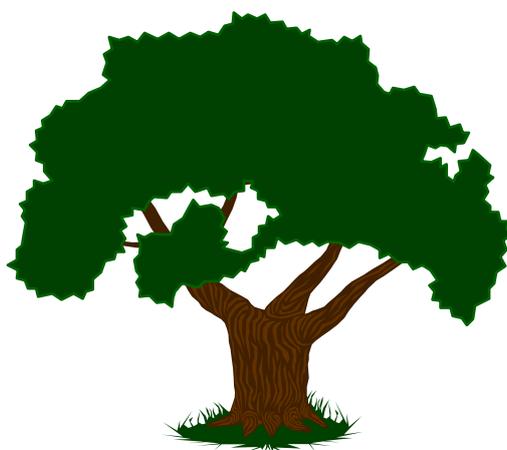


BURSTED WOOD PRIMARY SCHOOL



Admissions Policy 2020/2021

Including Casual Admissions Policy

Bursted Wood Primary School is an Academy.

The Governing Body is responsible for decisions on admissions to the school. Children born between 1 September 2015 and 31 August 2016 will be admitted to Reception classes in September 2020. The number of Reception places for the academic year 2020/21 will be 90.

Applications should be made on the home Local Authority's primary common application form and submitted by the closing date of 15th January 2020.

If offered a place at Bursted Wood Primary School you will need to present supporting documentation to the school in the form of your child's birth certificate, your council tax statement and a copy of either child benefit and/or child tax credit with the child's home address as stated on the application.

The school will admit pupils with statements of special educational need naming the school, where the school has agreed that it can meet that child's needs. Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this priority order:

Priority 1: Children in Public Care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

Priority 2: This is given to children with a medical condition such that it is **essential**, on medical grounds, for the child to attend the preferred school. A medical adviser may be consulted and asked for a professional medical opinion on the case presented. Priority for Bursted Wood Primary School would only be given if it was the school closest to the home address unless the medical adviser considers attending the school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain a place at Bursted Wood Primary School, for example distress (whether or not leading to a recognised medical condition), do not fall within this priority.

Priority 3: Siblings of children who will be attending Bursted Wood Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

Priority 4: In order to recruit and retain high quality staff, children with a parent or registered guardian employed at Bursted Wood Primary School on a permanent basis at the time of application will be awarded this priority in either or both of the following circumstances:

- a) Where 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, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley and the Academy's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

Priority 5: This gives priority to pupils living nearest to the school based on the distance from the home address to Bursted Wood Primary School. A straight line measurement is used from the front door of the home address to the pupil entrance of the school using Bexley Council's computerised GIS system.

Home will be taken as the child's home address at the time of allocation that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and/or child tax credit at the time of application.

A waiting list will be kept of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office. Further guidance is available below.

Tie breaker:

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by

drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

Admissions during the year and outside the normal round.

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

Admission of children outside their normal age group:

Parents who are seeking a place for their child outside of their normal age group, eg. the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1. Governors of Bursted Wood Primary School will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's Headteacher. When informing a parent of the decision which year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

Appeals:

Where parents are not offered a place at Bursted Wood primary School, they will be informed of their statutory right of appeal to an independent Schools Appeals Panel and sent further information on the appeal process on request.

POLICY FOR THE MEASUREMENT OF HOME TO SCHOOL DISTANCE

All home to school distances will be calculated by the London Borough of Bexley's computerised pupil database to ensure consistency.

Home to school distances will be measured using the intersection of the geographical grid co-ordinates (known as eastings and northings) supplied by the National Land and Property Gazetteer (NPLG), or equivalent database, for the home address and for the nearest school entrance approved by the Governors as an official entrance.

Home to school distances will be measured by radial distance (straight line) from the intersection of the NPLG co-ordinates of the home address to the nearest official school entrance.

This method applies to home to school distance measurements for applications for community and voluntary controlled schools, and for all other schools where the admission authority commissions the London Borough of Bexley to measure distances on its behalf.