L. Johnson	July 2013	July 2014
L. Johnson	May 2014	July 2015
L. Johnson	October 2014	July 2015
L. Johnson	September 2015	July 2016
L. Johnson	July 2016	July 2017
R Denham	September 2017	July 2018
C.Howarth	September 2018	September 2019
C. Howarth	September 2019	September 2020

## **Admissions Arrangements**

This document sets out the admission arrangements for the Brighter Futures Academy Trust, comprising of Luddendenfoot Academy, Siddal Primary School and Field Lane Primary School and 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 Academy 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 Directors of the Academy Trust is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the academies governing body. 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)

### **Applications for Nursery Places at Siddal and Fieldlane**

Applications for nursery places can be made at any point during the school year, although we recommend that applications are made as early as possible to secure a place on the waiting list.

Application forms for nursery places are available from the schools main reception and should be returned there once completed. Once returned there will be processed by the Early Years Coordinator, who will make contact with the applicant to discuss the starting date for their child. Nearer the starting date for their place, they will also arrange a home visit, visit to the school and stay and play sessions for their child.

The school offers 5 terms of nursery funded place for 15 hours per week. Applications can be made for an additional 15 hours funding, based on individuals circumstances. The nursery provision works on a half a week split offering two sessions. Session 1- Monday, Tuesday and Wednesday am and Wednesday pm, Thursday and Friday. Pupils who in receipt of the 30 hour funding attend the whole week.

### **Application for Reception 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 Reception Places**

There are up to 30 Reception places available at Siddal, 26 Reception places at Luddendenfoot and 27 Reception places available at Field Lane each year and allocation of places are made using the following criteria:

- Where 30/26/27 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 30/26/27, 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 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 Directors 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 16th April 2015 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 (Luddendenfoot Academy and Field Lane Primary only)**

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 – Siddal Primary only**

All in year applications will go through Calderdale Admissions Team. If a parent contacts school they will be referred to Northgate House for an application form. All completed application forms must be returned to Northgate House. Application forms will then go through the Elland BACs for school allocation. If a place is not available at Siddal then an alternative school will be offered. If a parent does not wish to send their child to the allocated school then they have a right to appeal at Siddal through the above process.

### **In-Year Applications – Luddendenfoot Academy and Field Lane Primary only**

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 academy's website.

APPENDIX 1 – APPLICATION FLOW CHART

APPENDIX 2 – IN-YEAR APPLICATIONS PROCESS

APPENDIX 3 – ADMISSIONS TO NURSERY SIDDAL

### **Dissemination and Review**

This policy, once approved by the Board of Directors, will be reviewed annually.