Odyssey Collaborative Trust



SCHOOL ADMISSIONS POLICY

Borrow Wood Primary School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council, School Admissions Department, as the administration service to process all admissions and appeals for individual schools.

Borrow Wood has a planned admission number (PAN) of 30 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children[1] 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
2. Those children who are considered to have exceptional[2] medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion
3. Children living in the catchment area of the school at the time of admission[3] who are siblings of current or past pupils of the school.[4]
4. Children living outside the catchment area at the time of admission who are siblings of current or past pupils of the school.
5. Children living in the catchment area of the school at the time of admission who do not have siblings who are current or past pupils of the school.
6. Children living outside the catchment area at the time of admission who do not have siblings who are current or past pupils of the school.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

[1] A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

[2] Exceptional reasons for priority over other applicants - decisions will be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

[3] To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

[4] "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age[5].

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:
With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

[5] Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the over subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place
https://www.derby.gov.uk/education-and-learning/schools-and-colleges/schooladmissions/primary-school-admissions/

6. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.