



ADMISSIONS POLICY (Belmore)

Policy and Procedures for Nursery to Reception Transfer & In-Year Admissions

These admissions arrangements apply to applications made in accordance with the published dates issued by the Local Authority.

1. General Arrangements

Belmore Primary Academy is an Academy that is part of The Middlesex Partnership Trust, and the process of admission of pupils is controlled and administered by the Governing Body. You should note that:

- 1.1 **Procedure** – the procedure you must follow in applying for a place for your child at Belmore Primary Academy is as set out on the website. The Governors acknowledge no obligation to comply with applications which are not made in accordance with the published procedure. The Governors have agreed to process applications for admission to Belmore Primary Academy according to the co-ordinated Admissions scheme managed by the London Borough of Hillingdon Education Authority.
- 1.2 **Deadline** – If you are a Hillingdon resident, completed application forms must be returned in accordance with the published procedures.
- 1.3 **Appeals** – Appeals against a decision not to offer a place to your child will be dealt with under the Appeals Procedure established by the School Admissions Code of Practice.
- 1.4 **Governors' Replies** – The Governors will address their communications regarding admission to Belmore Primary Academy to the address on the application form.

2. Information for Parents of Prospective Pupils

- 2.1 **School Information** – Full information about Belmore Primary Academy will be found on the school website.
- 2.2 **Parental Visits** – Parents of prospective pupils are welcome to visit the school and parents should contact the school reception to arrange a visit.
- 2.3 **Enquiries about Admissions** – Members of the school staff who deal with the administration of the admissions process will always try to assist the parents of prospective entrants as far as they are able and in good faith. However, it must be clearly understood that the application and interpretation of the admissions criteria are matters for the Governing Body alone, and they will not be constrained in the execution of these duties by any advice given explicitly or implicitly by any third party.
- 2.4 **Further Instructions** – Detailed information about how to apply for a place at Belmore Primary Academy for your child is given later. Further details of the Appeals procedure, should you apply for but not be offered a place for your child, will be sent to you if requested by letter (see also Section 8).

3. Admissions Criteria

Belmore Primary Academy has one main year for admissions – children are admitted into Reception at the age of 4. The criteria for admissions to the school in the main year of entry are set out below.

- 3.1 **Standard Admission Number** – Currently there are 90 places in Reception. We shall admit pupils at the age of 4, without reference to their ability or aptitude, subject to 4.1.2 and 4.1.3 below.

3.2 Admissions Criteria – If there are more applications for admission than we have places we shall use the following criteria, in the order shown, to decide which children to admit:

3.2.1 A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order

3.2.2 Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend Belmore Primary Academy. Applications must be accompanied by medical evidence from a GP or hospital consultant.

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3.2.4 Children who have a sibling living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.

3.2.5 Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats), which constitutes their parents' or guardians' permanent home (This will be the building which constitutes the main dwelling and excludes garages or other outhouses of any kind), to a fixed point in the school. All measurements will be made via the local authority using the computerised Geographical Information System (GIS), which will be regarded as definitive.

3.3 Exceptional Admission –

3.3.1 The Governing Body will admit to the school children that have a Statement of Special Educational Needs with Belmore Primary Academy being the school named on the statement. Such admissions will normally be within the standard number of 90.

3.3.2 The sibling of any pupils who transferred to Belmore Primary Academy as part of the Managed Move process can only be admitted under criterion 3.2.5

4. Further Information Relating to the Admissions Criteria

4.1 Age

4.1.1 Parents of children currently in the Nursery of Belmore Primary Academy and who are due to transfer to primary school in the following September are entitled to apply for a place in Reception at Belmore Primary Academy.

4.1.2 Applications from the parents of some slightly younger children specially recommended by their Nursery teacher for exceptional reasons may be considered by the governors who, nevertheless, reserve the right to decline to accept the recommendations of the Nursery teacher concerned.

4.1.3 Applications from parents of slightly older children who are still in Nursery will also be considered by the Governors, provided they meet the criteria in 3.2 above

4.2 Admission Limit

4.2.1 Belmore's Admission Limit has been set at 90, which has been determined by the DfE for calculating the numbers of pupils that can be accommodated at the school, and is accepted by the strategic planning authority.

4.2.2 The Governing Body will not be prepared to admit more pupils than we have places for into Reception, except in so far as criterion 3.3 or 4.2.3 applies

4.2.3 If only one place is available at Belmore Primary Academy and the next child who qualifies for a place is one of multiple birth siblings the school will consider going over their published admission number to support the family.

4.3 **Brothers and Sisters (see criterion 3.2.2 above)**

4.3.1 If you hope to be allocated a place for your child because he/she has a brother or sister as a pupil at Belmore Primary Academy or Barnhill Community High at the time of admission, you must claim priority by the published date by giving the details required on the application form/in the admissions criteria. If you fail to bring the existence of such a relationship to the attention of the Governors at that time your child will not be given priority in the allocation of places.

(Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling. This does not include cousins or other family members who live in the same household).

4.3.2 Parents/Guardians are required to provide on the application form sufficient details of the older brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

In addition, the applicant must send to the school supporting documentation for the child for whom a place is sought and the brother or sister who forms the basis of the application e.g. a copy of the child benefit schedule. Failure to provide the required documentation by the time of the published closing date for applications will invalidate the application on sibling grounds.

4.3.3 In the case of older siblings who are pupils of the school at the time of admission, if at the time of application the older child has been registered for less than 6 months the applicant will be offered a provisional place that will be confirmed upon the older sibling completing the required period of 6 months as a registered Belmore Primary Academy pupil.

4.3.4 The Governors reserve the right to make such enquiries as they consider necessary to verify the existence of a valid qualifying relationship. By applying for admission for your child under this criterion, you are deemed to have given your consent to such enquiries being made.

4.3.6 The Governors reserve the right to withdraw the offer of a place in certain circumstances (see Section 7)

4.4 **Proximity to School** – Children living nearest to the school – criterion 3.2.5 above

4.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify under criteria 3.2.1, 3.2.2, 3.2.3 and 3.2.4

4.4.2 Please note that the relevant address for this criterion will be the child's permanent home with his/her parents or legal guardians during October 2014. If you are moving into the area and qualify for a place at Belmore under this criterion but have not completed the purchase of your new residence, a provisional place will be offered if evidence is supplied that contracts have been exchanged by October 2014 (i.e. a solicitor's letter). The place will be confirmed upon receipt of written evidence that completion has taken place (i.e. solicitor's letter). Changes of address in other circumstances will be disregarded.

4.4.3 The Governors reserve the right to make enquiries to verify the details of an application made under this criterion and if you apply for a place at the school you are deemed to have given your consent to such enquiries being made.

4.4.4 The Governors reserve the right to withdraw the offer of a place in certain circumstances (see Section 7).

4.4.5 Belmore has no pre-determined catchment area. The law allows parents resident both inside and outside the London Borough of Hillingdon to apply for admission for their child.

5. How to Apply for a Place

5.1 You should complete an application form from your home LA (where you pay your Council Tax) if you wish to apply for a place for your child in Reception at Belmore Primary Academy.

5.2 You must be sure to provide all the information requested, particularly if your application is based upon criterion 3.2.2.

5.3 You must return your completed application form in accordance with the published procedures from your Local Authority.

5.4 Notification of Decision – Letters informing you of the result of your application for a place at Belmore Primary Academy will be posted from the Local Authority in line with the published dates issued by the Local Authority

6. Acceptance of Offer

If your application is successful, the notification letter will ask you to reply accepting or rejecting that offer by the published date. If you are accepting the place offered at Belmore, you will be asked to confirm that you have not accepted a place at any other state school within the London Borough of Hillingdon.

Foundation Schools and the Local Authority will carry out joint checks and if they show that you have accepted more than one place for your child, the Governors reserve the right to withdraw any offer made. This does not mean that if you require an offer from another school after accepting an offer from Belmore that you are not free to accept that offer, but you are required to inform the Admissions Officer immediately in writing that the place at Belmore is no longer needed.

7. Withdrawal of Offer

7.1 The Governors will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to:

*withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school;
pursue their legal rights against parents/guardians making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given. This will give rise to the Governors taking legal proceedings and prosecution action against the parent/guardian*

7.2 The Governors reserve the right to withdraw a place offered to a child where it can be subsequently shown that the address used for the purpose of the application turns out to be an **"address of convenience"**.

- 7.3 The Governors reserve the right to withdraw a place offered in error. Such a withdrawal would only occur where applications made to other schools on behalf of the child were not prejudiced by acceptance of the erroneous offer. Where prejudice has occurred, the offer would stand, and the child admitted above the standard number.

8. Appeals

- 8.1 **Right of Appeal** – if you have applied for, but not been offered a place for your child at Belmore, you have the right to lodge an appeal against the school’s decision.
- 8.2 Full information about the appeals procedure to be employed will be included with the letter notifying you of the result of your application. The Appeals Panel will be entirely independent of the school.
- 8.2 **Time Limit** - You should note that there will be a time limit within which you must register your intention to appeal. The relevant date will be in accordance with the published dates issued by the Local Authority and unless your appeal is registered by that date it will be heard after any others received on time. You must write to the school stating that you wish to lodge an appeal, enclosing a stamped self addressed envelope.
- 8.4 **Hearings** – It is the intention of the Governors to proceed with appeal hearings with as little delay as possible so as to minimize the continuing uncertainty of parents and children while they await a final decision on their application for a place at Belmore.

9. In-Year Admissions

- 9.1 Belmore Primary Academy will comply with the Schools Admissions Code with regard to 2.21 and 2.22 and will notify the LA of both applications received and outcomes.
- 9.2. How To Apply
- 9.2.1 Applications must be made directly to the school on the school’s application form.
- 9.2.2 Applicants should complete the school application form to apply for a place, providing all requested information (e.g. Council Tax bill/Child Benefit schedule (Page 2) which must be returned directly to the school.
- 9.2.3 The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee in accordance with the published admissions criteria
- 9.2.4 A letter informing applicants of the result of the application will be posted from the school.
- 9.2.5 The Governors reserve the right to withdraw an offer of admission made in error, however caused
- 9.2.6 If a place is not offered, the child’s name will be placed on a waiting list for the year group. The child will be placed on the waiting list in accordance to the admissions criteria. In the event that a place becomes available the Governors will offer admission to the next child on the waiting list.
- 9.2.7 If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.

- 9.3 Every year in October, we will write to every parent with a child on the waiting list requesting confirmation that the child's name should remain on the waiting list. When a place becomes available the school will advise the Local Authority of the child who is top of the waiting list so that the Home Local Authority can inform the parent that an offer is being made on behalf of the Governing Body.

10. Waiting Lists

- 10.1 **Review of Waiting List** – If it is not possible to offer you a place for your child immediately, your child's name will be placed on a waiting list provided Belmore Primary Academy is named as a higher preference than the school you were offered (Nursery to Reception Transfer). The waiting lists will remain in operation until the end of Spring Term in the fourth academic year (National Curriculum Year 4). Waiting lists are reviewed once a year and parents informed of changes in position.
- 10.2 **Priorities** – Children will be placed on the waiting lists in accordance with the published criteria in 3.2. above
- 10.3 **Vacancies** If and when a vacancy arises as the number of pupils in a year group falls below the standard number for that year, places will be offered to children whose names are on the waiting list in the order shown in 10.2 above.