



## Bishop David Brown School – Unity Schools Trust Admissions Policy 2025-26



Effective Date:	September 2024
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1.	<b>Aims of this Policy</b>
	This policy aims to:
	Explain how to apply for a place at the school <ul style="list-style-type: none"><li>• Set out the school's arrangements for allocating places to the pupils who apply</li><li>• Explain how to appeal against a decision not to offer your child a place</li></ul>
2.	<b>Legislation and statutory requirements:</b>
	<p>This policy is based on the following advice from the Department for Education (DfE):</p> <ul style="list-style-type: none"><li>• <a href="#">School Admissions Code 2021</a></li><li>• <a href="#">School Admission Appeals Code</a></li></ul> <p>The school is required to comply with these codes, and with the law relating to admissions as set out in the <a href="#">School Standards and Framework Act 1998</a>.</p> <p>As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the <a href="#">School Standards and Framework Act 1998</a>.</p> <p>This policy complies with our funding agreement and articles of association.</p>
3.	<b>Definitions</b>
	<p>The <b>normal admissions round</b> is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.</p> <p><b>Looked-after children</b> are children who, at the time of making an application to a school, are: In the care of a local authority, or Being provided with accommodation by a local authority in exercise of its social services functions</p> <p><b>Previously looked-after children</b> are children who were looked after, but ceased to be so because they:</p> <ul style="list-style-type: none"><li>• Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or</li><li>• Became subject to a child arrangements order, or</li><li>• Became subject to a special guardianship order</li></ul> <p>This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.</p> <p>A child reaches <b>compulsory school age</b> on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.</p>

<b>4.</b>	<b>How to apply</b>
	<p>For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.</p> <p>You will receive an offer for a school place directly from your local authority.</p>
<b>5.</b>	<b>Request for admission outside the normal age group</b>
	<p>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 concerned:</p> <ul style="list-style-type: none"> <li>• Parents who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Head of School for admissions, Governors agree for the child to have a decelerated entry, the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort</li> <li>• Parents who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Head of School for admissions, Governors agree for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort.</li> </ul> <p>In accordance with the School Admissions Code, this will include taking account of:</p> <ul style="list-style-type: none"> <li>• Parents' views</li> <li>• Information about the child's academic, social and emotional development</li> <li>• Where relevant, their medical history and the views of a medical professional</li> <li>• Whether they have previously been educated out of their normal age group</li> <li>• Whether they may naturally have fallen into a lower age group if it were not for being born prematurely</li> <li>• The Head of School's views</li> </ul> <p>Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.</p> <p>Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.</p>

<b>6.</b>	<b>Allocation of places</b>
<b>6.1</b>	<b>Admission Number</b>
	The school has an agreed admission number of 150 pupils for entry in Year 7.
<b>6.2</b>	<b>Oversubscription criteria</b>
	<p>All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.</p> <p>If the school is not oversubscribed, all applicants will be offered a place.</p> <p>In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.</p>
i.	Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
ii.	<p>Priority will next be given to children on the basis of social or medical need. The exceptional social or medical circumstances might relate to either the child or the parent/ carer.</p> <p>Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases, or 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 the school and why no other school could meet the child's needs.</p> <p>Providing evidence does not guarantee that a child will be given priority at the 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 above any other.</p> <p>Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's social or medical need criterion would not normally be given for these</p> <p>In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at the school.</p>
iii.	<p>Priority will next be given to children of staff at the school, in either of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or</li> <li>• The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage</li> </ul>
iv.	<p>Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.</p>

<b>7.</b>	<b>Tie break</b>
	<p>Within each priority, where there are more applicants than places available, priority will be given to children who live nearest the school. The distance is measured in a straight line from the address point of the student's home, as set by ordnance survey, to the nearest school gate available for students to use.</p> <p>Where two or more children share a priority for a place, e.g. where two children live the same distance from the school, the school will draw lots to determine which child should be given priority.</p> <p>In the case of multiple births, and there is only one place remaining, each child will be offered a place and subsequent children will be ranked consecutively.</p>
<b>8.</b>	<b>Challenging behaviour</b>
	<p>We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.</p> <p>We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.</p>
<b>9.</b>	<b>Fair Access Protocol</b>
	<p>We participate in Surrey's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.</p>
<b>10.</b>	<b>In-year admissions</b>
	<p>Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.</p> <p>Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.</p> <p>If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.</p> <p>Applications for in-year admissions should be sent to the following email address:  <a href="mailto:bdb@bdb.surrey.sch.uk">bdb@bdb.surrey.sch.uk</a></p> <p>Parents will be notified of the outcome of their in-year application in writing within 15 school days.</p>

<b>11.</b>	<b>Appeals</b>
	<p>If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following email address:</p> <p><a href="mailto:bdfs@bdb.surrey.sch.uk">bdfs@bdb.surrey.sch.uk</a></p> <p>You can find details of the school's appeals timetable on the following webpage:</p> <p><a href="http://bdb.surrey.sch.uk">Admissions – Bishop David Brown School (bdb.surrey.sch.uk)</a></p>
<b>9.</b>	<b>Monitoring arrangements</b>
	This policy will be reviewed and approved by the Local Governing Council every year.