



# Admissions Arrangements for 2024-25



**Brailes C of E Primary School**  
(The Stour Federation Multi Academy Trust)

## 1. ADMISSIONS CRITERIA

- 1.1 The Published Admission Number of Brailes Church of England Primary School is 15 per year group (with 15 places in the Nursery).
- 1.2 The school's admission arrangements are part of the Warwickshire County Council co-ordinated scheme. Parents should apply for a place in Reception on the Local Authority's website [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions).
- 1.3 The timetable and closing dates are published on Warwickshire Local Authority's website [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions).
- 1.4 Applications made later than the closing dates will be dealt with after those received on time.
- 1.5 In the event that Brailes C of E Primary School is oversubscribed, then the following oversubscription criteria will be used when allocating places: -

**1. Children in the care of, or provided with accommodation by, a local authority within England, and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order); OR children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK. This category applies to all adoptions which do not fit within Category 1a, including those which take place outside of English law;**

*(a copy of the interim / full care order, or a copy of the adoption certificate, **must** be submitted with the application)*

**2. Children who are in receipt of either the Early Years Pupil Premium or the Service Premium, with no more than 14%\* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made, or have been in receipt at any point since the child turned three years old;**

*Check your eligibility at: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)*

*\*14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

*If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and rounded up to a whole number if .5 or above. Eg: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.*

**3. Children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category;**

*Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category.*

*\*\*9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of*

children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and round up to a whole number if .5 or above.

Eg: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

**4. Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2024;**

**5. Other children living in the priority area for the school;**

**6. Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2024;**

**7. Other children living outside the priority area for the school.**

1.6 Please note that:

a) Children with an Education and Health Care Plan (EHCP) that names the school will be admitted first. In this event, the number of places that remain for allocation may be reduced.

b) Children attending or with a place at a nursery class do not have a higher priority for and are not guaranteed a place in the linked infant or primary school.

c) 'PAN' = Published Admission Number. The PAN for each individual school is confirmed in the local authority's documentation relating to the 2024 entry year, which can be found online at: [www.warwickshire.gov.uk/schoollcriteria](http://www.warwickshire.gov.uk/schoollcriteria).

1.7 Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, the admissions authority will normally offer a place to the other multiple-birth Child(ren) even if this means going above the school's Published Admission Number.

## **2. PRIORITY AREAS**

2.1 The priority area for Brailes C of E Primary School is defined as *the parishes of Brailes, Cherington, Stourton, Sutton-under-Brailes and Whichford*.

2.2 The priority area can be viewed on the Warwickshire County Council website at <http://www.warwickshire.gov.uk/mapinfantprimaryschools>.

- 2.3 Brailes C of E Primary School can admit children out of the priority area, including out of county applications, subject to availability.

### **3. DEFINITIONS APPLYING TO ALL THE CRITERIA**

#### **3.1 Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

#### **3.2 Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

#### **3.3 Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional childminders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority. There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2024) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

#### **3.4 Priority Area**

The Priority Area is that which is stipulated by the Local Authority.

#### **3.5 Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

#### **3.6 Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical.**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

#### **3.7 Separated Parents**

Where a child lives with each of their parents at separate addresses, the qualifying address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council, in consultation with the admissions authority has the right to nominate the address that it considers appropriate. In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both are in agreement with.

#### **3.8 Fraudulent or Intentionally Misleading Applications**

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn even after the child has started at the school.

### **4. WAITING LISTS**

- 4.1 Any child who is refused a place at this school will be automatically added to the school's waiting lists. Waiting lists will be held by Warwickshire's Admissions Service.

- 4.2 Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.
- 4.3 Waiting lists will be held until the end of the Autumn term. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

## 5. APPEALS

- 5.1 Any parent whose child is refused a place at this school has the right to appeal the decision. Appeals are administered by Warwickshire County Council and can be lodged at: <http://www.warwickshire.gov.uk/schoolappeals>.

## 6. UNDER AGE AND OVER AGE APPLICATIONS

- 6.1 As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in the September following their fourth birthday.
- 6.2 However, some parents may feel their child is not ready to start school at this point, perhaps due to a medical issue or special education need which has caused some level of developmental delay, or if their child is summer born.
- 6.3 Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as 'deferred entry'.
- 6.4 Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the 'Guidance and Policy relating to the education of children outside of their chronological year group' and complete the relevant request form, which can both be found on the website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions).
- 6.5 Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2024, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2025) is 15 January 2024. Requests received after this deadline may not be given consideration until after National Offer Day on 17 April 2024.
- 6.6 Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

- 6.7 Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

## 7. IN-YEAR APPLICATIONS

- 7.1 These should be made to Warwickshire County Council through the website [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). It is highly recommended for parents to book an appointment with the Executive Headteacher or Associate Headteacher to view the school.
- 7.2 This school is part of Warwickshire's In-Year Fair Access Protocol.

## 8. CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

- 8.1 For families of UK Service Personnel (ie: Military families) with a confirmed posting to, or within, the county, or crown servants returning from overseas to live in the county, admission authorities:
- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
  - **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
  - **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
  - **Must not** reserve blocks of places for these children.
- 8.2 The application will follow the coordinated admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military families or Crown Servants, and no priority will be given within the oversubscription criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year for a school which is their own admission authority.

## 9. CHANGES OF ADDRESS

- 9.1 School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (15 January 2024, 11.59pm).
- 9.2 **House move prior to 15 January 2024:** where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.
- 9.3 **House move after 15 January 2024, but before 1 February 2024:** where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the School Admissions Service and will be permitted to amend the application, if required.
- 9.4 **House move after 1 February 2024:** where an application is made by the National closing date of 15 January, but a house move happens after this date and no evidence could be submitted by the extended deadline of 1 February, the application will be considered using the previous address which was named on the application.
- 9.5 Where a house move has occurred after the 1 February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.
- 9.6 In this case, the application will be classed as late and will not be considered in the first round of offers, in time for National Offer Day = 17 April 2024. The application will be given consideration in the first reallocation round, commencing on 2 May 2024, as long as the application and suitable proof of the new address is received by the relevant deadline.
- 9.7 Late applications received from 3 May 2024 will be considered in line with the second and third reallocation dates, or after 12 June 2024, depending on the date the application is received by the School Admissions Service.
- 9.8 Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate after the start of September 2024), or a letter from the solicitor confirming that there has been an exchange of contracts.

## 10. LATE APPLICATIONS

- 10.1 Every effort will be made to encourage parents to submit their application by the closing date of 15 January 2024 (11.59pm). However, if an application is received after this deadline then it will be classed as late and will not be processed until after National Offer Day - 17 April 2024. Instead, the application will be considered as part of the relevant reallocation round, depending on when the application is



received (unless there has been a change of address prior to 1 February 2024, in line with the requirements detailed above).