



St Peter's Bratton Church of
England Academy

Admissions 2023/2024

FOREWORD:

Following conversion to academy status on 1st September 2021, St Peter's Bratton Church of England Academy is its own admissions authority.

However, our admissions will still follow the consulted upon Determined School Admission Arrangements and our admissions will be managed by Telford and Wrekin Council, following the same arrangements as most other schools in the borough.

Herein follows The Determined School Admission Arrangements for 2023/ 2024, which was consulted upon by Telford and Wrekin Council during Autumn 2020. For further information, please go to: https://www.telford.gov.uk/info/20026/school_admissions

The Department of Education (DfE) published revised Codes (Admissions 2014 & Admission Appeals 2012). St Peter's Bratton Church of England Academy's admission arrangements take account of the revisions contained within the new Codes.

Regulations require all Admission Authorities to determine, before the relevant school year, the admission and admission appeal arrangements which are to apply for that year. The co-ordinated arrangements apply to the admission of pupils to all maintained schools and academies in the relevant area, so that parents apply only to their home Local Authority (LA) and receive one offer of a school place.

Any necessary consultation on the co-ordinated scheme must be for a minimum of six weeks and be completed by 31st January.

The governing bodies of voluntary aided, foundations schools and academies are their own admission authorities and therefore are responsible for consulting on their admission arrangements.

Except for date changes, pertinent to the 2023/24 academic year, this policy was consulted upon by Telford and Wrekin Council in the autumn of 2021.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP), the priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

2. Children who live in the school's defined attendance area.

If places are unavailable for all of these local children, then places will be given first to:

a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical

wellbeing. *The information must confirm the exceptional medical reason and demonstrate how the specified school is the only school that can meet the defined needs of the child, and then*

- b) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the school
- c) Pupils in receipt of early years pupil premium or pupil premium at the point of closing the application round
- d) Other children living in the school's attendance area.

3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c)

4. Children of staff - children whose parent / guardian is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

5. Other children living outside of the school's attendance area.

The early years pupil premium is additional funding to support disadvantaged three and four year olds in early years settings. Its aim is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers to help them raise the quality of their provision. It has been available in all local authority areas in England since April 2015. The pupil premium is additional funding given to state funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Pupil premium funding is available to both mainstream and non-mainstream schools, such as special schools and pupil referral units. It is paid to schools according to the number of pupils who have been:

- registered for free school meals (FSM) at any point in the last 6 years
- looked after by the local authority (in care) for one day or more
- those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order

Children of staff

The admission of the children of staff is defined in the admissions code as being in either or both of the following circumstances: a) Where the member of staff has been employed at the school for two or more years at the time at which the application of admission to the school is made, and/or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Coordinated Scheme for Admissions into Reception

All children within Telford & Wrekin are entitled to start school in the term after their 4th birthday. Parents / guardians may defer entry to school until later in the academic year or until a child reaches compulsory school age (the beginning of the term after their 5th birthday), or may request for their child to attend part-time.

Where summer-born children defer entry until September they will have to re-apply for a place in the following year's admission round. An application must be made to transfer from a nursery class to primary school even within the same school; there is no automatic allocation of a place.

In exceptional circumstances the academy may agree that a child can be admitted to a school outside their normal age group. Parents / guardians of summer born children may apply not to send their child to school in the September following their 5th birthday. These decisions will be based on each individual case. Please refer to the Delayed Entry Policy on www.telford.gov.uk/admissions

The coordinated scheme of admissions into Reception and Year 3 in junior schools is designed to ensure that all children applying for Reception places and Year 3 places in junior schools receive only one offer of a place in a Telford & Wrekin school.

All primary school applications for entry in September 2022 are being co-ordinated across local authority boundaries. Parents / guardians of pupils who are resident within Telford & Wrekin should complete the Telford & Wrekin common application form to apply for any school within the borough or in any other local authority area.

Pupils of Telford & Wrekin primary schools who live outside the borough will receive their application form from their home authority. Telford & Wrekin parents / guardians can list up to four school preferences on their application form. Parents / guardians should list, in order of preference, all the maintained schools and academies at which they wish their child to be considered for a place including those in neighbouring authorities.

Telford & Wrekin operates an equal preference scheme. This means that we offer a place at the highest possible preference. We will try to allocate a place at your first preference school by applying the oversubscription criteria. If they cannot, they will then consider your second preference alongside other preferences expressed by families for that school.

If they cannot allocate this they will then consider your third preference in the same way, and so on.

Some Own Admission Authority Schools require additional information from parents / guardians to operate their admissions criteria. St Peter's Bratton Church of England Academy does not require any additional forms. All applications are completed on line www.telford.gov.uk/admissions Completed common application forms should be returned to the School Admissions Team by 15 January 2024.

Applications will be considered and in the case of oversubscribed schools the oversubscription criteria should be applied.

St Peter's Bratton has a shared catchment area with Dothill Primary School.

In Year Admissions

This scheme applies to applications made by parents / guardians for schools at points other than the normal age of entry. The purpose of the scheme is to ensure, as far as is reasonably practicable, that each parent / guardian who applies for a school place during the course of an academic year receives only one single offer of a school place within the borough.

It is also intended to ensure that children can be safeguarded as they move between schools. Parents / guardians must complete a Telford & Wrekin In Year Application form to apply for any school within Telford & Wrekin.

The In Year Application Form

The In Year Application Form can be downloaded at www.telford.gov.uk/admissions In line with the School Admissions Code, the application will allow parents / guardians to apply for schools of their preference, and to provide their name and address, and the name, address and date of birth of their child, and also to include any documentary evidence in support of their application.

The form will also allow parents / guardians to rank schools in order of preference and give reasons for those preferences. Parents / guardians will have to name all schools for which they wish their child to be considered on the form. Where the application is for a school for which the governing body is the admission authority, the details of the application will be forwarded to the school, together with any supporting information supplied by the parent / guardian.

The governing bodies of some foundation, voluntary aided, trust or academy school may require parents / guardians applying also to complete a supplementary information form to collect additional information needed to operate their own admissions policy. A supplementary form is not on its own regarded as a valid application for a school. An In-Year Application form must also be completed. St Peter's Bratton Church of England Academy does not require any additional forms. The School Admissions Team may undertake to verify address details and for any family moving house, to request proof of exchange of contracts or a tenancy agreement (where the families previous house has been sold or another tenancy agreement has come to an end). All applications received by the School Admissions Team will be looked at to determine whether or not they meet the criteria for consideration under the Council's Fair Access Protocol.

In the case of Electively Home Educated (EHE) pupils seeking a school place, the application is made known to the Advisory Teacher for EHE children before the application is shared with schools. This enables the local authority to identify pupils that may meet the criteria for consideration under the Fair Access Panel Protocol.

Where preferences are expressed on the application form for community or voluntary controlled schools for which the Council is the admissions authority, the School Admissions

Team will assess the application against the Council's Admissions Policy to see if a place can be offered within 15 days of the application being received.

Where preferences are expressed on the application form for schools who are their own admissions authority, the School Admissions Team will forward the application on to the school. The governing bodies of foundation, voluntary aided, trust or academy schools will be responsible for applying their own oversubscription criteria and determining whether or not a place can be offered to the applicant. They will communicate their decision to the School Admissions Team within 5 days of the application being received.

Where a space exists within any year group, all admission authorities, including voluntary aided, foundation and trust schools and academies, are required to offer a place. In this instance it will not normally be necessary to convene an Admissions Committee.

Where an application is received for a year group in which no places exist, or there are more applicants than the number of places available, then the Admissions Committee would be required to meet. Admissions authorities are therefore recommended to schedule regular meetings of their admission committees in order to process applications as quickly as possible.

Once the school's planned admission number has been reached a school should not normally admit above that published number, unless the school and the local authority agree that an additional admission will not adversely affect the school in the longer term, and will not have a detrimental effect upon neighbouring schools.

In some circumstances, for example a request to admit a child who is looked after by a local authority, Telford & Wrekin would support an admission above the published admission number. The School Admissions Team will compare the results received for each of the school preferences expressed by the parents / guardians.

Where a child can be offered a place at more than one of the preferred schools the School Admissions Team will allocate a place at the parent's or guardian's highest ranked preference school. Where the School Admissions Team determines that a place should or should not be offered at a school for whom the governing body is the admissions authority then the governing body will be notified of that decision.

The School Admissions Team will aim to notify parents / guardians of the outcome of their application within 15 days of the application being received wherever possible. Offers of places being made on behalf of a voluntary aided, foundation, trust or academy school, or a maintained school in another local authority, will be sent by Telford & Wrekin Council on behalf of the relevant admission authority.

Where a Telford & Wrekin child cannot be offered a place at any of the schools requested, and is not already on the roll of another school within a reasonable distance of their home address, an alternative school will be offered. Parents / guardians will be expected to respond to any offer of a school place made within 15 days of notification.

Where a place has been offered at a Telford & Wrekin school we would expect it to be taken up within 6 weeks of the offer being made and accepted; otherwise the offer will be withdrawn.

Places are not normally held open for more than half a term or allocated more than half a term in advance for in-year admissions.

Where refusals are made for Telford & Wrekin schools parents / guardians will be given information about the appeals process. Where refusals are made on behalf of other admissions authorities, details about their appeals processes will be passed on.

Telford & Wrekin Council operates a waiting list system for oversubscribed community or voluntary controlled schools. Details on how the lists will be set up and kept are provided within the school's admissions policies. Voluntary aided, foundation, trust and academy schools are responsible for deciding whether to operate a waiting list for in year admissions and how it will operate.

Waiting lists will be operated according to the procedures laid down in the School Admissions Code and should be kept in order of the admissions criteria and not on other considerations such as on what date the application was received. In-Year Fair Access Protocol The local authority has developed, with its Headteachers, an in year fair access protocol (FAP) to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour. The main principles are that:

- all schools must participate
- schools will continue to admit the large majority of pupils who apply for an available place under normal admission arrangements

A panel composed of headteachers and local authority officers will meet approximately every 3 weeks to consider cases referred to it and make recommendations

- arrangements for admission through the protocol will be outside the normal operation of the admissions policy and oversubscription will not be regarded as a reason not to admit a pupil
- pupils referred to a school or academy via the in-year fair access panel will take priority over any other children on a waiting list for a place
- parents / guardians will still have a right to appeal to an independent panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for that pupil under the terms of the protocol Applications from UK crown servants or military families

As set out in paragraph 2.18 of the School Admissions Code, admission authorities and local authorities must process applications from UK crown servants or UK military families with

evidence from their employers or commanding officers that they are returning to the area ahead of any move.

We will accept any posting or quartering address as a 'home' address in the absence of any actual home address. For more information please refer to www.telford.gov.uk/admissions or contact the school admissions team on admissions@telford.gov.uk School applications for overseas children

Please see the latest guidance from Department for Education. In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

The Department for Education advises that overseas nationals entering the UK who wish to apply for a state-funded school, check that they have a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

If you will live in your own property

If you are returning to live in a property that you already own we will require evidence of this. This includes evidence of ownership and proof that the property will be available for the family to live in before the time of hopeful admission.

If you will live in a rented property

If you are returning to live in a property that you are renting, we will require evidence of this. This includes evidence of a rental agreement and proof that the property will be available for the family to live in before the time of hopeful admission.

What happens after I have applied for an in year application?

Your application will be processed and a place allocated based on the information that you have provided. If a place is allocated at a school in advance of your arrival then it will be expected that your child will take up the offer. You should be aware that schools within Telford & Wrekin will only hold a place for half a term. Failure to attend will result in the withdrawal of the school offer and offered to another pupil.

What if I do not have the documentation required?

If you are unable to provide address evidence then your child's application will be considered on the basis of your current address and in the event of the school being oversubscribed it is unlikely that a place will be offered due to the distance concerned, in this circumstance, your child will not receive an offer of an alternative school place until you are actually resident in the UK.

Applying in the transition round – year reception and secondary

When you are ready to make your application you should email school admissions at admissions@telford.gov.uk with your child's full name, date of birth, the school they are attending now and the schools you would like to apply for. You can apply for up to 4 schools.

You will need to tell us where you are now and, if you know it, the address you are moving to and also the date you plan to move to Telford. We will ask for proof of your new home address.

We recommend that you apply before the closing date. You can email us for advice.

You should check that you have right of abode or the conditions of your visa before making an application for a school place Children recently arrived in the UK If your child has recently arrived in the UK and is living in Telford & Wrekin without a school place you will need to complete the in year application form www.telford.gov.uk/admissions.

Definitions

As a local authority we use the following definitions Distance / tie-breaker If there are insufficient places for all children in any one category, places will be allocated on the basis of distance between home and school as measured by straight line distance with those children closest to the school having priority.

Distances are measured using the Council's computerised mapping system. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Electively Home Educated (EHE) - Children who are electively home educated are children whose parent or guardian has undertaken the decision to take full responsibility for their child's education themselves. They have to ensure their child receives an education that is suitable to their age, aptitude and ability and any special needs that the child may have.

Fraudulent or Misleading Information - All applicants must give accurate information about the genuine residential address of the child. If a family own a property and move to live with a relation in order to create an in-area address, the substantive home address will be used for allocation purposes and not that of the relation.

Trial separation in order to create an in-area address will also not be accepted as proof of a permanent residence. Addresses are checked as part of the allocation procedure. In the event of a discrepancy the parents / carers or guardians will be required to provide written evidence that the address is genuine, by producing at least two utility bills. Where a house move is made applicants will be required to produce a letter from their solicitor confirming exchange of contracts or provide a copy of a signed tenancy agreement.

Short-term tenancy agreements in order to create in-area status will not be acceptable where the substantive parental address has not been sold. Where any information

regarding the child's home address is found to be fraudulent or misleading the local authority has the right to withdraw the offer of a school place, even if the child has already been admitted to the school.

Normal Home Address - This is your child's home address; it is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child's only or main residence. It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements. The child's address should be that of the child's permanent home. A business address, work place address or childminders address will not be accepted. A relative or carers address can only be considered if those person(s) have legal custody of the child. Evidence of legal custody or parental responsibility such as a court order is needed. The property must be owned, leased or rented by the child's parent(s) or person with legal responsibility for the child. A child's Normal Home Address is where he or she spends most of the week, unless it is accommodation at a boarding school. You must tell us if you move house after you have made your application. In deciding your 'normal home address' we would not usually accept an address if:

- You or your family have a second home elsewhere as a main residence. We expect that you have sold, or leased, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence
- Only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence
 - Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement
- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement We will check this information.

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family actually live where you say you live. We may ask our legal team to investigate or ask that you provide legal confirmation of your address.

We may check the evidence you have provided with other agencies, including your child's current school, council tax, benefits, including free school meals.

If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, the offer of that place will be withdrawn by the admission authority for the school. This has happened in previous years

In accordance with the School Admissions Code (2014), the local authority may only offer one school place per child. An application can only be made from a single address and only one application can be made for each child.

For the avoidance of doubt, a child's home address will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared parental responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to.

Looked After Children

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 (see the definition in Section 22(1) of the Children Act 1989).

Military Families

Telford & Wrekin Local Authority understands that the families of UK service personnel often have to move at short notice. In such cases if we receive an application along with an official letter from the MOD, FCO or GCHQ stating a relocation date we will then begin to process in advance of the relocation, based on the address of quarters that the family have been allocated.

Medical Reason

Because all our schools have similar facilities, there are very few exceptional reasons that mean that a child can only attend one particular school. For example, all schools can cope with common childhood complaints such as asthma or diabetes.

Although child-minding and childcare arrangements are very important to a working parent, we cannot take account of these arrangements when offering school places. They will not be accepted as exceptional reasons.

Parental Responsibility You will be asked by your child's school to provide details of all those with parental responsibility for your child. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.

People other than a child's natural parents can acquire parental responsibility through:

- being granted a Residence Order
- being appointed a guardian
- being named in an Emergency Protection Order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote a child's welfare)
- adopting a child Or in addition,

· a local authority can acquire parental responsibility if it is named in the care order for a child

You will also be asked how you can be contacted in an emergency in case your child becomes ill or has an accident in school. Please remember that it is important that all these details are kept up-to-date and you must, therefore, notify the school of any changes, most especially changes of address.

Pupils with an Education Health & Care Plan

The admission of children with an Educational Health & Care Plan (EHCP) will be in accordance with parental preference as far as is possible and will be agreed between the parent / guardian, the school and the local authority.

Siblings A sibling is a full brother or sister, a step / half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.

The PAN for St Peter's Bratton Church of England Academy is 60 pupils. The PAN for other schools in Telford and Wrekin is available on the admissions website.

Co-ordinated Scheme for Admission to Primary Schools in Telford & Wrekin for 2023/2024

The following dates apply to applicants for Reception / Infant to Junior places

2022	
September / October	Promotion of applying for a school place
2023	
15 January	Closing date for Reception and Year 3 (junior school applications)
w/c 24 January	Applications sent to / received from other local authorities
w/c 14 February	Local authority sends applications to foundation / voluntary aided schools / academies for consideration
By 1 March	Foundation / voluntary aided / academies forward lists of all preferences ranked in accordance with criteria to the School Admissions Team
w/c 7 March	Provisional offers shared between local authorities
w/c 28 March	Final offers shared between local authorities
18 April	Parents informed of school allocations
	Late applications received after the closing date will be processed after the offer day.
June	Appeals to take place

Late applications for Reception Infant to Junior The closing date for the return of the local authority common application form is the 15 January 2023.

We will ensure that all applications received by this date will receive due consideration under the co-ordinated scheme.

If a preference form is submitted late for a good reason e.g., where a single parent has been ill for some time, or the family has just moved into the area, this should be explained on the form.

Between 15 January and 18 February 2023 late applications and changes of preference will only be accepted where there is good reason, such as a house move or the severe illness of a parent. Some proof will be required.

If there is no exceptional reason for a late application, then your request will not be able to be considered at the initial allocation stage.

All applications and changes of preference received after 18 February 2024 will not be considered until after national offer day.

Independent Appeals Parents who are still dissatisfied after having requested a review of their allocation will have a right of appeal to an independent appeal panel. **Waiting Lists** For over-subscribed community and voluntary controlled schools, a waiting list system will be operated by the School Admissions Team. Voluntary aided and foundation schools operate their own waiting lists. Any places becoming available will be allocated according to the published oversubscription criteria. A child's name will normally be kept on the list until the end of the academic year in which he/she is due to start school. After that the list will be disbanded.