



## **Braybrook Primary Academy – Admissions Policy**

The Diamond Learning Partnership Trust Admissions Policy.

The Diamond Learning Partnership Trust is the admission authority for all the schools in the Trust. This means that it is the Governing Body that sets and applies the admissions policy for every school.

All Policy decisions regarding the admission of children into the School are made by the Board of Trustees.

### **How to Apply for Admission to Reception (September of next Academic Year)**

The application process for admissions into Reception is coordinated by Peterborough City Council (Local Authority), which acts on behalf of the governing body to offer places at the School. Parents should apply online at <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/starting-school-in-reception/>, no later than the national closing date on 15<sup>th</sup> January 2024. Offer letters will be issued by the LA on the National Offer Date (16<sup>th</sup> April 2024 or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

The published admission number (PAN) for the reception year intake will be 30.

LA Admissions Team: <http://www.peterborough.gov.uk/admissions> or call 01733 864 007.

### **Mid-Year Applications (i.e. All Applications Other than Those Above for Admission to Reception)**

To apply for a place after the start of term or in any other year group, please contact the school or visit the school's website <https://www.braybrookprimary.co.uk>

Admissions contact: [admissions@diamondlearningtrust.com](mailto:admissions@diamondlearningtrust.com)

## **Oversubscription criteria**

Where applications for places exceed the published admission number set for the academy, the following factors will be taken into account in priority order when deciding which pupils will be allocated places, in accordance with receipt of their online submission or a common application form.

### **Children with Statements of Special Educational Needs**

Children with a Statement of Special Educational Needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where Braybrook Primary Academy is named in a child's statement, the Academy has a duty to admit the pupil. This will reduce the number of places available.



**Factor 1:**

**Looked after children and previously 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) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

**Factor 2:**

**Children who live in the Academy's designated catchment area, with a sibling at the school at the time of their admission**

Catchment Area:

You can [use our interactive ESRI map to view the catchment areas and the schools across Peterborough](#) or access information through the Peterborough City Council website at <http://www.peterborough.gov.uk/admissions>

Parents who move after submitting their preference **must** inform the Trust's Admissions Team of any change of address.

For admissions purposes the Academy uses the definition of "home address" as published by the Local Authority in the "First Steps Guide".

**Factor 3:**

**Children living in the catchment area.**

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main Academy gate, as determined by the Academy. Priority will be given to those living nearest to the Academy. Pupils living in flats, where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.



#### Factor 4:

##### **Children living outside of the catchment area, who have a sibling at the Academy at the time of admission**

Included in this factor are siblings (step-brothers and sisters and half-brothers and sisters) living at the same address and who will be attending the Academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the Academy will apply a tie breaker decision based on geographical distance.

##### **Siblings for the same year group (twins, triplets etc.)**

Where there are twins or triplets to be admitted to the Academy in the same year group, and there are insufficient places available for all siblings (i.e. only one can be allocated a place), the admission number will be exceeded to allow them to be placed in the Academy.

#### Factor 5:

##### **Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.**

#### Factor 6:

##### **Children who live outside the catchment area, but nearest the school as measured by a straight line.**

## Appeals

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Please see the Local Authority Appeals process for further information.

## Waiting Lists

1. If the Academy is over-subscribed, a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place, and where the Academy is a higher preference than the school or academy at which an offer has been made.



3. Pupils will not automatically be placed on the waiting list if the Academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The Trust will coordinate the waiting list for the Academy.
6. As soon as places become available, they will be filled from the waiting list.
7. If a parent is on a waiting list, it will not affect the parent's right of appeal against an unsuccessful application.
8. Children who are the subject of a directed place, under the in year fair access protocol, will take precedence over those on the waiting list.

## **Withdrawing Offers of Places**

Once an offer of a place has been made, it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a place once the child was attending that school or academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.