

Broadclyst Community Primary School

School Lane, Broadclyst, Exeter EX5 3JG



Admission arrangements for 2017-18

Introductory statement

Broadclyst Community Primary School is an academy school.

For Frequently Asked Questions and further information about the admissions process, please see [Appendix 1](#).

Admission number(s)

The school has an admission number of **60** for entry in Reception.

The school will accordingly admit this number of pupils to Reception each year if there are sufficient applications. Where fewer applications than the published admission number(s) for the relevant year group are received, the Academy Trust will not refuse admission to any of those who have applied.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Children for whom an exceptional social or medical need to attend this school is demonstrated.²
3. Children of members of staff employed for at least two years or recruited to fill a vacancy where there is a demonstrable skills shortage.
4. Children with a sibling³ on roll here when the application is made⁴.
5. Children living in our catchment area.
6. Children attending the Nursery when the application is made.
7. Other children.

Tie-break

Where it is necessary to distinguish between children in any category, priority will be determined on the basis of distance between home and the school, measured in a straight line from the entrance of the residential dwelling, to the main entrance to the school grounds⁵ on Devon County Council's Geographical Information System (GIS). Children who live closer to the school will have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. If this isn't sufficient to distinguish between applicants,

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 Evidence must be provided from a GP, medical specialist or social worker setting out why, because of the child or parent's significant need they must be admitted to this school over any other.

³ This will be any child living in the same household. It will also include a full, adopted, half or step brother or sister living at a different address.

⁴ This means any time from the date an application is made until it is processed.

⁵ This is the middle of the northernmost vehicular entrance to the school entrance on the B3181.

there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.

Submitting applications

Applications for a place in the Reception intake must be made on the local authority common application form and submitted to the local authority by 15 January 2017.

While Devon County Council will co-ordinate the application process for the school if, on national offer date (18 April 2017) our funding agreement is not yet in place it can only offer a conditional place for our school alongside a firm offer for another school. We will firm up offers once the funding agreement is in place.

For in-year admissions, after the start of Reception, applications can be submitted at any time on Devon County Council's in-year common application form.

Late applications

All applications received after the deadline of 15 January 2017 will be considered to be late applications unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness or because of a house move to the area. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, children who are refused admission will be placed on the school's waiting list.

Deferred entry for infants

Parents 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 school year for which the offer was made.

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.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows. We ask parents to tell us in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The academy trust will consider this evidence and reach a decision in the child's best interests. We will take into account:

- the parent's views;
- the views of the headteacher;
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

For summer-born children, we recommend that a parent wanting their child to be admitted to Reception out of the normal age group makes an application for their child's normal age group, but that they should also submit a request for admission out of the normal age group at the same time. We will then decide on the age group within this school the child should be admitted to.

If the request is agreed, the application for the normal age group will be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

In summary - a parent for a summer born child who is aged 4 on 31 August 2017 who wants him/her to defer entry to Reception until September 2018 should follow the following process:

- Parent applies for a reception place for 2017 but requests at the same time that the school agrees to consider the child to be a reception age applicant for 2018.
- The school will consider the request and respond before 18 April.
- If the school agrees, the request for the child to be considered a reception age applicant for 2018 it will write to the parent agreeing that the child will be considered to be reception-age in 2018.
- The parent cannot accept a place for September 2018 admission in 2017 and so the application for admission will be withdrawn by the parent; otherwise if the place is offered and accepted the parent will have to take up a place in reception in the final term of the 2017-18 year at the latest.
- Assuming the parent has not taken up a reception place in 2017, the parent applies for a reception place by 15 January 2018.
- The school accepts that the child is a reception age pupil and will consider the applicant under its normal admission process for a reception place in 2018, subject to the child having priority for admission under the school's oversubscription criteria.

Where applications for admission out of normal year group are not for summer born children seeking to be admitted the following year, the request for admission outside the normal year group will be agreed or refused before 18 April and the child either offered a place in the parents' preferred year group or his/her normal chronological age group. This assumes the child has priority for admission under the school's oversubscription criteria.

Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will contain the names of all children for whom there has been an unsuccessful application. At the end of the academic year, parents can resubmit an application for admission.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, not according to the length of time a child has been on the list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list.

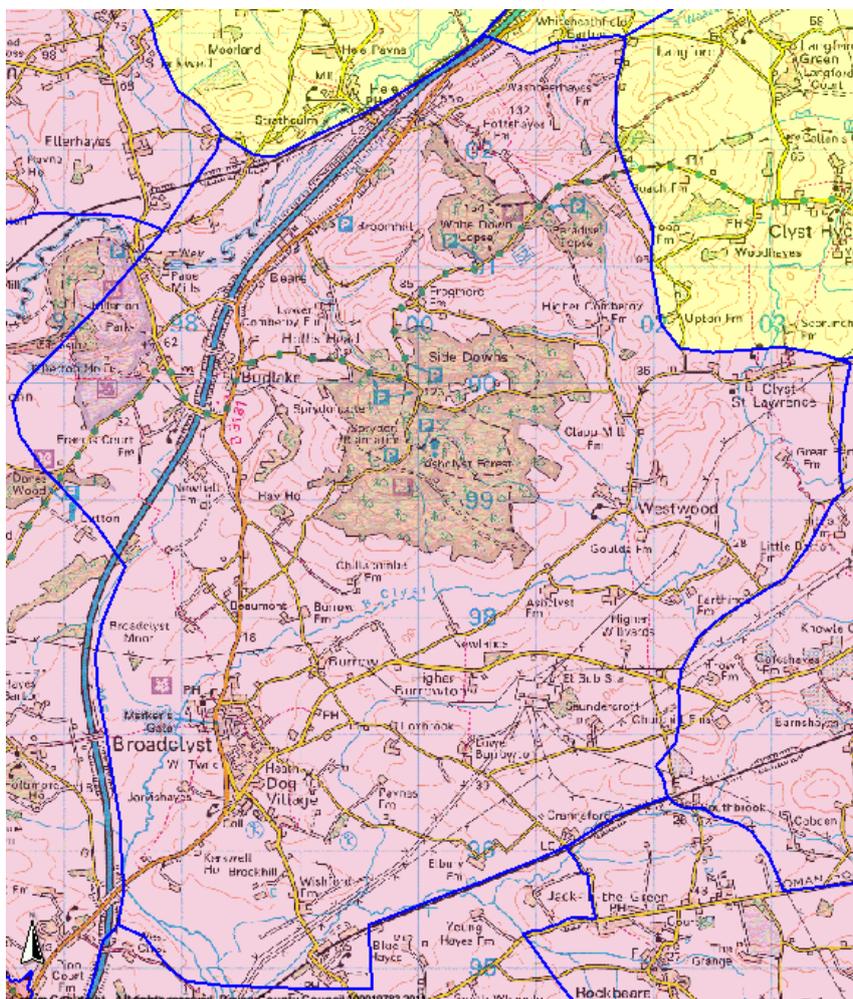
Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Clerk to the Devon Independent Appeals Panel for information on how to appeal. Information on the timetable for the appeals process is on our website. For normal round admissions to Reception for 2017-18, all appeals submitted by 15 May 2017 will be heard together. Appeals submitted after this date will be heard but we cannot guarantee that they will be heard at the same time as other received by the deadline.

Catchment Area

Our catchment (or designated area) is in the middle of the map, bordered by a blue line. You can view it in more detail online at devon.cc/schoolareamaps. This will confirm whether addresses close to the boundary are inside or outside our area. We welcome admissions applications for children living inside and outside our designated area.



Policy version

This policy was determined by the admissions authority following a consultation hosted at devon.cc/admissionarrangements between 1 January and 28 February 2016. It will be reviewed and determined annually. The next consultation period will be between 1 December 2016 and 31 January 2017.

Any amendments to this policy will be noted here.

Contact

Headteacher
Broadclyst Community Primary School
School Lane
Broadclyst
Exeter
EX5 3JG

01392 461288

admin@bcps.org.uk

www.bcps.org.uk

Frequently Asked Questions about Admissions

Can I visit the school?

Yes. We welcome visits from parents and children who would like 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.

Does my child have to be in school by a certain date?

All children have to be in full time education by the beginning of the term following their fifth birthday, either in school or at home. You can defer or delay admission until then or take up a place on a part-time basis but we will offer places to start from the beginning of the September term after the fourth birthday. We would like to discuss your plans if you are thinking of anything other than this.

When would my child start?

Our normal round offers are for the start of September. For in-year admissions, your child would start as soon as possible if they don't already have a school place locally. For transfers from a local school that would generally be for the beginning of a term unless we agree that it is necessary to move sooner.

Do I have to make an application?

Yes. Every parent has to make a formal application even where there is an older sibling already on roll and whether or not the child has been attending a particular Early Years setting. This will either be approved or there will be a formal refusal with a reason and advice about waiting lists, the right of appeal and a referral to the local authority. No places are held back in case some one close to the school forgets to apply or moves into the area later.

Who can apply for a place?

Applications are made by whoever has parental responsibility – a person or a local authority for children in care. 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 parents. It is not necessary for both parents to sign an application form though we would always encourage agreement between them. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.

When do I apply for a place?

If your child is due to start in Reception in September 2017, there is a national closing date for applications on 15 January 2017. You can apply after this date but it may be that your application will be considered after other applications and the school may be full so it's important to apply on time if you can. In Devon, the application window opens on 15 November each year. For admissions after the start of Reception, you can apply at any time.

Can I apply for a place after the start of Reception?

Yes. Not all children join us then. Some will join us after the normal admission point, either because they are new to the area or where they simply want a fresh start at another school. These are called 'in-year' admissions and can take place at any time. To apply in-year, parents should complete a DCAF application from Devon County Council or a DCAF6 from the school office. (This is only where a child is new to the area and doesn't have a school place locally, there is a vacancy and the parent is content just to name one school on the application form.)

How do I apply?

Applications for the normal round at the start of Reception are made to the local authority where a child lives. For this school, that will generally be Devon County Council. Most parents apply online at devon.cc/admissionsonline; there is a paper version of the form within Devon's Step by Step admissions booklet. Parents can name up to three different schools with each school being considered without affecting the applications for the others. This is called Equally Ranked Preferences for schools. The local authority will write to you with an offer for one school. For in-year admissions, you apply using DACF or DCAF6.

I've heard some schools have a Supplementary Form – do you?

No. We don't use a Supplementary information Form as all of the information we need to make decisions can be provided on the local authority form.

What if I want to apply for another school too?

You can apply or 'express a preference' for one, two or three schools. They should be named in the "ranked" order you would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at your School 1 and School 3, a place will be offered only at School 1. Equally ranked preference schemes are a legal requirement that enable you to apply for schools you prefer without jeopardising your chances of a place at a closer school.

Can I apply from abroad?

Yes. Applications for citizens of a country in the European Economic Area will be accepted with proof of nationality. For other nationalities, they will be accepted with a valid visa that allows entry into the country.

What if I'm from a service family?

For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. We would also consider in-year applications up to 12 school weeks in advance.

Will my application be approved?

If there is a vacancy then the answer will generally be Yes. We will refuse admission where the school is full or, very exceptionally, if we are unable to meet a child's needs. If we have more applications than the number of places that are available then we will use our oversubscription criteria to prioritise the applications and decide who could be offered. These criteria are not used if we have sufficient places available.

Who makes the decision?

Every school has an admissions authority, responsible for setting an admissions policy and for responding to each application. For this school, the Cornerstone Academy Trust is the admissions authority. Even though the decision will be sent by the local authority, the Trust decides whether a place is available, using this policy and the oversubscription criteria if necessary.

What is the Published Admission Number?

This is the minimum number of places available for our Reception intake. In limited circumstances, more will be admitted. It is set taking into account the physical capacity of the school, the level of demand that is expected and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is higher demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN. In other Year Groups, the Admission Number will be the PAN that was determined for that year unless there is a change in circumstances that affects our capacity or organisation and prompts us to increase or decrease it and inform the local authority.

Does it make any difference that my child has an Education, Health and Care Plan (EHCP)?⁶

Any child whose EHCP names this school will be admitted. You should discuss this with Devon's 0-25 Special Educational Needs Team.

What if I believe there is an exceptional need for my child to come to this school?

We give higher priority for children with an exceptional need to attend this school and not another school. The need must be specific to this school: there may be very challenging circumstances that

⁶ An EHCP is a formal document issued by a local authority describing a child's additional needs and how they will be provided for in a school. EHCPs replace Statements of Special Educational Need.

require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could be:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school further away more difficult, which can be supported by medical evidence.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor together with any other relevant information by the application closing date,
- for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family,
- evidence must make an unequivocal and compelling case why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential to name this school or to have in-depth knowledge of it but it must explain exactly what the child needs are and what specialist support and facilities the child requires,
- we may seek our own advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan as a result of their medical situation.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group
- parents wish to avoid a child from the current or previous school;
- child-care or transport arrangements before or after school would have to be changed;
- there is a medical condition that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case. Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. We will still need to reach a decision on whether a place is available.

Parents can indicate on Devon's common application forms that they believe there is exceptional need. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference.

If we accept that exceptional need has been demonstrated, the application will be prioritised. Where we don't agree the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

What is a sibling?

We give admissions priority for any child living in the same household as part of a single family unit. It will also include a full, adopted or half brother or sister living at a different address. A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.

What do you mean by 'where a child lives'?

For many children, this will be straightforward but it is not always clear. Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't

intend to penalise families where there is a genuine reason why the usual evidence cannot be provided. We will not accept more than one address as the child's home address.

Sometimes parents disagree on applications. The terms of a Child Arrangements Order or other Order of a court may clarify what the home address is and may have an impact on which parent should or should not apply for a new school. In the absence of an Order, we will consider the home address to be with the parent with primary day to day care and control of the child on school days. In reaching this decision, evidence will 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 be considered by the academy trust in reaching a decision on the home address for admissions purposes. We will discuss this with the local authority. Both parents have a right to be involved in a child's education. This does not mean that, for instance, a non-resident parent can prevent an application unless there is a legally enforceable objection and not solely a difference of opinion.

When will I know if I have a place?

There is a national offer date for new Reception places – 16 April each year (or the next working day if this is on a weekend or Bank Holiday). For applications after the start of reception, you will be informed soon after we consider the application – generally within a week.

What should I do if I am offered a place?

You should confirm you want the place so that we know it is still required and we don't make arrangements to offer the place to another child. We wouldn't do this without checking with you first.

What if I believe my child isn't ready for Reception?

Children can start in Reception in the September after the fourth birthday but don't have to. Parents can defer admission for children below the age of 5.

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December 2017	January 2018
1 January – 31 March 2018	January 2018 OR April 2018
1 April – 31 August 2018	January 2018 OR April 2018 OR September 2018 by making a fresh application for a Year 1 place (June 2018) or making a fresh normal round application for Reception in 2018-19

What is Part-Time attendance?

You can opt for part-time attendance if your child is under 5. We will decide what our part-time offer is here. If this is something you feel might be right for your child, please come in and discuss it with us.

I've heard about Fair Access to schools. Does this guarantee a place for my child?

No, it is not a guarantee. All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This is an admissions safety net to ensure that children who are vulnerable, unable to access an appropriate school place under standard In-Year admission arrangements for the area will be offered a suitable school place quickly. It may be that a child is admitted even though the school would otherwise be considered full but that would not mean that there are extra places available generally.

What about transport from home?

You should consider how your child will get to school for the whole of their time on roll at any school. You are advised not to rely on lifts, car shares or public services always being available. Free transport will be provided for Devon-resident children attending this school if it is the closest school

available. The home address must be further than a minimum walking distance. The LA can give you more advice. In certain circumstances, we may help with transport too.

Is there anything else that I should know about the school and its policies?

- **Feeder school:** A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. When children move on from Year 6, **Clyst Vale Community College** will give admissions priority.
- **Fees and charges:** There is no charge for applying, 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. We have a policy on charging for activities.
- **Home-school agreements:** Admission is not conditional on signing these. However, we will ask you to agree with this after a place has been offered because we believe they are a positive way of promoting greater involvement in your child's education.
- **Key Stage One class sizes:** The law limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission.
- **Uniform:** Children are 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.

How is your policy set?

Admissions policies are determined annually by the end of February and apply for one year at a time. While we aren't required to consult every year unless we are proposing to change the policy, we will consult each year in the interests of transparency and so that new members of staff, new Governors and new parents have an opportunity to review our policy. Proposed policies will be published on our website and we consult via Devon County Council.

Once the policy is determined, it will be published online by 15 March. It is then subject to formal objection to the Office of the Schools' Adjudicator up to 15 May. The Adjudicator can review policies and ensure that they are fair and lawful.

Where can I get further information and advice?

Devon School Admissions Service

admissions@devon.gov.uk

Telephone contact through *My Devon* on 0345 155 1019

Devon County Council information, admissions application forms and policies

devon.cc/admissions

devon.cc/admissionarrangements

Devon School Appeals

Telephone contact through *My Devon* on 0345 155 1019

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

devon.cc/appeals

Devon Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019

devon.cc/schooltransport

Children's Education Advisory Service – advice for service families

Telephone 01980 618244

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE

enquiries@ceas.detsa.co.uk

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 (OSA)
Telephone 01325 735303
www.education.gov.uk/schoolsadjudicator