



Barton Clough Primary School

BRIGHT FUTURES EDUCATIONAL TRUST

Admissions Policy

Date	Review Date	Coordinator	Nominated Governor
January 2022	January 2023	Simon Beswick	Sue Smith

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Code (Wales)

- School Admissions Appeals Code (Wales)

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs that names this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

Responsibility for the policy and procedures

Role of the Local Board

- The Local Board, as the admissions authority, has a duty to consider all applications to this school fairly and openly;
- Delegated powers and responsibilities to the Head of School to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- in place an Admissions Committee;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy

- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Head of School and to report back to the Local Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Head of School

The Head of School in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy; work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Local Board on the success and development of this policy

Role of the Admissions Committee

- The Admissions Committee will:
- work closely with the Head of School;
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- make effective use of relevant research and information to improve this policy
- annually report to the Local Board on the success and development of this policy;
- in the event of over-subscription administer the following criteria

School Admissions for the school year 2020-22

Barton Clough Primary School gained Academy status in March 2018. The Governing Body is the Admissions Authority. The co-ordination of admissions arrangements is undertaken by Trafford School Admissions. The closing date for applications for September 2020 is **15 January 2022**.

A child becomes of compulsory school age when he or she reaches the age of five and, where parents wish a child to attend school, the child must start school in the term following his or her fifth birthday. At Barton Clough Primary School all children may commence primary education earlier than the legal admission date through a single intake in September, of children who will become 5 between 1 September and 31 August in the admission year. Applications can be submitted from the beginning of the 2019 autumn term. Decisions regarding the allocation of places for September 2020 will be posted to parents on **16 April 2022**. Applications received after the closing deadline, 15 January 2020, will only be considered after all other applications received on time have been processed.

Oversubscription Criteria

The admission number for Barton Clough Primary School is 30 as we are a one form entry school. Occasionally there are not enough places at the school to satisfy every parent who wants to send their child here. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

Where the number of applications exceeds the number of places available the following over-subscription criteria will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order[1]. 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).
2. Children who live in the catchment area of the requested school who will have a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school **at the time of**

the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way [2]. If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Definitions

The following terms are defined as follows:

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the school.

Each random allocation event only holds for the allocation of the currently available school place.

Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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] If you are allocated a place at a school other than your catchment area school, it should be clearly understood that children living within the catchment area of that school will continue to have priority in the allocation of places, and there can be no guarantee that places will be available in the future for any younger children in your family

In Year Transfers

If you move into our catchment area, or you are a Trafford resident who wishes to transfer your child from another school to Barton Clough, outside the normal transfer timetable, this is referred to as an "In Year" transfer.

Please complete our Application for Admission Form and return to school.

Applications for a place or places at Barton Clough will be given full consideration by the School in the light of the availability of places. Our published admission number for each age group is 30 and if the number of pupils in your child's year group at the Barton Clough has reached that admission number the School will not agree to your request.

Trafford's School Admissions Team will be able to advise on the availability of places at other schools that can accommodate your child within the published admission numbers.

Parents have a statutory right to appeal to an Independent Appeal Panel (the Panel) against the decisions of admission authorities. Admission authorities are responsible for setting and applying a school's admission arrangements. Please contact Trafford School Admissions Team for further information.

Appeals

Contract Title	ADMINISTRATION & CLERKING OF ADMISSIONS APPEALS
Type of School	The services are available free of charge to Maintained Schools and Voluntary Aided Primary Schools. A charge is payable for all Academy Schools, Foundation Schools and Voluntary Aided Secondary Schools.
<u>About the Service</u>	
<ol style="list-style-type: none"><u>1. Administration of Admission Appeals</u> Receiving requests for appeals, timetabling appeals, arranging venue and refreshments, appointing trained panel members and clerks, liaising with the school/academy, appellants and appeal panel members, obtaining and distributing appeal documentation, notifying school of appeal decisions, collating panel members' payments and expenses, and providing statistical information.<u>2. Clerking Appeals</u> Preparation and reading, answering technical and procedural queries from appellants and the school/academy, attending each appeal to advise on relevant law and procedure and take a note of the evidence, completing decision proformas, and sending decision letters to appellants.<u>3. Complaints about the Admission Appeal Process/Decision</u> Preparation and reading, answering technical and procedural queries from the complainant and sending letters of response to the complainant and the school or academy.	

4. Statutory Provision

To assist the school/academy in its statutory duty as admission authority to arrange and hold admission appeals for those parents refused admission to the school/academy.

Benefits to your School/Academy

1. Trafford Council’s Appeals Service has a proven track record of providing an efficient and quality appeals service for schools in Trafford including grammar schools, high schools and primary schools.
2. All panel members and clerks receive annual training in the relevant admissions and equalities law and procedure.
3. Panel members have vast experience of sitting on appeals panels.

Key Performance Indicators

1. Panel Members are provided with comprehensive training to fulfil their duty as a panel member.
2. Appeals are heard by the same panel members for consistency where multiple appeals for the same school/academy are necessary.
3. Statutory deadlines are adhered to as follows:
 Deadline for all on-time appeals – must be heard within 40 school days
 Deadline for appeal papers to be sent to all parties – 7 days before date of hearing
 Deadline for decision letter to be despatched – within 5 school days of decision wherever possible.

What’s not included?

1. Administration and Clerking of Exclusion Appeals, although this service can be provided, where appropriate, for a separate fee on request.
2. Complaints to the Local Government Ombudsman / Education Funding Agency although assistance can be provided for a separate fee on request.
3. Legal advice from the Legal Services Team – see Legal Services SLA.

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Head of School:	Simon Beswick	Date:	
Chair of Governing Body:	Sue Smith	Date:	

