



**Brocklewood Primary and Nursery
School**

**Admissions Policy
2023 / 2024**

The published admission number for the intake year is 75 pupils.

All applications for places should be made on the applicant's home local authority online or paper application form. In the majority of cases, this will be the School Common Application Form (SCAF) which is available from the local authority, parents and carers should complete their application, naming six preferences for schools. Parents/carers resident in Nottingham City are strongly encouraged to apply through the Council's website using the online admissions system.

Alternatively, if parents/carers resident in Nottingham City wish to apply using a paper application form (SCAF), the SCAF should be returned to the **School Admissions Team, Access and Inclusion, LH Box 14, Loxley House, Station Street, Nottingham NG2 3NG.**

Although the Governing Body has responsibility for deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Applications for places in reception year in 2023

For entrance to the academy in September 2022 the closing date for applications under the co-ordinated admission scheme is 15th January 2023. Offers of places will be made on the national offer date of 17th April 2023 (for applicants who applied on line, an email will be sent on 17th April 2023; letters will be sent to all applicants by second class post and should be received on 17th April 2023 showing the outcome of their application).

Late applications for reception year in 2023

Nottingham City Council and the Governing Body may be willing to accept applications which are received late, i.e. after the closing date of 15th January 2023, but before 5.00pm on 10th February 2023 for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to 10th February 2023, with good reason for being late, and where appropriate, with the agreement of the Governing Body of the relevant academy will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for places at the academy received by Nottingham City Council after 10th February 2023 will be dealt with after the offer day.

Other local authorities might have different policies when dealing with late applications. Applicants are advised to contact their home local authority to find out what their policy is.

Applications outside the normal year of entry

Details of how to apply for places in any year group, made during the school year from September 2023 onwards, will be made available on the Academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have 14 days to accept the offer of a school place.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children, especially the most vulnerable, who live in the home local authority area, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. The academy will participate fully in Nottingham City Council's fair access protocol.

Oversubscription criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy, as measured in a straight line (by a computerised geographical information system) from a point on the Academy site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the academy).

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where the Academy is named in the child's statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a "looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted" 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area of the academy, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.

3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area of the academy and whose parents have requested a place at the academy.
4. Places will then be allocated to pupils who live outside the catchment area of the academy, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.
5. Places will then be allocated to other pupils who live outside the catchment area of the academy whose parents have requested a place at the academy.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the academy (e.g. where the academy has specialist provision)*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at the academy*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Governing Body of the academy.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area of the academy). Failure to accept a place offered at the academy within the 14 days previously specified may also lead to the withdrawal of that offer.

Waiting list

If there is oversubscription within any year group the academy will maintain a waiting list. Waiting lists will be maintained until the last day of the summer half term for reception year to year 5. Waiting lists will not be maintained for year 6. Inclusion in a school's waiting list does not mean that a place will eventually become available.

Where the number of students in a particular year group falls below the admission number and where it will not result in a breach of the infant class size legislation, the person whose name appears at the top of that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position their child currently holds on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise or fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol, will take precedence over those children on a waiting list.

Independent appeals

Parents have the right to an independent appeals panel in the event that their child is declined admission to the academy. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should submit their appeal form **within 20 school days** of the date of the letter advising that child has not been given a place. Details of where an appeal should be sent will be provided on the decision letter or made available on the Academy's website.

Definitions of terms used in these arrangements:

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property that is their **only** or **main home** on the closing date for applications and which their parent, carer or guardian owns, leases or rents under a lease or written rental agreement. If more than one person has parental responsibility for the child and those people live in separate homes, the Academy will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays).

If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

Brothers or sisters – sibling connection

1. For admission purposes the academy considers the following as siblings:
 - a brother or sister who share the same parents;
 - a half brother or half sister, where two children share one common parent;
 - a step brother or step sister, where two children are related by a parent's marriage;
 - adopted or fostered children living in the same household under the terms of a Residence or Child Arrangements Order.
2. The academy does not consider these as siblings:
 - cousins or other family relationships not included in 1 above;
 - siblings who at 1 September 2021 will not be registered pupils at the relevant academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places to each of them, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.




Catchment area

The defined catchment area for the academy is set out in the map below.

Brocklewood Primary Catchment 2023/24



Legend

-  Brocklewood Primary Academy
-  Brocklewood catchment Outline
-  Brocklewood Primary Academy catchment

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