



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



It is very important when choosing a school to look around and have the opportunity to ask questions which are important to you and your child. We warmly encourage such visits and parents/carers wishing to visit our school are invited to telephone the school office to arrange a suitable time.

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

Our Nursery Offer

At Brompton Community Primary School we offer high quality Early Years provision within a purpose built Foundation Stage Unit. We offer up to 30 hours care per week in line with government funded childcare arrangements. We offer 15 hours universal childcare or 30 hours for children who hold a valid eligibility code. This can be accessed for 38 weeks per year during term time only and can begin from your child's 3rd birthday. We currently offer half day or full day sessions and parents can choose their sessions based on preference. 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 EYFS statutory framework for group and school-based providers - 'Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, especially whilst eating, and decide how to use staff to ensure children's needs are met' (3.42)

Applying for a place in the Foundation 1 (Nursery)

Applications to our Nursery are made by contacting the school directly and completing the admissions form which is available from the school office (01609 772657). Applications for Nursery can be made at any point in the year. Parents and children are welcome to visit the school informally to meet the Foundation Stage Teachers and explore the Foundation Stage Unit. 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. 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.

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.

Please note: 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.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place.
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 be next be given to children within the normal catchment area of the school.
4. 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
5. Priority will next be given to children living outside of the normal catchment area of the school.

Applying for a place in Foundation 2 (Reception)

Parents considering enrolling their children into Reception 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.

Admissions for a reception place are made through the local authority. For admissions during 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.

The link to the local authority admissions is: [School admissions | North Yorkshire Council](#)

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. However, we strongly advise that children attend school full time from the September in which they are admitted.

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. Out of area admissions to the main school are subject to the availability of spare places and set criteria for oversubscription apply.

Criteria for admission into Reception (F2) 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 living within the normal catchment area of the school.
4. 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
5. Priority will next be given to children living outside the normal catchment area of the school

If there are not enough places for all of the children in one of these priority groups we will give priority first to those with a sibling at the school and then to those living nearest to the school.

Sibling refers to a brother, sister, half brother or sister, adopted brother or sister, step brother or step sister; or the child of the parent / carer's partner who live permanently at the same address where the child for whom the school place is sought is living in the same family unit.

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.

Deferring Reception Year

While you have the right to keep your child out of school until they reach compulsory school age, simply deferring a Reception place until the next academic year (September) effectively means **the child misses the entire Reception year**. If you want them to enter Reception at age 5 instead of moving straight to Year 1, you must make a specific request to the local authority or admission authority to have them admitted out of their normal age group.

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.

For in-year applications; School Admissions should be contacted in the first instance. Please ring them on: **01609 533679** to see if the school has room, then a preference form should be submitted to the County Education Officer, County Hall, Northallerton, DL7 8AE or online.

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](#)

June 2026

To be reviewed annually