

**Bamford Academy**

**Admissions Policy**



**2020/2021**

## **Entry to Reception Class**

There are 60 Reception Places available in Bamford Academy. If requests for places do not exceed this number then all applicants will be admitted. If the number of applications exceeds this number, as has happened in previous years, then the Admissions Committee will consider applications and allocate places in accordance with the Academy's Admission Policy.

## **Admissions Policy**

Places will be given to pupils in the following order:

### **1. Looked After Children and Previously Looked After Children**

This criterion shall apply to children who, at the time of making an application to the school, are : (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) at the time of submitting the application to the local authority; and children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.

### **2. Exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned**

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school of preference. On receipt of the medical certificates/letters the case will be referred to the Admissions Committee for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school of preference. On receipt of such a letter and evidence, the case will be referred to the Bamford Academy Admissions Committee for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are

claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

### **3. Children with a sibling already attending Bamford Academy at the time of admission.**

A sibling is defined as a brother or sister, adopted or foster brother or sister, half-brother or half-sister or step-brother or step-sister, living at the same address as the child for whom the application is made and who will be attending Bamford Academy at the start of the academic year for which admission is sought. Sibling priority will not be given where the sibling lives at a different address to the child for whom the application is being made. No priority is given to cousins, or other relatives, regardless of their address.

### **4. Children of Staff at the Academy**

In order to qualify for this priority, the member of staff must have been employed by Bamford Academy, Peacocks or Bamford Pre-School for a minimum of two years at the time at which the application to Bamford Academy is made. This priority may, in exceptional circumstances, also be claimed by a member of staff who is recruited to fill a vacant permanent position for which there is a demonstrable skill shortage.

### **5. Proximity to the Academy**

The proximity of the child's permanent home address to the school. Those being nearest given the available places.

Proximity to school is not considered to be a simple measure of distance radiating out from the school either as the crow flies or as a walking route. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and are likely to be relatively safe to walk. Unlit, unmade-up short cuts are not taken into account when calculating walking distances, even if they are public rights of way.

The walking distances are calculated using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school. Inevitably, a decision can come down to a distance of a few metres but this is the kind of measurement which is required to make an objective decision. Please note that the Admissions Committee will only take into account the main entrance of the school when calculating the proximity; the alternative entrances at the rear and sides of the school are not considered.

The home address is the address of the parents/carers and their child; this is assumed to be the address at which the child spends the majority of their time, even if he or she lives at a different address for some days of the week. If child benefit is received, the home address is taken to be the address of the parent who receives this benefit.

For a rented property to be considered as the child's permanent home, a copy of the signed Tenancy Agreement should be submitted along with the application. The

Tenancy Agreement should be for not less than 12 months duration and cover the date on which your child will be admitted to school (i.e. the first week of September 2020).

Note that, the Admissions Committee will only take into account the child's present address at the date of application when considering admissions. Applications cannot usually be based upon a forthcoming change of permanent address (please refer to Change of Address section below.)

For all applications the Admissions Committee may verify the address via the Electoral Register and may also require further evidence of proof of address. If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address, then that place is liable to be withdrawn.

## **6.. Random Allocation**

Random allocation will be used as a tie-break in category 4 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. The random allocation process will be a drawn lottery and will be supervised by someone independent of the school.

## **Additional Information**

### **Children with a Statement of Special Education Needs or an Education, Health and Care Plan**

Where a pupil has a Statement of Special Educational Needs (SEN), or an Education, Health and Care Plan (EHCP), that names Bamford Academy, the Admissions Authority has a statutory duty to admit this child.

### **Children with a Medical/Psychological condition that warrants placement at the school**

In situations where there are exceptional medical/social circumstances for placement at the school, the application must be supported by a doctor's certificate. This supporting evidence must set out the particular reasons why Bamford Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school. This supporting evidence must be submitted at the time of application.

If medical or psychological grounds are claimed after the admissions procedure has been completed, it might not be possible to allocate a place under this priority. Admissions based on medical grounds are considered on an individual basis. You should note that providing evidence does not automatically mean that a place will be allocated.

### **Allocation of Places to twins or other multiple births**

Where a single place remains to be offered (the 60th place) and the application being considered is for twins, or children from multiple births, the Admissions Committee will allocate above the published admissions number of 60 in order to accommodate each child.

## **Children of UK service personnel**

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. However, it will not be possible to guarantee a place at Bamford Academy if the school is oversubscribed and places are available at a reasonable alternative school.

## **Change of Address**

If you change your address after submitting your application but before 2<sup>nd</sup> March 2020\*, the Admissions Committee will take into account your new address as long as you can provide firm evidence of your change of address. In the case of a house purchase you should provide written confirmation from your solicitor that contracts have been signed and exchanged. If the contracts have not been signed and exchanged by 2<sup>nd</sup> March 2020\* it will not be possible to take your new proposed address into account.

For rented accommodation a copy of the Tenancy Agreement for not less than 12 months covering the date that your child will be admitted to school along with a utility bill, bank statement, council tax bill or child benefit entitlement form will be required.

Evidence should also be provided to confirm that you have either sold your previous home or ceased a previous tenancy agreement.

The Admissions Committee will not normally expect:

- Families to retain a second residence elsewhere to increase their prospects of gaining admission and declare it to be their main residence (if the family has two residences Governors reserve the right to make enquiries and seek additional documentation to confirm which address is the main family residence)
- Only part of the family to move unless as part of a divorce or permanent separation arrangements in which Governors will reserve the right to make enquiries and see additional documentation to verify this
- Children to move to a residence other than that of their parent/carer unless as part of formal fostering or care arrangements approved by Social Services

\* This date is yet to be confirmed but will be in agreement with the date provided in the 'Starting School' admissions information booklet published by Rochdale Local Authority.

## **Deferred Admission**

In Rochdale most children start school in the September following their fourth birthday. However, your child is not legally required to start school until the beginning of the term following their fifth birthday (September, January or April) and it is possible to defer entry to the reception class. If you wish to defer admission you must still apply for a school place by the closing date for 2020 applications. Failure to do so will result

in your application being considered as a late application and may mean there are no longer places available.

Parents/carers may decide to defer the place until January 2021 or April 2021, but entry cannot be deferred after April 2021 as admissions beyond this date will be in the next school year and there may no longer be places available. Parents/carers can also request that their child attends part-time until the child reaches compulsory school age.

Parents need to carefully consider whether deferred/part time admission would be suitable for their child. In most circumstances the Academy would **strongly advise against** this approach as, during the first term, many of the initial basic skills in number, language and personal and social education are taught. If your child is not in school for these introductory sessions, they are likely to miss essential elements of the introductory curriculum. By attending for only part of the Early Years curriculum, your child may be considerably behind their peers and this would be disabling for them going forward.

We would be pleased to discuss this with you if you require any additional information.

### **Admissions of children outside their normal age group.**

In some special cases, parents can request that their child is placed outside their normal age group. Where parents of a child born between 1st April and 31st August choose not to send their child to school until September following their fifth birthday they may request that they are admitted out of their normal age group- that is to Reception rather than Year 1. The Admissions Committee will take decisions on any such requests on the circumstances of each case and in consultation with the Principal of Bamford Academy. This will include taking account of the parent's views, information about the child's academic, social and emotional development and whether they have previously been educated outside their normal age group.

### **ADMISSIONS TO RECEPTION CLASSES IN SEPTEMBER 2020**

If your child was born between 1st September 2015 and 31st August 2016 you need to apply for a school place for him or her. For residents in the Rochdale Borough, all parents/carers should apply to Rochdale Local Authority, their home authority. Parents are recommended to apply on-line as soon as possible from 1<sup>st</sup> September 2019 via the Local Authority, Rochdale MBC website. On the form you should list up to four chosen schools in order of preference.

The completed application form must be submitted to Rochdale MBC along with any supporting documentation.

The closing date for applications is 15th January 2020. After this date the allocation process will have commenced and any late requests will not be processed until the first offer of places has been made.

Rochdale MBC will liaise with the Admissions Committee at Bamford Academy and children will be allocated places in accordance with the Academy's Admissions Policy. Rochdale Local Authority will notify Rochdale residents by second class post on 16th April

2019. Online applicants will be notified electronically on the same day. Parents/carers are requested to respond to their school place offer to accept or decline the place offered no later than 30th April 2020.

Once the offer of a place has been made, it will be necessary to provide a copy of your child's short birth certificate in order to ensure that your child is of the correct age to start school in September 2020.

You will also be advised if the Admissions Committee have been unable to offer your child a place at the school. If you are not allocated a place you have the right to appeal against the decision. Details of the appeals procedure will be included with the notification letter from the LA.

## **Information on Within-Year Admissions 2020/2021**

### **Bamford Academy**

The initial method of entry to Bamford Academy is usually via the reception class as part of the Co-ordinated admissions scheme, however, the school will also consider applications made at other times during the year for entry into any year, from Reception to Year 6. These applications are referred to as 'within-year admissions'. The published admissions number for Reception and Year 1 is 60, for Year 2 – 6 is 45.

Parents should be aware that Bamford Academy is an oversubscribed school and many children are unsuccessful in their application for a place. There are significantly more applicants than places available.

Parents wishing to apply for a place for their child should complete an In-Year Transfer Application form which is available from Rochdale Metropolitan Borough Council (MCB) website ([www.rochdale.gov.uk](http://www.rochdale.gov.uk)) in the School Admissions section. Alternatively a form can be posted or emailed to you or collected from the school office. Verbal or telephone applications are not accepted. The form has two parts – the first part to be completed by the parents/carers of the child and the second part to be completed by the child's present or previous school.

The completed application form for Bamford Academy should be submitted directly to school. Documentary evidence may be requested to support your application and applications may not be processed until this has been received.

The Admissions Authority of Bamford Academy will aim to process the application form within 10 school days of receipt and parents will be informed, in writing, whether a place is available for their child. No offers of places will be made verbally.

If it is not possible to offer your child a place at Bamford Academy we will explain the reason why and inform you of the right to appeal the decision to an Independent Appeal Panel. We will also advise how to submit an appeal.

### **How places are allocated at Bamford Academy**

For a place to be available for a within-year admission the number of children in the relevant year group must have fallen below the admissions number for that year group. The published admissions number at Bamford Academy for each year group is 45 pupils. There are 60 places available in Reception and Year 1 in 2020/21. Please note that it is not the school's policy to allocate a place for a child in a year above, or below, that of a child's chronological age. If there is a place available the Admissions Authority of Bamford Academy will inform you in writing and you will be asked to return an acceptance form. Once the place has been accepted Bamford Academy will liaise with you to arrange a start date for your child. Please note that unless the transfer request is submitted due to a house move, or if your child is otherwise currently without a school place, the start date will normally be arranged for the beginning of the next half term.

### **Waiting lists**

If the published admission number for Bamford Academy has already been reached at the time of your application it will not be possible for a place to be offered at that time. You will be given the option of putting your child on a waiting list for their year group.

Bamford Academy maintains a waiting list for all year groups where there are more applications than places available. The waiting lists are ordered in strict accordance with the School's Admissions Policy. Length of time on the list is not considered when offering places. The lists are cleared in August each year and parents must contact Bamford Academy in writing, or via email, if they wish their child to remain on the list for the next academic year.

If a place subsequently becomes available at Bamford Academy every child on the waiting list for that year group will be considered according to the School's published Admissions Policy. If your child becomes eligible for a place from the waiting list, the Admissions Authority of Bamford Academy will contact you.

### **Within Year Admissions Policy 2020/2021**

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If you require any further information about the admissions process at Bamford Academy please contact the school office at [office@bamfordacademy.co.uk](mailto:office@bamfordacademy.co.uk) or on 01706 631496.

If you require assistance with the applications process please contact the Academy and we will do our best to help.