



## **Admissions Policy September 2019**

### **1 Introduction**

1. The governing body of Brook House applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

#### **1. Aims and objectives**

2. We are an inclusive school that welcomes children from all backgrounds and abilities.
3. All applications will be treated on merit and in a sensitive manner.
4. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
5. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school, except if a parent requests special admission arrangements on these grounds

#### **2. How parents can apply for their child to be admitted to Brook House**

6. Brook House Primary is an Academy and therefore is its own 'Admissions Authority'. However, we engage Waltham Forest LA to administer the school's admission procedures in line with all other State schools present in the Local Authority.
7. The LA publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from Pupil Admissions at Silver Birch House or from

the school office and should be completed by the date stipulated on the forms. The LA or sometimes the school notifies parents about the school place as soon as all the applications have been considered.

8. At Brook House, children enter the main school in the academic year they become five. There is one admission date per year in September (i.e. at the start of the school year) Under the system of free choice all parents must return the Primary Admission Request Form (issued to parents of prospective rising five pupils by schools, nurseries and playgroups) by the date specified in the Primary Admissions Brochure. Parents are requested to indicate 3 choices of school in order of preference.
9. Families moving into the area with primary age children who wish to attend Brook House should contact the school and a visit will be arranged to view the school and to discuss admission arrangements. They will then be given an in-year Admission Form and put in contact with the Local Authority who handle procedures for us

### 3. Admission Criteria

The LA has published the following criteria for admission to Nursery and Primary Schools:

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the LA by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care (Looked After Children) and those children recorded in the Child Protection Register, or who are 'at risk', as advised by Haringey's Child Protection Officer;
2. Children who have an exceptional medical need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs or consultants. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential;
3. Children who will have a sibling (by which is meant full, step-, half and adopted siblings living in the same household) at the school at the point of admission;
4. Children living closest to the preferred school, measured by a straight line measurement from the single address point of the child's permanent home address to the single address point of the school. All distances will be measured using a computerised Geographical Information System (GIS);

#### Notes:

1. Children with a statement of Special Educational Need that specifies the school as the placement school will be allocated a place through a

separate procedure, in accordance with the Special Educational Needs Code of Practice.

2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
3. These criteria will apply to all applicants, regardless of the borough in which they live.
4. Late applications will not be considered until after all on-time applications have been dealt with.
5. The LA reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

#### **4. Admission appeals**

11. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
12. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals)

#### **5. The standard number**

13. The standard number is the number of children the school can accommodate. The standard number for our school is 60 children per year group. We keep this number under review and the governors will apply to change the number if circumstances require (e.g. due to expansion of the school).

#### **6. Class size**

14. We teach all children (aged five to eleven) in classes that have a maximum number of 30 children.

#### **7. Review**

15. This policy will be reviewed annually with the LA in the light of any changed circumstances in our school or the local area.