

# Co-operative Education East

## Admissions policy

### Bunwell Primary School



<b>Approved by:</b>	Trustees	<b>Date:</b> 13.10.2022
<b>Last reviewed on:</b>	Autumn 2022	
<b>Next review due by:</b>	Autumn 2023	

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### 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

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.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Although Co-operative Education East is its own Admissions Authority there is no requirement to complete any supplementary information forms. You are only required to complete the application form provided by your home local authority.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery in Bunwell Primary School will not transfer automatically into the main school. A separate application must be made for a place in reception.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

To request admission outside of a child's normal age group a: parent, guardian or person with parental responsibility for the child, must make a formal request in writing, addressed to the headteacher.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of pupils for entry in reception as set out below:

<b>Banham Primary</b>	<b>15</b>
<b>Bunwell Primary</b>	<b>15</b>
<b>Thompson Primary</b>	<b>15</b>

The Standard Number is the number of children each of our schools can safely accommodate. The Standard Number for each of the above schools is **120**. The Trustees will keep this number under review and the Trustees will apply to change the numbers if circumstances allow.

### **6.2 Selection and banding**

There is no selection or banding criteria in our schools. Co-operative Education East is an inclusive Trust and we welcome children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

### **6.3 Oversubscription criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children with a sibling attending the school at the time of application and living within the school's catchment area. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, accepted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Priority will next be given to children who live in the school's catchment area.
4. Priority will next be given to children with a sibling attending the school at the time of the application, and living outside the school's catchment area. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, accepted siblings, stepbrothers or sisters and foster brothers and sisters.
5. Priority will next be given to children of staff who work at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Priority will next be given to children that live outside the catchment area of the school.

### **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on as measured by using Ordnance Survey data to plot an address in this system. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **6.5 Children below compulsory school age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **6.6 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## **6.7 Fair Access Protocol**

We participate in Norfolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should go through the Local Authority admissions process.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

The Chair of Trustees,  
Co-operative Education East  
C/O Bunwell Primary School  
The Old Turnpike  
Bunwell  
Norfolk  
NR16 1SN

All appeals should be copied to the school's headteacher and the CEO at the above address, or by email: [admin@cee.coop](mailto:admin@cee.coop)

You can find details of the school's appeals timetable on the following webpage:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/admission-to-receptionclasses>

## 9. Monitoring arrangements

This policy will be reviewed and approved by Co-Operative Education East's Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trustees and local governing board will publicly consult on these changes.

Signed: ...Paul Bunn..... (CEO, Co-operative Education East)

Signed: ...Julie Fletcher..... (Chair of Trustees)

Date: 13 October 2022