

Admissions Policy

1 Introduction

1.1 The governing body of Broad Square Primary School follows the local authority arrangement for admissions and applies this fairly and equally to all those who wish to attend this school. The Education Act 2002 requires all local authorities to have co-ordinated admission to reception class, to ensure parents receive a single offer of a school place for their child on the same day. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 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, due to the excess demand on the school places available.

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

3 How parents can apply for their child to be admitted to our school

3.1 As our school is a community school, the school determines the admission arrangements in agreement with the 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 on liverpool.gov.co.uk website under school admissions, this gives information about how parents can apply for a place in the school of their choice.

3.2 As of 2012 application to reception classes has been done online. If parents have no internet access or find this process difficult they should contact the LA. Parents have a right to express a preference for the school of their choice and they should do so on the online application form which should be completed by the specified date. Expressing a preference does not, in itself, guarantee a place at this school. The LA notifies parents about the school place on a specified date.

3.3 In Liverpool most children start full-time education in the September following their 4th birthday. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application by the date specified.

3.4 A request for a place or attending a nursery attached to the school does not guarantee admission if the school is over subscribed. Where requests for places exceed the admission number, children will be allocated places in the following priority order:

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Priority 1

- Looked after children in the care of the local authority
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

Priority 2

- Children or families with exceptional medical/social needs, please note that documentary evidence should be submitted with the application

Priority 3

- Children who have a sibling in the school when they are due to start

Priority 4

- All other applicants who have expressed a preference. If there are more applicants than available the distance from the child's permanent home address to the school's main entrance will be used to determine which pupils are admitted.

The schools admission number is 60.

4 Admission appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at a school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals 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 are on the LA website)

5 The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is 420. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 In year transfers

If you are looking to transfer your child to Broad Square during the school year you should contact the school office to determine whether or not there are any places in the required year group.

In exceptional circumstances schools are allowed to refuse admission to pupils with challenging behaviour or when a child has been excluded from two or more schools.

Review

7.1 This policy will be reviewed regularly with the Admissions Authority in the light of any changed circumstances in our school or the local area.