

<u>Reviewer</u> Governing Body	<b>BROOKFIELD JUNIOR SCHOOL</b> <b><u>Admissions Policy</u></b>	<u>Review date</u> December 2017
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### Introduction

The governing body of Brookfield Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

This policy conforms to the regulations that are set out in The School Standards and Framework Act 1998, the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, if there is an excess demand on the school places available.

The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school.

### Application procedure for admission to our school at the beginning of Yr 3

As our school is a Community School, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA.

**For 2017-2018** the admission criteria, in priority order, are as follows:-

1. Children in Local Authority Care (CiC = Children in Care)
2. Current family association (A brother or sister at the school at the time of entry, where the family continues to live at the same address as when the sibling was admitted or has moved to a new property within two miles of the school)
3. Health and Special Access reasons (Children who for reasons of health or physical impairment need to attend a particular school)
4. Nearness of children's homes to school

The LA publishes an admissions prospectus each year, (1 copy per school), which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they are required to state 3 schools in order of preference on the application form (JCAF). This form can be downloaded from [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or a paper copy can be obtained by contacting Primary Admissions (03000412121 or email [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk)). Expressing a preference does not, in itself, guarantee a place at this school.

Parents can make **either** an online application **or** a paper application, not both.

If a paper application form is being used, then this should be returned to Kent County Council. All forms should be returned by the date stipulated.

The LA notifies school and then notifies parents about their child's school place as soon as all the applications have been considered. Parents are then required, by a given date, to inform the school in writing whether they wish to accept or turn down the place offered.

Issue Number <b>14</b>	Page 1 of 3	First issued September 2000 Last reviewed <b>December 2016</b>
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<u>Reviewer</u> Governing Body	<b>BROOKFIELD JUNIOR SCHOOL</b> <b><u>Admissions Policy</u></b>	<u>Review date</u> December 2017
--------------------------------------	--	--

Returned acceptance forms must be accompanied by proof of address.

Examples include:-

- utility bills,
- bank or credit card statements with personal finance details blacked out,
- a bank statement of a savings account in the child's name,
- child tax and working tax credit letter (TC602),
- child's medical card or a letter from a Medical Centre, or GP surgery.

Documents should not be more than 3 months old showing residence at closing date, not application date.

If the Governing Body considers that the original address was used to fraudulently secure a school place it may withdraw the school place, even after the child has started at school.

### **Admission Appeals**

If parents opted to send their child to Brookfield Junior School, but were not offered a place at this school, they can ask to be put on a waiting list, and they will be informed if there are any vacancies. In the case of vacancies, the school will adhere to the priority order of admission criteria stated earlier.

If parents wish to appeal against a decision to refuse entry, they can do so by contacting the Primary Admissions Team after offer day. An independent Appeal Panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. **The Panel may request the evidence that was provided for each school place (see examples above).**

An Appeal Panel's decision is binding for all parties concerned. If the Appeal Panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are available from the Primary Admissions Team.)

### **Published Admission Number**

Our current PAN is 64 for admission to Year 3 in **September 2017**.

We keep this number under review and the governors will apply to change the number if circumstances allow.

### **Application procedure for admission to our school during an academic year**

If a family has already moved in to the area and wishes to send their child/children to our school they should complete an In-Year Casual Admission Form (IYCAF).

Once parents have completed the IYCAF, the school must respond:

If there is a place at the school then the school should send an offer letter within 5 school days. Parents must then accept or refuse the place, in writing, within 10 school days. If the place is accepted the child should start as soon as possible.

If the place is refused, the IYCAF is sent to the LA.

If the parent doesn't reply, a 'chaser letter' is sent by the school after 10 school days.

If no reply after a further 5 school days, the school will withdraw the offer and send the IYCAF to the LA.

Issue Number <b>14</b>	Page 2 of 3	First issued September 2000 Last reviewed <b>December 2016</b>
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<b>Reviewer</b> Governing Body	<b>BROOKFIELD JUNIOR SCHOOL</b> <b><u>Admissions Policy</u></b>	<b>Review date</b> December 2017
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If there is not a place at the school then the school should send a refusal letter within 5 school days. Parents may then request to join a waiting list. Completed IYCAF is sent to the LA.

Our school will process each application in the order they are received.  
A waiting list will be maintained in admission criteria order.  
Copies of all correspondence are kept in case of appeal or parental enquiry.

**Review**

This policy will be reviewed annually so as to ensure complete compatibility with the LA's Admissions Policy.

Issue Number 14	Page 3 of 3	First issued September 2000 Last reviewed December 2016
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