Burton Green Church of England Academy
Admissions Policy 2021-22

1. Introduction

This document sets out the Policy of Burton Green Church of England Academy with respect to Admissions. The Diocese of Coventry Multi Academy Trust (the MAT), is the Admission Authority for the academy. The Local Governing Body is delegated to act in respect of admissions on behalf of the MAT.

Recognising its historic foundation, the academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The academy aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

In accordance with government legislation, the Local Governing Body consults with the Multi Academy Trust, Diocesan Board of Education, the Local Authority, other local academies, parents and other relevant persons in respect of its admissions arrangements.

2. Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to make the best decisions on the preferred academy for their children.

3. Published Admission Number (PAN)

Every year the Local Governing Body will review and publish information concerning the academy's admission policy. This will confirm the maximum number of children to be admitted to the academy for the year of intake. The academy's published admission number for Reception is 15. If the number of applications is lower than the academy's published admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

4. Priority area

The school priority catchment area includes Red Lane, Hob Lane and Hodgetts Lane to the Burton Green sign and Cromwell Lane to Westwood Heath Road junction but we also welcome families from farther afield, including Balsall Common, Berkswell, Kenilworth, Coventry and Solihull.

5. Over-subscription Criteria

Children with an Education, Health and Care Plan that name Burton Green Church of England Academy will be offered a place first. This will reduce the number of places available.

Where more applications have been received than places available or where to admit would conflict with the academy fulfilling class size legislation, the following priorities shall apply in order:

a) Looked After Children

Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a child arrangement order or special guardianship order (under the terms of the Children's Act 1989).

b) Siblings

A child is considered in this category if a sibling is attending the academy at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year, and where the child lives at the same address as the sibling.

The definition of sibling is:

- A brother or sister sharing the same parents;
- A half-brother or half-sister, where two children have one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- An adopted or fostered brother or sister.

The children must be living permanently in the same household.

c) Other children who live within the priority area of the academy

d) Any other children not categorised above

6. Distance

If the academy is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the academy (priority being given to the shorter measurement). The Local Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

Distance will be calculated by Warwickshire County Council using a straight line measurement from the address point location coordinate of the applicants 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 Country Council and all distances are subject to changes which may occur with updates of mapping data).

If two or more children with the same priority for admission live an indistinguishable distance from the academy, but cannot both be admitted, then the places will be decided by the drawing of names from a hat, and this will be independently overseen.

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared

responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

7. Starting at the Academy - Normal admissions round application process

A school place in the Reception class is available for children from September following their fourth birthday.

Application for the normal admissions round is via a Local Authority Common Application Form (CAF), which for Warwickshire can be accessed and submitted online through the Warwickshire Admissions Service website or hard copies are available from the Local Authority or the academy. The Common Application Form should be returned to the Admissions Service by the date given by the Local Authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

Late applications (i.e. those received after the deadline for the normal admissions round) will not be considered until after all of those which were received on time have been processed. Burton Green Church of England Academy cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer of an academy place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of a place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

8. Admission of children below compulsory school age and deferred entry to school

Where a place has already been allocated in the Reception class, parents can defer the date their child is admitted to the academy until later in the academic year but not beyond the point at which they reach compulsory school age* and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory school age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory school age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the Headteacher of Burton Green Church of England Academy

*compulsory school age – a child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

In addition, the parents of a summer born child (those born from 1st April to 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. This request should be in the form of a written letter of application addressed to the Headteacher outlining the reason(s) why you wish your child to be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, for example from professionals who have worked with your child, that you wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests. In such cases the following process should be followed in order:

a) Parents should make the request to the Warwickshire or their Local Authority Admissions Service by 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.

b) Parents should submit to the Local Authority their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Headteacher of Burton Green Church of England Academy. On receiving the supporting evidence, and on the recommendation of the Headteacher, the Admissions Service will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:

   i) Whilst Burton Green Church of England Academy has agreed to the deferral, there is no guarantee that the child will be allocated a place at that academy the following year;

   ii) Should it not be possible to allocate a place at Burton Green Church of England Academy the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.

   iii) Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.

   iv) Attention will also be drawn to the fact that when the child moves to a different schools (eg primary to secondary, or to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

c) If the request is not agreed, the parent will receive a letter detailing the reasons why.

d) A copy of the letter sent to the parent will be sent to the Headteacher of Burton Green Church of England Academy.

e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:

   i) Their child starts school in the September following their 4th birthday;

   ii) They can consider deferring the child's start date in Reception until later in the school year;

   iii) They can discuss part-time arrangements with the allocated school, as detailed above.

f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Headteacher of Burton Green Church of England Academy. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

9. Applications for other children to be admitted into a class outside of their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application addressed to the Headteacher outlining the reason(s) why you wish your child to be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, for example from professionals who have worked with your child that you wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

Parents should make the request to the academy in good time, **at least one month prior to the published deadline for normal round applications**, so the request can be considered and, where a request is not agreed, for the family to have adequate time to make an alternative application for a school place before the published closing date.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

10. Waiting Lists

In the normal admissions round, it is necessary to complete a Local Authority Common Application Form to apply for an academy place. Registering interest with the academy before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the academy's behalf in the normal admissions round.

If the academy is oversubscribed following the normal admissions round, a waiting list will be maintained until December 31st of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.

11. Multiple Births

If possible, places will be offered at the same academy to twins, triplets and children from other multiple births. For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an excepted pupil) will be a legal exception to infant class size limits.

12. Equal Opportunities Policy

The admissions policy of Burton Green Church of England Academy is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

13. In-Year Admissions

Parents should apply directly to the Warwickshire or their Local Authority Admissions Service who coordinate admissions throughout the course of the year. If there are more applications than places available in the year group concerned, the Local Governing Body will apply the oversubscription criteria to all the applications and inform the Local Authority if a place is available. The Admissions Service will notify parents of the outcome.

14. Fair Access (IYFA protocol, in-year fair access protocol)

The Local Governing Body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the academy has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

15. Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Local Governing Body to refuse application for an academy place. An Independent Admission Appeals Panel will be arranged by the academy and details of the appeals procedure are available from the academy.

If you believe the admissions arrangements contained within this policy are not compliant with the Schools Admissions Code December 2014, an objection should be submitted to the Office of the School's Adjudicator (OSA) at osa.team@osa.gsi.gov.uk

Enquiries or comments about this policy should be addressed to:

The Chair of Governors Burton Green CofE Academy

c/o Burton Green CofE Academy
Hob Lane
Burton Green
Coventry
CV8 1QB

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Local Governing Body.