



Bourne Education Trust school admissions arrangements for 2023/24

School: Brookwood Primary School

Introduction

Brookwood Primary School (the school) is a primary school in Bourne Education Trust (BET / the Trust). Bourne Education Trust delegates its role as the admissions authority Brookwood Primary School, along with the task of determining the school's admissions arrangements to the school's Local Governing Committee (LGC) in line with the Trust's scheme of delegation.

Published admissions number

Brookwood Primary School has an intake of 30 pupils in Reception. This is known as the published admissions number (PAN).

Pupils with an Education, Health and Care Plan (EHCP) naming the school will be offered a place in accordance with the Education Act 1996 before other applicants are considered, reducing the number of remaining places available to the other applicants.

Applications for a place in Reception for September 2023

Applications to Brookwood Primary School for a place in Reception for September 2023 are made through the Surrey County Council Admissions service who coordinate our applications for any child living in Surrey. To make an application for a place at the school, an applicant must name Brookwood Primary School on the application form issued by the Local Authority. Information and the on-line application form are available on the Surrey Admissions website, www.surreycc.gov.uk/admissions. Further assistance can be obtained from Surrey Admissions on 0300 200 1004.

Applications may be made to Brookwood Primary School for children living outside Surrey by naming the school on the application form issued by the admissions team at local authority in which the child lives.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in the following order (notes may be found in **Appendix A**):

1. Looked after children and children who were previously looked after children (see note 1).
2. Children with exceptional social or medical needs where it is deemed that this is the only school which can meet their needs (see note 2).
3. Siblings – children who will have a sibling in the school at the time of the child's admission (see note 3).
4. All other children. Remaining places will be offered based on nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupil use (see note 4 for the definition of home address).



Deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. Parents can defer entry to the school and/or send their child part time until later in the school year but not beyond the point at which they reach compulsory school age, nor beyond the beginning of the summer term of the academic year for which the original application was accepted. Should parents wish to consider deferring entry, they should approach the school and a meeting will be arranged at which options can be discussed.

Late applications

Applications received after the closing date will be considered in accordance with Surrey's co-ordinated admissions scheme. This will normally mean that they will be treated as late applications and only considered after all on-time applications have been processed. If there are vacancies, places will be offered based on the school's admission criteria. If there are no vacancies, your child may be placed on the school's waiting list.

Admission of children outside their normal age group

Parents may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child.

The BET Policy for Education out of Year Group ([Key Information - Bourne Education Trust](#)) sets out how applications for admission of children outside their normal age group will be managed.

Waiting lists

Brookwood Primary School will operate a waiting list for each year group. Surrey County Council admissions team will maintain the waiting list for the main admissions round for Reception until 31st August 2023, after which it will be transferred to the school. Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list, or when a child's changed circumstances affect their priority.

Waiting lists for each year group will stay open until the end of the summer 2024 term.

Tie breaks

If within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home



address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by the Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

Where two or more children share priority for a place, for example, where two children live equidistant from a school, Brookwood Primary School will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, Brookwood Primary School will use random allocation to determine which child should be given priority.

In-year admissions

In-year admissions applications are those that are made to join an existing year group within the school. Applications that will not be considered to be in-year applications are those being made for entry to Reception for September 2023 if they are made prior to 1 September 2023.

In-year admissions for Brookwood Primary School are managed by Surrey County Council Admissions service. Applications for in-year admissions are made using the Surrey County Council centrally managed in-year application form - [In-year application CMA form \(surreycc.gov.uk\)](#).

Comprehensive guidance can be found in the in-year admissions section of the Surrey County Council website ([Apply for an in year school place - Surrey County Council \(surreycc.gov.uk\)](#)).

The Local Governing Committee will consider the application in line with the Admissions Code 2021 and aims to respond to applicants within 10 school days of the application being received, but within a maximum of 15 days.

Appeals

If a place is not offered at the school, there is a right to appeal to an independent panel. For general help and information regarding school appeals, you can call the Surrey Schools and Childcare Service on 0300 200 1004 weekdays from 9am – 5pm. Alternatively, you can email surrey.schoolappeals@surreycc.gov.uk.

Date determined:	9 th February 2022
Next review:	Autumn 2022



Appendix A - Definitions to support over-subscription criteria

Note 1 – Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

Note 2 – Exceptional social or medical needs

Occasionally a very small number of children have exceptional social or medical circumstances which warrant a placement at Brookwood Primary School. Applicants should make it clear on their application form that they wish their application to be considered under social / medical need.

The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances.

This evidence must confirm the circumstances of the case and must set out why the child should attend this particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at Brookwood Primary School and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at Brookwood Primary School above any other.



Common medical conditions and allergies can be supported in all mainstream schools, therefore priority under the exceptional medical criterion will not normally be given for these. Routine child-minding arrangements or a parent's wish that a child attends the school because of the child's aptitude or ability or because their friends attend the school are not normally considered to be an exceptional social reason for a place to be offered.

Note 3 – Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother, step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

Note 4 – Home address

Within the admission arrangements, the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.