

## **Determined Admissions**

**Belthorn Academy Primary School  
Belthorn Road,  
Belthorn,  
Nr Blackburn  
Lancashire BB1 2NY**

**School Number 11504  
Admissions Policy 2016/17**

**NUMBER OF PUPILS TO BE ADMITTED  
2016/2017 = 30**

### **ADMISSIONS POLICY**

**Pupils are admitted at the start of the school year in which they reach the age of 5, regardless of ability or aptitude.**

### **OVER SUBSCRIPTION**

Where application for admission exceeds the number of places available, the following criteria will be applied in the order set out below to decide which children to admit.

#### **Criteria**

1a. Looked After Children and adopted children who were previously looked after– all children in public care will be given first priority.

1b. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. Brother/sister relationship including half/step/foster and adopted siblings living at the same address.

3. Other who live within the area served by the school i.e. that reside in the village of Belthorn and the outlying areas of Guide and Lower Darwen.

4. Other children

**Notes:**

Siblings: the school has adopted the current LA definition in respect of siblings eg: the LA considers brothers, sisters, half brothers, half sisters, step brothers, step sisters, fostered and adopted children residing at the same address to be siblings.

Address of Pupil: where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. child benefit statement, identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP.

Tie-break: Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Late applications for admission: Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list: Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will be held for one term.

Twins etc: Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Transition arrangements: Usually, children at Belthorn are admitted in the September following their 4<sup>th</sup> birthday, over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.

Non Routine Admissions: It sometimes happens that a child needs to change school other than at the “normal time”, such admissions are known as non-routine admissions or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at the school within the same year unless there has been relevant, significant and material change in the family circumstances.

Deferred entry to primary schools: If your child is due to start school during the next academic year, it is important that you apply for a place in September. If your child's fifth birthday is between the months of September and December then, if you wish it, admission may be deferred until January: if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in the child's best interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.