



**The Schools
Network™**
The Specialist Schools and Academies Trust



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BROADCLYST COMMUNITY PRIMARY SCHOOL ADMISSIONS POLICY

2015-16

Broadclyst Community Primary School is an Academy School located in the village of Broadclyst in East Devon. The Academy Trust is the admission authority and determines the priorities for admission if the school receives more applications than places available. No places will be awarded at the school on an automatic basis – an application has to be submitted in all cases.

Some admissions functions will be delegated to the School Admissions Team of Devon County Council or other agent of the school.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will affect not decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

THE ADMISSIONS PROCESS – normal round admissions into Reception

All parents of children living in Devon who wish to express a preference for a place at Broadclyst Community Primary School must do so using the Devon Local Authority Common Application Form (D-CAF1). This is available online at www.devon.gov.uk/admissionsonline or within the First Step primary admissions booklet – copies of which are available by calling the ‘My Devon’ team on **0345 155 1019**.

Parents can apply – or “express a preference” – for up to three schools on the application form. Each preference has the same preference for a school as all other applications, regardless of whether you name the school first, second or third. It is important to put schools in the order you would like a place at the school as you will only be offered the one you wanted the most if a place could be made available at more than one of them. This means that you can name any school first without risking an application for your local school. If there isn’t a place available at the school you wanted the most, your next preference will be considered as if you had named it as the one you wanted the most. So, even if Broadclyst isn’t your catchment school or the closest, you can apply here – and hopefully get a place – without risking the school you name second.

All applications must be made via the Devon Local Authority (LA). The opening date is **14 November 2014** and the closing date is **15 January 2015**. These forms are available direct from the school, and should be completed and returned to the school by no later than **15 January 2015**.

The LA co-ordinates admissions for all primary schools in Devon and will write to you (or email if you applied online) on **16 April 2015** to inform you of the school place you have been allocated for your child.

If your child lives in another LA area, you must apply to that LA even if you are applying for a place in a school in Devon.

PUBLISHED ADMISSION NUMBER

This is the number of places we intend to make available for our normal intake into Reception. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform Devon LA and either some children will be admitted above the PAN or we will increase the PAN.

The Published Admission Number (PAN) for admission to Reception in 2015-16 is **60**.

For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the school in Reception unless varied in response to a change in circumstances. For further information, please contact the school or the School Admissions Team.

POINTS OF ADMISSION

There is a legal requirement that all children receive full time education by the beginning of the term following their fifth birthday. Broadclyst Community Primary School operates a single offer point for Reception children. Children who attain the age of 5 during the period **1 September 2015 to 31 August 2016** may start at Broadclyst Community Primary School from **September 2015**.

DEFERRED ADMISSION

Deferred admission is where, when you have been offered a place, you can decide to delay your child's actual start date until they reach statutory school age, within the same academic year.

Children born between **1 September** and **31 December** can defer entry until the start of the spring term. This means they would start school in January instead of September. Children born between **1 January** and **31 March** can defer entry until the beginning of the summer term or start in the spring term. This means they would start school either after Easter or in January instead of September. Children born between **1 April** and **31 August** cannot defer admission beyond Easter within the initial intake. Entry for these children may still be deferred until the beginning of the next term in the September but, as that will be the next academic year, you would need to reapply for a Year 1 place. Any Reception place offered will not be held open until the next academic year.

You will need to apply as normal by the deadline of **15 January 2015** and, after a place is offered, you must inform the Head teacher that you wish to defer. Your child's place at the school will be kept open for them to join at the later date.

DELAYED ADMISSION

This is where you wish your child to start an academic year later than normal but still entering at the Reception stage. Such an arrangement would usually be supported with medical/educational evidence. A place cannot be guaranteed a year in advance. Please contact the Devon School Admissions Team for further information **0345 155 1019** or admissions@devon.gov.uk. It is advisable to submit an application on time in any event whilst your request for delayed admission is considered by all parties (considered by Academy Trust in consultation with the Devon School Admissions Team).

HOW TO APPLY OUTSIDE THE NORMAL ROUND - in-year admissions

You can make a request for admission after the normal round of admissions – after **31 August 2015** – using the Devon Common Application Form: the D-CAF. Where a child moves into the area and you as the parent have a single preference for a place here, where your child is not the subject of an Education, Health and Care Plan or Statement of Special Educational Need, has not been Permanently Excluded from a school, where there is no parental dispute regarding admissions and where there is a confirmed vacancy in the relevant year group, we may ask you to complete a D-CAF6 instead of a D-CAF. This allows for your child to start at Broadclyst as soon as possible. A formal offer letter will then follow from the School Admissions Team. All In-Year admissions to the School will be made in line with Devon's In-Year Co-ordinated Admissions Scheme 2015-16.

Copies of the D-CAF are available at www.devon.gov.uk/admissions or by calling **0345 155 1019**.

If you are seeking an in-year place because your child has just moved to the area and doesn't already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

BROADCLYST COMMUNITY PRIMARY SCHOOL ADMISSIONS OVER-SUBSCRIPTION CRITERIA 2015-16

A child who has an Education, Health and Care Plan or statement of SEN which names Broadclyst Community Primary School will be admitted.

Where Broadclyst Community Primary School receives more applications than it has places to offer, applications will be prioritised using the following criteria:

- 1. Children in Care or those who have ceased to be in Care because they were adopted or made the subject of a child arrangements order or made the subject of a special guardianship order.**
- 2. Children for whom an exceptional social, medical or educational reason is demonstrated.**
- 3. Children of members of staff employed by the school for at least two years up to 15 January 2015 or children of members of staff recruited within the last two years to fill a vacancy where there was a skills shortage.**
- 4. Children with a sibling on roll at the time of application.**
- 5. Children living in our school's designated area.**
- 6. Children attending the Nursery at the time of application.**
- 7. Other children.**

Tie Breaker - If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school as plotted on Geographical Information System (GIS) (ie the shorter the distance the higher the priority).

For normal round applications to start in Reception, the time of application will mean the closing date for applications on **15 January 2015**. For in-year applications, the time of application will be the date the application is submitted.

Children seeking admission at the first intake into Reception will be prioritised on the grounds that they attend the Nursery if attendance is for the majority of their Early Years Entitlement. There will

be no priority based on the purchase of additional hours or other services, nor additional priority based on the purchase of additional hours or other services.

Definitions will be those of the LA admission arrangements unless detailed in this policy.

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. This priority applies to all children who were formerly in care, regardless of the date they were adopted.
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions by Devon Local Authority or any other local authority which has informed Devon LA of its wish to place a child.
Deferred Admission	This is where a child puts off admission until the start of the term after his or her fifth birthday.
Delayed Admission	This is where a child starts school a year later than usual but in a Reception class. It would usually be supported by independent professional evidence to establish that the child would experience a significant detriment by not delaying admission.
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. The designated area for the school can be viewed at www.devon.gov.uk/schoolareamaps or by contacting the school who have a map you can view. Alternatively you can contact 'My Devon' on 0345 155 1019 who will be able to advise whether you live within the schools designated area.
Distance measurement	At the time of determination, we purchase additional admissions support from Devon Schools Admissions Service, including distance measurement. Should this contract not be renewed, alternative provision will be made to measure using an equivalent mapping system.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document describing a child's additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend Broadclyst is demonstrated (with satisfactory supporting evidence from a relevant professional).
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at www.devon.gov.uk/schoolareamaps .
Home address	This is defined as the address where the child is normally resident. The School will not accept more than one address as the child's home address. Where a child resides through shared custody the terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a

	<p>residency order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.</p>
Linked Primary School	A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Clyst Vale Community College gives admissions priority for children attending this Broadclyst. That does not constitute a guarantee for a place.
Member of staff	This will be any salaried person employed by the Academy Trust and not elsewhere. Evidence of this will be provided using the Academy Supplementary Information Form.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. While we would prefer both parents to be in agreement over school admissions applications, it is not a requirement for both parents to apply.
Published Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address. Siblings must be on roll in from Reception to Year 6 for the purpose of admissions priority.
SIF	Supplementary Information Form – this is a form that enables a parent to say he or she is a member of staff applying for a place here. If this is not completed, the application will be considered without reference to the children of staff criterion.
Statement	A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made. The waiting list will be administered by the School Admissions Team with a copy being held here at the school.

CHILDREN FOR WHOM AN EXCEPTIONAL SOCIAL, MEDICAL OR EDUCATIONAL NEED IS IDENTIFIED

Broadclyst Community Primary School will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

The school recognises that safeguarding is everybody's responsibility and all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. School staff, children and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

When parents apply for a school place, they are invited to give reasons why they prefer a particular school. Sometimes, they may feel there are strong and compelling reasons for their preference. In these cases, parents can request that consideration should be given and the application given a higher priority on the grounds that there are exceptional educational, medical or social need to **attend a particular school**. Where these requests for admission to Broadclyst are for children with exceptional need, satisfactory supporting evidence will be required from an independent relevant professional.

It is expected that the exceptional nature of these requests will mean that a small number of cases will be sufficiently compelling in any year. Exceptional need could be:

- a serious medical condition, supported by medical evidence;
- the death of a parent associated with another school;
- significant caring responsibilities, endorsed by social care managers;
- where one or both parents or the child has a disability that may make travel to a school further away more difficult.

These examples are not meant to be exhaustive or exclusive. The circumstances presented will be considered on their individual merits. Parents can state on the D-CAF1 that they feel there are exceptional educational, medical or social reasons and the request will be referred to the Admissions Committee of the Academy Trust for consideration whether exceptional justification has been demonstrated. A Supplementary Information Form can be completed and is found at the end of this policy. Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to the school.

If the Academy Trust accepts that exceptional need to attend Broadclyst in particular has been demonstrated, the LA will be advised that the application will be prioritised under criterion 2 for the allocation of places on **16 April 2015**. This is not a guarantee of a place although we would not expect to be in a position where criterion 2 applicants would be refused admission. The Trust will advise the parent without delay.

Where the Trust does not agree that the need is exceptional, the application will be prioritised under the appropriate over-subscription criterion and a place will be offered by the LA as per the Primary Co-ordinated Scheme. Where a place at Broadclyst is refused on **16 April 2015**, the parent will have the statutory right of appeal to the Independent Appeal Panel.

Where the Trust does not agree that need is exceptional, the parent will be able to provide further information for consideration

ADMISSIONS OUT OF THE NORMAL ROUND

This happens where a parent requests a place in a Year Group which has already begun, either later in the academic year for Reception or in another Year Group. Parents are asked to complete an In-Year Admissions D-CAF (See info above). All requests for school places can be made on an application form to the LA, whether or not a Supplementary Information Form is completed.

If the relevant Year Group has vacancies the application should not be refused. If the relevant Year Group has reached or exceeded the Published Admission Number or other agreed admission limit, the Trust will consider whether a place can still be made available.

If the Trust feels that a place cannot be made available but that exceptional need has been demonstrated, the application will be prioritised under criterion 2. This will mean the child would be placed higher on any waiting list for vacancies. Where the Trust does not agree that the need is exceptional, the application will be prioritised under the appropriate over-subscription criterion and placed on the waiting list accordingly.

The parent will be advised in writing that the application has been refused, the reasons for the refusal and that the child's name will be placed on a waiting list for vacancies. The parent will also be referred to the child's home local authority for further advice.

Where the Trust does not agree that the need is exceptional and a place at Broadclyst is refused, the parent will have the statutory right of appeal to an Independent Appeal Panel.

Where the Trust does not agree that need is exceptional, the parent will be able to provide further information for consideration.

FAIR ACCESS PROTOCOL

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For primary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed admission limit where possible. This does not provide additional spaces for children who already have a local school place.

ADMISSION APPEALS

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Team. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

Any appeal for a place here may be subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Reception appeals will be heard within 40 school days of the deadline for lodging appeals. For the 2015-16 intake, this is **18 May 2015**. Where the application was not made in time for a decision to be made on **16 April 2015**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

EXTENDED SCHOOLING

Further information on extended schooling beyond the normal school day is available from the school and our website.

HOME-SCHOOL AGREEMENT

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

UNIFORM POLICY

Children attending our school expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

DOCUMENTARY EVIDENCE

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

SCHOOL FEES AND CHARGES

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available from the Office of the Schools Adjudicator. Formal objections to admission arrangements must be made by the **30 June 2014**.

CONTACTS AND FURTHER INFORMATION

School Admissions Service

admissions@devon.gov.uk

Telephone contact through *My Devon* on 0345 155 1019

Devon County Council policies

Available at www.devon.gov.uk/admissionarrangements

School Appeals

Telephone contact through *My Devon* on 0345 155 1019

Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

www.devon.gov.uk/admissionappeals

Education Welfare Service

Telephone contact through *My Devon* on 0345 155 1019

www.devon.gov.uk/education_welfare

Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019

www.devon.gov.uk/school_transport

The Department for Education (DfE)

Telephone 0870 000 2288

www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

Freshford House, Redcliffe Way, Bristol BS1 6NL

Telephone 0370 000 2288

www.education.gov.uk/b00199952/educationfundingagency

Office of the Schools Adjudicator

Telephone 01325 735303

www.education.gov.uk/schoolsadjudicator

Children's Education Advisory Service

Telephone 01980 618244

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE

enquiries@ceas.detsa.co.uk

Policy version

This policy was determined by the Academy Trust on 25 March 2014 following a consultation hosted at www.devon.gov.uk/admissionarrangements between 16 December 2013 and 28 February 2014. It will be reviewed annually.

Wording was added in June 2014 to make provision for the phasing out of Statements of SEN, to be replaced by Education, Health and Care Plans under the Children and Families Act 2014 and to remove a limitation for eligibility as children formerly in Care to only those adopted after 31 December 2005.

Wording was amended in February 2015 to reflect the change from residency orders to child arrangements orders.



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BROADCLYST COMMUNITY PRIMARY SCHOOL SUPPLEMENTARY INFORMATION FORM

PART A

To be completed by the parent:

Broadclyst Community Primary School is an Academy. The Academy Trust of an Academy school is the admission authority and has responsibility for setting the admission policy.

Where there are more applications than there are places, the Academy Trust will prioritise applications where evidence can be provided that criteria 2 or 3 in the Admissions Policy have been met. If you wish your child to be considered under criterion 3, please complete Part A and return it to the school by the closing date of **15 January 2015**.

If you wish to be considered under criterion 2, please complete Part A and pass it to a relevant professional who will complete Part B and return it to the school. Both parts should be returned by the closing date of **15 January 2015** to ensure that your application is considered on time. **You must also complete a Local Authority Common Application Form (D-CAF1).**

Full Name of child:		Date of birth:	
Criterion 2: Please give details of your Child's Exceptional Social, Medical or Educational Needs (you may use additional sheets if necessary)			
Criterion 3: Please name the member of staff employed by the School:			
Name:		Relation to child:	
Signature:		Date:	

BROADCLYST COMMUNITY PRIMARY SCHOOL SUPPLEMENTARY INFORMATION FORM

PART B

To be completed by a relevant professional

Broadclyst Community Primary School is an Academy. The Academy Trust of an Academy school is the admission authority and has responsibility for setting the admission policy.

If there are more applications than there are places, the Academy Trust will prioritise applications where evidence can be provided that criterion 2 in the Admissions Policy has been met. An application for a place at the school has been made by the person who has completed part A of this form for a child to be considered under the Child for whom an exceptional social, medical or educational reason applies. Evidence is required from a relevant professional. As the relevant professional please can you complete this form providing any supporting evidence with regards to the exceptional needs of the child to help the school consider this application.

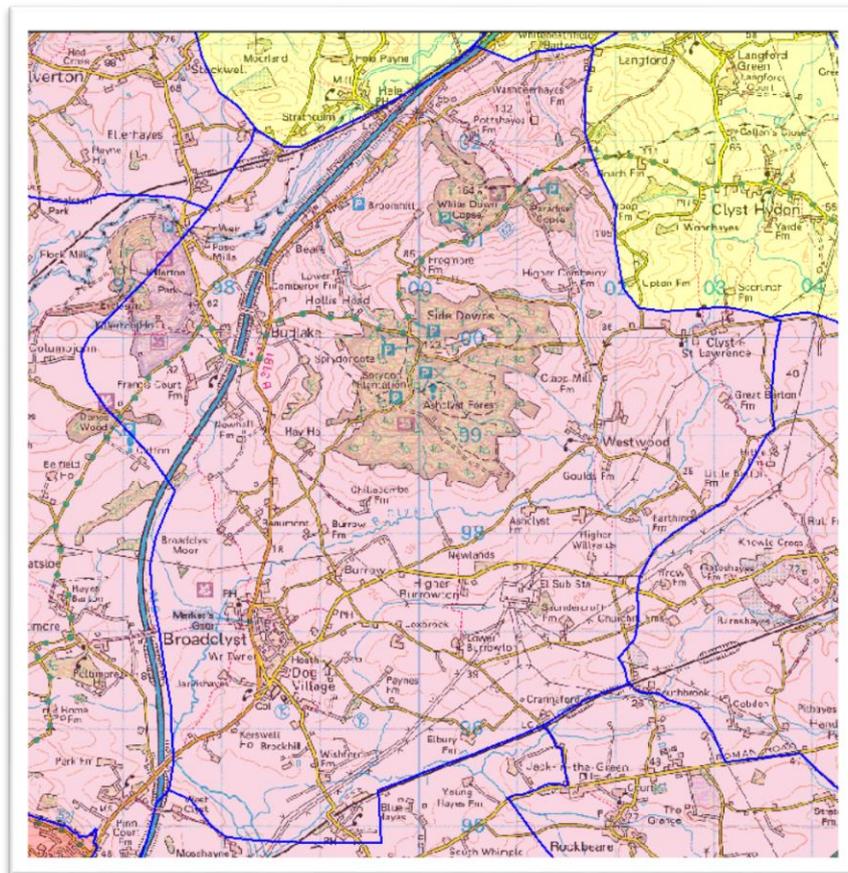
Once you have completed Part B, please pass the form either back to the person who completed part A or directly to the school. Both parts should be returned by the closing date of **15 January 2015** to ensure that the application is considered on time.

Full Name of child:	
Date of Birth of Child:	
Please give your professional judgement on the Child's Exceptional Social, Medical or Educational Needs outlined in Part A:	
Name:	Position:
Address:	Phone No:
	Email Address:
Signature:	Date:

Data Protection

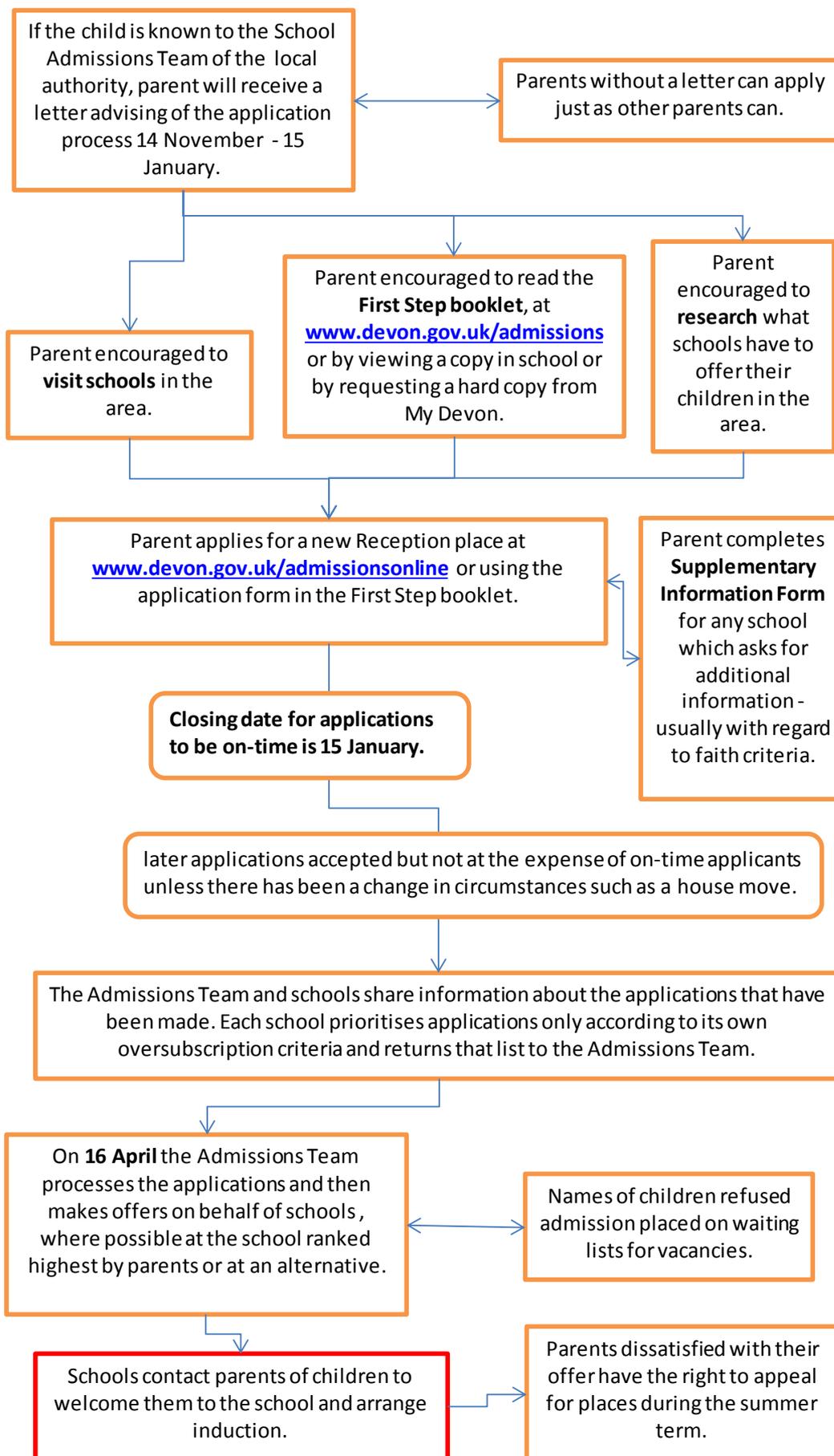
The information collected on this form will be processed and may be stored electronically by the School in compliance with the Data Protection Act. The data may be shared with Devon County Council or other agent of the School, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the School. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.

Our designated area is in the centre of the map, bounded by a blue line.
We welcome admissions applications for children living inside and outside our designated area.



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Admissions at the Normal Round into Reception



In-Year Admissions to any Year Group

