Admissions Policy
Admissions Arrangements for 2019 / 2020

Policy No. Section/No

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1.0 Rationale

The Bramble Academy provides for the needs of children within the 3 to 11 age range. Pupils will be admitted at the age of 3+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.
The Evolve Trust is the Admitting Authority for the Bramble Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

2.0 Admission Number for Primary Provision (age 5)

The Academy has an agreed Published Admission Number of 45 for the year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years.
All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

3.0 Variations to Admission Numbers

In accordance with the School Admissions Code, in any specific year, The Bramble Academy may set a higher admission number than its agreed admission number for an applicable year group. The Academy is not required to consult on its PAN where it proposes either to increase or keep the same PAN. The Academy must consult where they propose a decrease to the PAN.

The Bramble Academy must notify the Local Authority of its intention to increase the PAN and reference to the change must be made on the Academy's website

4.0 Process of Application

Arrangements for applications for places at the Bramble Academy will be made in accordance with the Nottinghamshire Local Authority's co-ordinated admission arrangements; parents resident in Nottinghamshire can apply online using the common application form at:

www.nottinghamshire.gov.uk/schooladmissions
Parents resident in other areas must apply through their home Local Authority.

The Academy will use the Nottinghamshire Local Authority's timetable for applications to the Bramble Academy each year (exact dates within the months may vary from year to year).

- September/October 2018 - the Bramble Academy will provide opportunities for parents to visit the Academy.
- By 15 January 2019 – Parents complete the Common Application Form (CAF) and return it to the Local Authority to administer.
- 16 April 2019 – notification of offers made to parents.

5.0 Consideration of Applications

The Bramble Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Bramble Academy will offer places to all those who have applied. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

5.1 Procedures where the Bramble Academy is Oversubscribed

Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

5.2 Admission to Reception (statutory age 5) – Oversubscription Criteria

The Bramble Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs (SEN) or Educational Health and Care Plan (EHC) naming the Academy. Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked After Children and previously Looked After Children.

2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the Academy.

3. Other children who live in the catchment area at the closing date for applications.

4. Other children who live outside the catchment area.

In the event of oversubscription, within any of the above criterion, preference will be given to children who live nearest to the Academy as the crow flies.

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

If applications exceed the number of places available the Academy will operate a waiting list in which priority for places will be given on the basis of the above criteria.

5.3 Measuring Distance 'As the Crow Flies'

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the Academy by the Local Authority's computerised measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

5.4 Arrangements for in-year Admissions

The Bramble Academy participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at

http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/

If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received.

5.5 Late Applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to 11 February 2019, the date specified in the Nottinghamshire County Council coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the

closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required.
When the Academy is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

5.6 Waiting Lists

If, after the offer of places has been made, the Academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. A child's position on this waiting list will be determined by the Academy's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. The waiting list will be maintained for the remainder of the current academic year.

6.0 Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of their application. Appeals should be addressed to:

The Admissions Clerk
c/o The Bramble Academy
Oxclose Lane
Mansfield Woodhouse
Mansfield
Notts NG19 8DF

or office@bramble.evolvetrust.org

within twenty school days of refusal.

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

7.0 Coordinated Admission Scheme

All applications for places in the normal year of entry are made on the Common Application Form. The Bramble Academy participates in Nottinghamshire County Council's Fair Access Protocol.

8.0 Applications Outside the Normal Year of Entry

Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent wanting their child to be admitted out of the normal age group should submit an application to the Academy via the Local Authority as soon as is possible. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and

any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

9.0 Withdrawing an Offer of a Place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

10.0 Definitions

10.1 Looked After and Previously Looked After

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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 children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

10.2 Home Address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

10.2 Parent

- The mother of the child.
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate.
- An adoptive parent.
- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

In all cases, those with parental responsibility must be in agreement with preferences made.

10.3 Sibling (a brother or sister)

- A brother or sister who shares the same parents.
- A half-brother, half-sister or legally adopted child living at the same address.
- A child looked after by a local authority placed in a foster family with other school age children.
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
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10.4 Multiple Births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

10.5 Distance Measurement and Tie-breaker

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised measuring system. In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

10.6 Catchment Area

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website:

http://www.nottinghamshire.gov.uk/findmynearest

The catchment area of the Academy can be viewed on the Academy website by following the instructions provided under Parent Information 'Admission Arrangements'.

The Academy website can be accessed at http://www.bramble.evolvetrust.org