



**Elmridge
Primary School**

BRIGHT FUTURES EDUCATIONAL TRUST

Elmridge Primary School

ADMISSIONS POLICY AND ARRANGEMENTS

Date of Policy Approval: November 2022

Owner of Policy: Director of Education

Authorised by: Executive Team

Policy Review Date: September 2023

Distribution: Trust Schools/Trustees/Local Governing
Bodies/Websites

Admissions Policy and Arrangements

Bright Futures Educational Trust's vision and values underpins all aspects of this policy and the way in which it will be applied. These are:

Our vision: the best *for* everyone, the best *from* everyone;

Our values;

Integrity: We do the right things for the right reasons

Passion: We take responsibility, work hard and have high aspirations

Community: We work together for a common purpose acknowledging our diversity as strength

What is the Policy for?

This policy outlines Bright Futures Educational Trust's approach to school admissions. It is in line with the School Admissions Code (Sept 2021) and the School Admissions Appeals Code (February 2012) and other relevant legislation (see below).

Our aim is to ensure that all Bright Futures Schools are excellent local schools that are fully inclusive and are committed to the local communities which they serve. This is reflected in school admissions policies, particularly in their oversubscription criteria used to determine the allocation of places in a fair, reasonable, clear and objective manner that complies with all legislation, including equalities legislation. We aim to work collaboratively with local authorities and other academy trusts to ensure that children and young people have access to a good education close to where they live.

The School Admissions Code

The School Admissions Code imposes mandatory requirements on all admissions authorities, including Academy Trusts. Academies are required by their funding agreements to comply with the Code. As a Multi Academy Trust, the Bright Futures Trust Board is the overarching Admissions Authority for all our academies. The Trust Board delegates the oversight of admissions to the Executive Team. All Local Governing Bodies (LGBs) must ensure their school-specific Admissions Policy abides by the Admissions Code and any other locally agreed protocols. The responsibility for determining admissions arrangements is with Local Governing Bodies although final approval rests with the Board of Trustees.

1 COMPLIANCE

- 1.1 This Admissions Policy and Arrangements has been drafted with regard to the following provisions codes and guidance
 - 1.1.1 School Standards and Framework Act 1998
 - 1.1.2 Children and Families Act 2014
 - 1.1.3 Equality Act 2010
 - 1.1.4 Human Rights Act 1998
 - 1.1.5 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
 - 1.1.6 School Admissions (Appeal Arrangements) (England) Regulations 2012
 - 1.1.7 School Admissions Code, September 2021
 - 1.1.8 School Admissions Appeals Code, October 2022
 - 1.1.9 Special Educational Needs and Disability Code, January 2015
 - 1.1.10 The Department for Education’s “School Admissions Code”, May 2021

2 ABOUT THIS POLICY

- 2.1 Elmridge Primary School is a one form entry school. We are committed to providing quality experiences in all aspects of school life, enabling children to be happy, motivated and successful learners. From Nursery through to Year 6, we inspire our pupils to grow into young people who are fulfilled and able to make a positive contribution to society. This approach is embodied in our educational vision, “Empowering children to shape the world of tomorrow”.
- 2.2 This policy sets out how admissions will be dealt within the Academy and our determined admissions arrangements (“Admission Arrangements”).
- 2.3 The admission authority for the Academy is Bright Futures Educational Trust (“Admission Authority”).
- 2.4 The Academy’s Admission Arrangements will be reviewed annually by the Admission Authority. The Admissions Authority has delegated the authority to review and determine the Admissions Arrangements, along with any other admissions matters to the Academy’s Local Governing Body.
- 2.5 Any proposed changes to the Academy’s Admission Arrangements will follow the statutory consultation procedure outlined within the School Admissions Code (as amended from time to time)

3 ROLES AND RESPONSIBILITIES

- 3.1 **The Admissions Authority** has overall responsibility for the admissions arrangements for the Academy but recognises the key role Local Governors play in reflecting the local circumstances of the Academy in admissions arrangements. The Admissions Authority will be supported by members of the academy trust central team to ensure compliance and consistency across all its schools and academies.
- 3.2 **The Local Governing Body** is delegated the power to monitor the effectiveness of admissions, to determine admission arrangements annually and to ensure statutory consultation is undertaken within the prescribed window in the determination year. Governors will work with the Principal/Head of School to ensure that admission arrangements meet the need of the Academy. The content of this policy will also be monitored and approved by Governors with advice taken from the Admissions Authority.
- 3.3 **The Principal/Head of School** will advise and keep the Governors informed of the operational matters arising from the Academy's admissions arrangements and will support Governors in ensuring that the arrangements are effective and any changes that are required are brought to them promptly to ensure that statutory consultation (as may be required) can be undertaken in accordance with the School Admissions Code 2021.

4 ADMISSION ARRANGEMENTS

- 4.1 The Admissions Authority, through the delegation to the LGB, will determine the Admissions Arrangements annually to include the PAN and oversubscription criteria. The year that the Admissions Authority makes its determination is known as the determination year ("Determination Year").
- 4.2 The Admissions Arrangements must be determined by the Admissions Authority by 28 February in each Determination Year.
- 4.3 In the event that the Admissions Authority has determined a change is to be made, or it has been 7 years since it last consulted on unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code.

- 4.4 The Admissions Authority will provide details of the Admissions Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.
- 4.5 The Academy will participate in the Trafford Borough Council's co-ordinated admission arrangements.
- 4.6 Admissions Authority will publish the determined Admissions Arrangements by Trafford Borough Council on its website and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year.
- 4.7 If there are any objections to the Academy's Admissions Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.
- 4.8 All applicants are required to complete their home local authority's Common Application form by 15th January. Parents/carers will be advised of the outcome of their application on 16th April.

5 **ADMISSIONS NUMBER**

- 5.1 The Academy has a Published Admission Number (PAN) of **30** for entry into reception. This includes children with Education, Health and Care Plans (EHCPs) which names the School as educational placement.
- 5.2 Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the School.

6 **OVERSUBSCRIPTION CRITERIA**

- 6.1 When the School is oversubscribed, after the admission of pupils with Education, Health and Care Plan naming the School, priority for admission will be given to those children who meet the criteria set out below;

- 6.1.1 looked after children;
 - 6.1.2 previously looked after children;
 - 6.1.3 children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 6.2 After any children have been admitted in accordance with paragraph 6.1, the Admissions Authority will apply the following oversubscription criteria;
- 6.2.1 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
 - 6.2.2 All children whose Education, Health and Care (EHC) plan names the school
 - 6.2.3 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).
 - 6.2.4 Children who live in the catchment area of the requested school.
 - 6.2.5 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).
 - 6.2.6 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.

7 **TIE-BREAKER**

- 7.1 If the number of applicants within any of the above oversubscription criteria exceeds the number of places available at the School and a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission. Random allocation undertaken by Trafford Borough Council will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the Academy." Where a child

lives at two addresses with parents with shared parental responsibility the distance shall be calculated by using the main address will be used to calculate distance.

8 **MULTIPLE BIRTHS**

8.1 If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the Academy's Published Admission Criteria, the Admissions Authority will allocate above the PAN in order to accommodate each child.

9 **LATE APPLICATIONS**

9.1 All applications received by the Admissions Authority after the deadline for submitting an application will be considered as a late application.

9.2 Late applications will be considered after those received on-time and in accordance with the Academy's oversubscription criteria. If, following consideration of all on-time applications the Academy is oversubscribed, the child will be placed on the Academy's waiting list.

9.3 Applications received after the start of the Autumn Term in any Academy year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Admissions Authority.

9.4 An application will be considered late if it is submitted after 15 January.

10 **DEFERRED ENTRY FOR INFANTS**

Parent(s) / carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the Academy year for which the offer was made.

10.1 Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

11 **WAITING LIST**

- 11.1 The Academy will operate a waiting list in Reception until 31 December in the year of admission. This will be maintained by the Academy. You may request that your child is not placed on the waiting list.
- 11.2 A child's position on the waiting list will be determined solely in accordance with the Academy's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at the Academy in accordance with the Fair Access Protocol who will take precedence over those children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.
- 11.3 After 31 December the waiting list will no longer be maintained and parents will not be notified of any vacancies.

12 **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

- 12.1 Parents may request that their child is admitted outside their normal age group. If a Parent wishes to make such an application they must contact the Academy with a written request including the following information:
- 12.1.1 the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;
 - 12.1.2 the reason(s) for the request;
 - 12.1.3 the parent's views on why the admission outside of the normal year group should be made;
 - 12.1.4 information and evidence about the child's academic, social and emotional development as supported by professionals;
 - 12.1.5 confirmation as to whether the child has been educated outside of the normal age group previously; and
 - 12.1.6 if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

- 12.2 The Principal will be given the opportunity to consider the information and, along with your application, submit the information to the Local Governing Body to make a determination. A sub-committee of the Governors will meet to make the determination.
- 12.3 If the application is made during the normal admissions round, and Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria. If the application is refused and a place is offered in the normal age group there will be no right of appeal. If no place is offered in the requested or normal age group then there will be a right of appeal but only against the refusal to offer a place in the normal age group.
- 12.4 If the request for admission outside the normal age group is made in-year and is refused by the Governors, whereby you are not offered a place for your child even in the normal age group, then there will be a right to appeal the decision. If a place is offered in the normal age group there is no right of appeal.

13 **SUPPLEMENTARY INFORMATION FORMS**

- 13.1 The Admissions Authority has determined that in order to process applications they require additional information which has a direct bearing on decisions about oversubscription criteria. Parents/carers must supply this information using a supplementary information form available from the Admissions Authority.
- 13.2 An application will not be given additional priority solely on the basis of having completed a supplementary information form.

14 **APPEALS**

- 14.1 Parents have the right to appeal the Admission Authority's refusal to offer a place at the Academy.
- 14.2 The letter confirming refusal will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and provide the contact details of where an appeal should be sent.

- 14.3 Parent(s) / carer(s) must make their appeals in writing and set out the grounds for making the appeal.
- 14.4 The Admission Authority will appoint an independent clerk to the appeal panel.
- 14.5 The Admission Authority (or the clerk acting on its behalf) must appoint an Independent Appeal Panel comprised of a chair and at least two other panel members. There must be one lay member and one member who has experience in education or is a parent of a registered pupil at the Academy.
- 14.6 The Independent Appeal Panel will conduct itself in compliance with School Admission Appeals Code (as amended from time to time), in particular:-
 - 14.6.1 Section 2 – Appeal Hearings, and
 - 14.6.2 Section 3 – Reaching Decisions on Appeals.
- 14.7 The determination of the Independent Appeal Panel is binding on all parties.
- 14.8 Parent(s) / carer(s) will not have the right to a further appeal in respect of a place at the Academy for the same academic year unless there are exceptional circumstances whereby the Admission Authority has accepted a second application because of a significant and material change in the circumstances of the parent(s) / carer(s), child or Academy but admission was still refused.

ADMISSION FORM

Please read carefully and complete all sections then return to school *together with a copy of your child's birth certificate*. Should any changes arise, particularly contact details or child's medical condition, it is the Parent/Carer's responsibility to inform school immediately in order to update centrally held student details.

Student	
Surname _____	Forename _____
Other Names _____	Chosen Name _____
Address _____	Date Of Birth _____
_____	Home Telephone _____
Postcode _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

Previous School/Nursery _____	Telephone _____
Address _____	_____
Dates Attended: From _____	To _____

ANY OTHER SIBLINGS ALREADY ATTENDING ELMRIDGE:	Name _____	Year _____
	Name _____	Year _____

Mother	Title: Mr/Mrs/Miss/Ms/Dr	Father	Title: Mr/Dr
Name _____		Name _____	
Address _____		Address _____	
Post Code _____		Post Code _____	
Telephone Home _____		Telephone Home _____	
Work _____		Work _____	
Mobile _____		Mobile _____	
Parental Responsibility? Y/N		Parental Responsibility? Y/N	

Unless you inform us otherwise, we will assume that there is no legal judgement relating to parental responsibility and that the two people named

Alternative Emergency Contacts: We appreciate that the nature of many occupations may make daytime contact difficult. Please provide details of alternative people who can be reached in the event of an emergency, to act on your behalf

Alternative 1st Contact Title: Mr/Mrs/Miss/Ms/Dr	Alternative 2nd Contact Title:
Mr/Mrs/Miss/Ms/Dr	
Name _____	Name _____
Address _____	Address _____
Post Code _____	Post Code _____
Telephone Home _____	Telephone Home _____
Work _____	Work _____
..

Child cared for by: Parent <input type="checkbox"/>	LA (LAC) <input type="checkbox"/>	Adopted <input type="checkbox"/>	Special Guardianship <input type="checkbox"/>	Private Fostering <input type="checkbox"/>
Are either parent in the armed forces?	YES/NO	Does the family have refugee or asylum status?	YES/NO	
If YES, please give details _____				

MAIN LANGUAGE SPOKEN IN THE HOME	
FIRST LANGUAGE (READ NOTES BELOW)	
"First language is the language to which the child was initially exposed during early development and continues to use this language in the home and community. If the child acquires English subsequent to early development then <u>English is not their first language no matter how proficient in it they become</u> ".	
ENGLISH AS AN ADDITIONAL LANGUAGE:	YES/NO

Travel Arrangements		Meal Arrangements	
Bicycle		Free Meal (please see below)	
Public Transport		Universal Free Meal (R, Y1 & Y2)	
Train		Paid School Meal (N, Y3,Y4,Y5,Y6)	
Walks		Packed Lunch	
Taxi		Other	
Other			

*EAL Definition. A learner of English as an Additional Language (EAL) is a pupil whose first language is other than English.

Ethnic Background (Based on new national population census ethnic categories)

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Please study the list below and tick ONE box to indicate the ethnic background of your child.

WHITE		MIXED		ASIAN or ASIAN BRITISH		BLACK or BLACK BRITISH		CHINESE		ANY OTHER ETHNIC BACKGROUND	
British		White and Black Caribbean		Indian		Caribbean					
Irish		White and Asian		Pakistani		African					
Traveller or Irish Heritage		Any other mixed background		Bangladeshi		Any other Black Background					
Gypsy/Roma				Any other Asian background							
Any other White Background											

MEDICAL INFORMATION:

Doctor's Name & Surgery..... Telephone

Doctor's Address

Please list any medical conditions that we should know about:

Any medication taken regularly:

Please request from the School Office a "Parental Agreement for school to administer medicine" form if your child requires prescribed medication during the day.

If your child has asthma, please complete a separate Asthma Form in your admission pack (or available from the school office).

Are you entitled to an income based free school meal? **YES/NO**

If you are unsure if you are eligible, we are able to check on your behalf, please complete the following:-

Parent/Carer National Insurance Number: _____ Date of Birth: _____

I consent to school using the above data to check with my Local Authority for EY & Pupil Premium and/or Free School Meal Eligibility: **YES/NO**

Dietary Needs				Religion			
None		Artificial colour allergy		Anglican		Baptist	
Gluten Free		Halal		Christian		Hindu	
Kosher foods only		No beef		Jewish		Methodist	
No Dairy Produce		No gelatine		Muslim		Roman Catholic	
No nuts of any type		No pork		Sikh		United Reform	
Ramadan		Seafood Allergy		Church Of England		No religion	
Vegetarian		Other		Other (please state)			

NURSERY 30 HOUR ENTITLEMENT – Please only complete if your child is starting Elmridge Nursery

To ensure that we receive your 30 hour extended funding, please complete the following:-

Parent/Carer National Insurance Number: _____ 30 Code from HMRC 500 _____

Office Use Only SIMS Parentmail Parentpay Evolve PP HAS Permission IT

PARENT/GUARDIAN SIGNATURE

DATE

.....
