

ADMISSIONS POLICY



Adopted from local authority policy November 2019

Next review date March 2021

Section 1 Primary School Admissions

Children can normally start school in Bury in the September before their 5th birthday, although children do not legally have to start school until the term following their 5th birthday.

There are four different types of Local Authority maintained primary schools in Bury. These are Community primary schools, Voluntary Controlled primary schools, Voluntary Aided primary schools and Foundation primary schools.

Lowercroft is a Community Primary School and along with Voluntary Controlled schools the Local Authority (LA) is responsible for determining admissions. The LA is the Admissions Authority.

Each school has an admissions number set for each age group. This figure is agreed between the LA and the Governing Body of the school. **Our admissions number is 35** and places are offered up to this number in the reception age group.

Each year the Local Authority publish details of the admissions process along with application forms. These are available online at

www.bury.gov.uk/admissionsprimary

and from the Admissions Team by telephoning 0161 253 6474

Section 2 In Year Admissions

In-Year admissions are those requests for places in any year group received during the academic year.

The Local Authority is the admission authority for Community and Voluntary Controlled schools.

Lowercroft Primary School will maintain a record of all in year applications and places will be offered following the in year admissions process. **Our class number is 35** and places are offered up to this number.

Parents will be informed of the right to appeal if there are no vacant places available.

Appendix 1 Oversubscription Criteria

Appendix 2 Flow chart for In Year admissions

Note: For children with an Education Health Care Plan there is a different process. If the child resides in Bury, parents should contact the Bury SEN team on 0161 253 5969 who will be able to offer advice.

SECTION 1 PRIMARY SCHOOL ADMISSIONS

ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

Children with Statements of Special Educational Needs will be given a place at the school named on their statement.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order.
2. Children who will have an older brother or sister in the school in September of their admission year. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
3. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer).

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the ***name & address of the parent/carer to whom the Child Benefit payment is paid.***

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year

¹ Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

² Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available **which could not have been made available** at the original appeal hearing.

SECTION 2

IN YEAR ADMISSIONS

APPLICATION PROCESS FOR PRIMARY SCHOOLS

In-Year admissions are those requests for places in any year group received during the academic year. The Local Authority is the admission authority for Community and Voluntary Controlled schools.

Processing of applications

1. All parents/carers irrespective of where they reside who are seeking **'in year' places** for schools in Bury Authority, will be required to apply direct to the school.
2. Parents/carers resident in Bury wishing to transfer to a school in another Local Authority must contact the relevant authority for information on how to apply for a school place.
3. Parents/carers must complete an application form (**CAF3**). The application form will be available from the schools, the Local Authority and the council website at www.bury.gov.uk/admissions
4. The completed application form and any supporting documentation must be returned to the first preference school.
5. If the school has a vacancy in the relevant year group, a place must be allocated unless one of the statutory reasons for refusing admission applies, as stated in the School Admissions Code.
6. If the school receives **multiple applications** for in year transfers for a particular year group, which would result in the published admission number being exceeded, the order of priority for admission will be determined by reference to the school's **oversubscription criteria**. (See appendix 1)
7. The preference school must notify the parent/carer in writing of the outcome of their application within 5 school days.
8. If an offer can be made a notification letter will be sent to the parent/carer confirming the offer of the school place and the start date.
9. The receiving school will inform the previous school that a place has been offered and the agreed start date.
10. If the school cannot offer a place, a notification letter will be sent to the parent/carer by the school stating the reason why, and informing them of their legal right of appeal. School will direct parents to the Local Authority for information regarding the process of appeal and for details of school vacancies.
11. The school must notify the Local Authority of all admission applications and the outcomes.

12. The school must inform the Local Authority of their current numbers on roll, both when a child is taken off roll or is admitted. This is to ensure that the Local Authority meets its statutory duty of informing parents/carers of where there are vacancies in the Authority.

Appendix 1

OVERSUBSCRIPTION CRITERIA

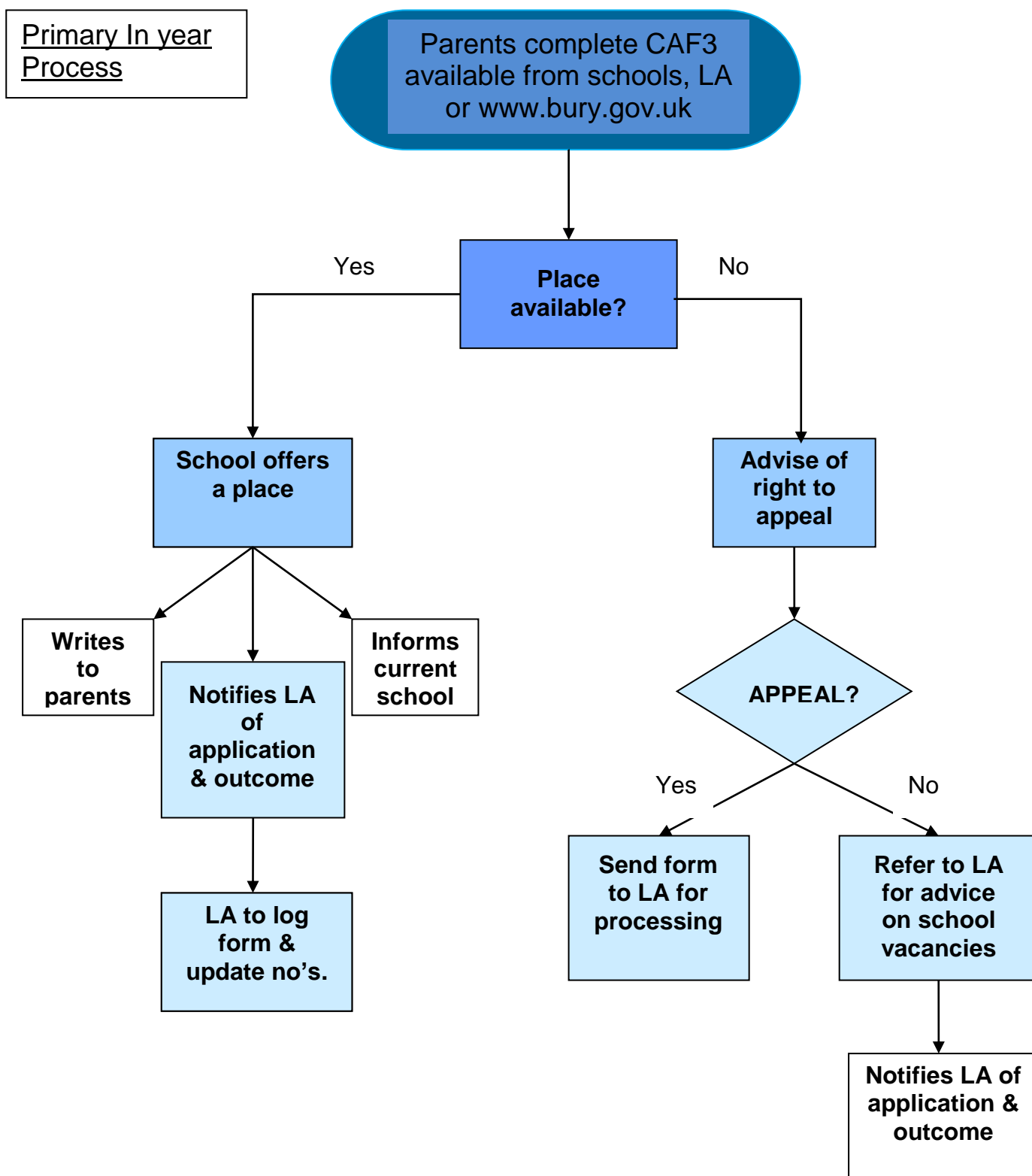
When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order.
2. Children who will have an older brother or sister in the school. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
3. Other children.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). This distance measurement will be provided by the Local Authority's Schools' Admissions Team.

¹ Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

² Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.



Also refer to:-

Online: Bury Admissions Information 2019 www.bury.gov.uk/admissionsprimary

DFE School Admissions Code December 2014 including the update document in September 2015

Last reviewed: March 2020