



# Brooke Primary Academy

## Admissions Policy 2023-2024



|    |  |  |  |  |   |
|----|--|--|--|--|---|
| 1  | Summary  | Admissions policy 2023-2024  |  |  |   |
| 2  | Responsible person   | Mrs Emma Levers  |  |  |   |
| 3  | Accountable SLT member                                     | Mrs Emma Levers  |  |  |   |
| 4  | Applies to   | <input type="checkbox"/> All staff<br><input type="checkbox"/> Support staff<br><input type="checkbox"/> Teaching staff  |  |  |   |
| 5  | Who has overseen development of this policy                | Mrs Sheila Wallace-Marshall  |  |  |   |
| 6  | Who has been consulted and recommended policy for approval | N/A  |  |  |   |
| 7  | Approved by and date                                       | Trust board & governors 04.10.21   |  |  |   |
| 8  | Version number   | 3  |  |  |   |
| 9  | Available on   | Every  | <input type="checkbox"/> Y<br><input type="checkbox"/> N | Trust website<br>Academy website<br>SharePoint | <input type="checkbox"/> Y <input type="checkbox"/> N<br><input checked="" type="checkbox"/> Y <input type="checkbox"/> N<br><input checked="" type="checkbox"/> Y <input type="checkbox"/> N |
| 10 | Related documents (if applicable)                          | N/A  |  |  |   |
| 11 | Disseminated to  | <input checked="" type="checkbox"/> Trustees/governors<br><input checked="" type="checkbox"/> All staff<br><input type="checkbox"/> Support staff<br><input type="checkbox"/> Teaching staff |  |  |   |
| 12 | Date of implementation (when shared)                       | January 2022   |  |  |   |
| 13 | Consulted with recognised trade unions                     | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N   |  |  |   |



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## 1. Background

In April 2019, Thorne Brooke Primary School became part of Venn Academy Trust.

Upon conversion, the Academy Trust became its own admissions authority; this means it is responsible for setting its own admissions arrangements. The Local Authority (Doncaster Council) continues to be responsible for co-ordinating all admissions in their area and making offers of places.

Further details on how to apply for a school place can be found on the council's website [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

## 2. Admission arrangements

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Applications for pupils having an Education, Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head and Governors, the governing body are required to admit the pupil.

If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2023-2024:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after. This includes children who were previously in state care outside of England and ceased to be in state care as a result of being adopted and any child who became subject to child arrangements order or special guardianship order (see note (iv)).
2. Being resident in the catchment area of the preferred school (see note (i)).
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below).
4. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below).



- (i) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- (ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- (iii) The measurement of distance is the straight-line measurement from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the school building. In the case of split site schools "entrance nearest to the reception point" will refer to the site the pupil attends for the purpose of morning registration.
- (iv) The highest priority must be given to looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

### **3. Appeals**

Any parent refused a place will be offered the right to appeal against the decision. This is likely to occur when the year group is full.

An appeal will be heard before an independent appeals panel and will be managed by the Local Authority.

### **4. Waiting lists**

If your child is refused admission to the school your child's name will be placed on a waiting list.

The waiting list is based on the published criteria.

All children are kept on that list until at least the end of the Autumn term of that year.

The list is maintained by the Local Authority Admissions Team.

## **5. Deferred entry**

Parents may defer the date their child is admitted until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered.

Where parents wish, a child may attend part-time until later in the year, but not beyond the point at which the child becomes statutory school age.

## **6. Request for the admission of a child outside the normal age group**

Parents may request a place for their child outside of their normal age group. Any parent asking to do so must make this clear at the time of application and also the reasons for the request.

## **7. A child in the school nursery currently**

A child in a school nursery is not entitled to a place in school automatically.

An application should be made following the admission procedures.

## **8. Published admissions number**

The published admission number for Brooke Primary Academy for the school year 2023- 2024 is 60 pupils.