

# BURSAR PRIMARY ACADEMY

## ADMISSIONS POLICY FOR 2024 - 2025 ACADEMIC YEAR

### The Academy Ethos

Bursar Primary Academy pupils (staff and community) find daily purpose in attending, finish every day eager to return, having engaged in learning and made progress through activities which are well matched, stimulating and fun.

### Our aims:

- We will provide opportunities for all pupils to learn and achieve.
- We will welcome the community and safely surround our pupils with a high quality environment.
- We will engage in a purposeful and energetic climate.
- We will promote an enthusiasm for learning which develops an enquiring and creative approach and fosters each pupil's self-esteem and resilience.
- We will encourage working partnerships with the wider community to engage in an aspirational vision.
- We will lay particular emphasis on English and mathematics within our broad and creative curriculum to promote economic wellbeing.
- We will promote pupil's spiritual, moral, social and cultural development and prepare our pupils for opportunities, responsibilities and experiences for life.

Bursar Academy makes no excuses for its insistence on the highest possible standards. We expect the very best behaviour and work ethic from students and full compliance with the Academy uniform policy to instil pride in themselves and the Academy. Pupils are expected to have consideration for others, be polite and courteous and pursue the goal of maximising their potential.

The governing body welcomes children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

If the number of applications for places at the academy is higher than the admission number set for that year group, we will use the following factors, in priority order, to decide which students will be given places. **After the admission of pupils with an Education, Health and Care Plan (EHCP) where Bursar Primary Academy is recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.**

1. Looked After Children (children in public care) or a child who was previously looked after.
2. Siblings: Having brothers or sisters who are already at the academy when your child is due to start here.
3. Catchment: Living within the catchment area.
4. Geographical: We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the **shortest available safe route for pedestrians**), from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system.

Criteria 4 is also used as a tie-breaker. Whenever two people have the same priority based on criteria 2 or 3, then the child who lives closest to the academy will be given the higher priority.

### **Additional Notes**

#### **Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan.**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school **must** admit the child.

#### **Looked After Children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respice care) are excluded.

#### **Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school, the panel would have to have regard to Infant Class Size Legislation.

#### **Rules for Residence**

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted; parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address, the local authority will use the address to where the Child Benefit is paid.

#### **Geographical**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

#### **Appeals against a decision not to admit a child to the academy**

Parents have a legal right to appeal against a decision not to admit a child to the academy. The academy will be happy to provide information about this on request.

#### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st

August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school/academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school/academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.