

Burford CofE Primary School



Admissions Policy 2019/20

Reviewed on 19th April 2018

To be reviewed on 1st April 2019

Headteacher's signature:

Chair of Governing Body signature:

This policy has been created in line with our core Christian values of:

Love - we love each other and our school

Trust - we all seek to trust each other

Perseverance - we try our hardest in all that we do

At Burford CE Primary School we offer a warm welcome to all. Parents considering our academy for their child are encouraged to telephone the office to make an appointment to visit and meet the Headteacher. Should the visit be before the year of application, forms will be forwarded to the parents of the prospective entrants at the appropriate time.

- Burford Primary is an academy and as such has its own admissions authority as part of the co-ordinated scheme with Shropshire Local Authority. This means that it determines the priorities for admission should the school be over-subscribed, working alongside the Local Authority.
- Each application is considered on its own merit in accordance with our criteria.
- Our Planned Admission Number (PAN) is 20 per year group, giving a total of 140 overall for the whole school. Our intention is to keep numbers in all classes no greater than 30 wherever possible.
- All new children will be checked against the Safeguarding LA admissions guidance.
- Our inclusion policy encourages children to attend full time equivalent as soon as possible, if agreed by all decision makers.
- All admissions questions should be directed to the Headteacher or Administrator.

For admissions to the Reception Year application must be made through Shropshire Council by 15th January in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions and also for details of the admission arrangements.

Admissions Criteria:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names **Burford School** will be allocated places, after which places are allocated up to the Published Admission Number of 20 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or 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).
2. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area, then the following criteria for admission will apply in order:
 - 2a. Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start school.
 - 2b. After that, priority will be given to other children who live within the catchment area.

3. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:

3a. Children who will have an older sibling at the school on the day they are due to start school.

3b All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

Notes:

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 - 16 years). Fostered and adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

For phased transfers (at the start of Reception) application for places for children moving into Shropshire Council's area from another English local authority's area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school. Where changes of address occur after application, an offer of a place may also be withdrawn if it is made on the basis of residence at a former address and the applicant has not advised the Admissions Team of a change of circumstances.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may

remain on the waiting list from the review period onwards.

For the first term of Reception year Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

How Do I Apply For A Reception Place?

- Guidance leaflets for admissions to Reception are issued to schools and are given out to parents / carers, along with details on how to make an on-line application. It is important to refer to this booklet 'Information to Parents Book on Admissions and Transfers to schools 2019-2020.'
- All pupils who reside within Shropshire are required to make an online application - Admissions form can be found on the schools website www.burfordceprimary.co.uk
- Any pupil who does not reside within Shropshire, but wishes to apply for a place at a Shropshire school, must complete an application from their 'home' LA. The 'home' LA will ensure that application details are passed on to the requested authority.
- Places in Reception classes for admissions in the school year September 2018 to August 2019 are allocated on the basis of applications received on or before the closing date of **15th January 2019**.
- If parents do not wish their children to start school until they have reached their fifth birthday (compulsory school age) we would appreciate parents / carers discussing these intentions as soon as possible and it is still necessary to apply for a school place on-line, by **15th January 2019**.

How to apply for Year Groups Other Than Reception - 'In Year' Admissions

Parents may apply for a place at Burford primary at any time using the appropriate form, however places can only be allocated if the PAN is not full. The PAN is 20 for all year groups.

As with applications to Reception class, we ask that parents / carers complete the Standard Application Form found online at Burfordceprimaryschool.co.uk and the application will be forwarded onto the Academy for consideration. The Academy's Governing Body will notify the Local Authority of the decision whether to admit or not within ten school days.

Each application received will be assessed in accordance with the same admissions criteria given above if the PAN is full. If the place has been refused, parents / carers will be offered the right to appeal. All appeals must be made in writing to the Governing Body of Burford Primary school within fourteen days of receipt of notification.

Contact

Parents wishing to apply for a place at the school should apply to: The
Head Teacher: Mr S. Matthews

Burford C of E Primary School
Forresters Road
Burford
Tenbury Wells
Worcestershire
WR15 8AT

Telephone: 01584 810244

E-mail:

admin@burford.shropshire.sch.uk

head@burford.shropshire.sch.uk

