



## BRAINCROFT E-ACT PRIMARY ACADEMY ADMISSION ARRANGEMENTS FOR 2020 - 2021



### Admissions Criteria

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team. The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

### Moving from Nursery to Reception

There is an **automatic transfer** for a place from the nursery at Braintcroft to reception. Parents applying for a place in reception **must** still complete an application form. If you live in Brent, this will be available from Brent Council. If you live outside of Brent you will need to contact your local council offices for a form.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. Whenever this happens, we offer places in the following order of priority:

#### 1. Looked After Children or previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

The highest priority must be given to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order, or special guardianship order. This includes such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

#### 2. Siblings in catchment area

Brothers or sisters of a child who attends the Academy, *living in the catchment area of the Academy* and who will continue to do so on the date of admission.

This includes half and step brothers and sisters and foster children so long as they live at the same address - but **not** cousins.

### **3. Children of staff**

Children whose parent is a member of staff who has been employed at the Academy for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

### **4. Pupil Premium**

Reception applicants eligible for early years pupil premium, the pupil premium or the service premium.

### **5. In catchment area**

Children living within the Academy's catchment area.

The catchment area is the defined neighbourhood in which the Academy is sited. It is generally bounded by major roads and/or railway/tube. The catchment area is defined by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of one school. Information on which streets make up a catchment area can be obtained from the Local Authority, the Academy and the Local Authority's website.

### **6. All other applicants.**

#### **'Tie-break' Distance Measurement**

The distance from home to the Academy will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance to the Academy, with those living closer to the Academy receiving higher priority.

#### **Twins, Triplets and other children of multiple births**

In the event that the Academy has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Academy will randomly select the child to offer the place to. Parents will then be informed that they may prefer the other, or another child, to have the place instead of the child randomly selected.

#### **Split residence**

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to Academy. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

## **Admission to the Nursery**

The timeline and oversubscription criteria for a place in a nursery class are the same as for a reception place. The council does not co-ordinate applications for nursery places. Applications for a nursery place must be made as per Brent's published key dates. If the nursery is oversubscribed the Academy's Oversubscription Criteria will be applied.

## **How places will be allocated in September 2020 for Reception**

There is an **automatic transfer** from the nursery at Braintcroft to the reception class. Parents wanting to apply for a place at reception **must** complete an application which is available on line or a paper Common Application Form (CAF) via Brent Council.

If more applications are received than there are places available, places are offered up to the Academy's planned admission number to applicants whose application is received by the closing date in accordance with the oversubscription criteria.

## **Deferred Entry**

Parents can request that the date their child is admitted to the Academy is deferred until later in the year in which they apply or until the term in which the child reaches statutory school age. Statutory school age begins the first day of term after your child's fifth birthday.

Parents wishing to defer entry must contact the Academy to advise them of this after a place has been offered.

Parents can also request that their child attends part-time until their child reaches statutory school age.

## **Late Applications and changes after the closing date**

Application forms must be received by Brent's published key dates.

Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time.

Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date.

Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

### **Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel.

Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

### **Waiting Lists**

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list.

Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year.

### **Appeals**

Parents can appeal against any decision made by the Academy about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list. A child admitted as a result of a successful appeal will be admitted in precedence to those on the waiting list.

There is no right of appeal against any decision not to offer a place in a nursery.

### **In Year Applications**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application.

Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.