



BROMPTON COMMUNITY PRIMARY SCHOOL. **ADMISSIONS POLICY.**



AIMS

- To provide clear objective criteria for admissions, to comply with Local Authority guidelines, and to seek to ensure that parents and the school liaise together for the benefit of the children.
- To ensure that if there are not enough places at the school in particular year groups, that the school is consistent in dealing with parents who express a preference for Brompton Community Primary School.
- Explain how to appeal against a decision not to offer your child a place

Please Note:

Applications will be referred to the Education Department for further consideration and parents should contact the Local Authority to find out about any admissions arrangements.

Applications for a place in Brompton Community Primary School Foundation Stage 1 (Nursery) should be made by completing the application form which is available from the School Office (01609 772657).

Allocation of Places.

At Brompton Community Primary School we offer high quality Early Years provision within a purpose built Foundation Stage Unit. Staffing constraints and finance capabilities prevent us from offering the Government's 30 hours funded childcare arrangements. Parents/carers can, however, access their 15 hours of free early year's education per week for 38 weeks a year during term time for the year prior to joining our school for full time education. We currently offer 5 full day sessions. However, this is based on there being adequate space and staff allocation regarding the pupil/staff ratio.

This is in line with the recommendations of the Early Years and Foundation Stage Practice and Guidance Document (Sections 3.26/3.30) where it states - 'Providers are responsible for ensuring that the legal requirements are met and staffing must be organised in the optimum manner to ensure children's safety and meet individual needs'.

Applying for a place in the Foundation 1 (Nursery)

The responsibility for determining the admissions for nursery age children (F1) within our Foundation Stage Unit lies with the Local Authority. Parents can register a note of interest for their child to attend the Nursery (F1) by contacting the School Office.

Being placed on the note of interest list does not guarantee a place in F1.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

It is the Education committee's wish that nursery provision should cater for the full range of children. Parents and carers choose how many sessions they want to take up. There is shared care between our school and other providers in the local area.

Attendance for nursery aged children (F1) within our Foundation Stage Unit has no bearing on admission to Reception (F2).

Criteria for Admission into the Nursery (F1) Oversubscription

If more applications are received than can be accommodated the school will consider children from each priority category in turn until all available places have been allocated.

Staff will make an informal visit to homes and parents and children are invited to Drop-In sessions where an informal meeting between teachers, parents and pupils occurs. Information for parents is always available.

For applications in the normal admissions round you should use the application form provided by the local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from the local authority. Children will be admitted in line with North Yorkshire Local Education Authority policy. The Headteacher and Foundation Stage teachers will undertake to make a professional judgement of the existing balance/relationship in nursery between those children with significant special needs and those meeting age related levels of development.

The **normal admissions round** 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.

Looked after children 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

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** 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. Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHCP) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. 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.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires supporting evidence if you are making an application on the basis of social or medical need.

3. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) 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
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. 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.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Main School Admissions.

Parents considering enrolling their children are welcome to visit the school at any mutually convenient time. Appointments may be made by telephone, letter or by calling in at school.

The school has an agreed admission number of 30 pupils for entry in Reception to Year 6.

There is no legal link which can be made between attendance at Brompton Community Primary Nursery and attendance at Brompton Community Primary school at statutory age, therefore, admission to nursery will not be made conditional upon an undertaking for that child to attend the main school. Nor will attendance at the Foundation 1 guarantee a place in the main school to a pupil from outside the school's normal area; out of area admissions to the main school are subject to the availability of spare places and set criteria for oversubscription apply.

Requests for admission outside the normal age group:

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

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. 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.

In Year Admissions:

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. 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 one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

admin@brompton.n-yorks.sch.uk or Brompton Community Primary School, Station Road, Brompton, Northallerton, DL6 2RE

Appeals.

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 Local Authority Admissions dept. You can find details of the school's appeals timetable on the school website.

Use of Personal Data

All personal information is covered by the Data Protection Act 1998 and will be held by the school and used for purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose. The school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Any place offered may be withdrawn if information provided is later proved to be false or misleading.

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code](#)

[School Admission Appeals Code](#)

Link to County Admissions arrangements - [School admissions | North Yorkshire Council](#)

Sept 2025

To be reviewed annually