



## **2 Year Old Admissions Policy Broadfield**

Broadfield Primary School is a 2-11 community primary school in Oldham. Broadfield is a member of West Oldham Trust working with partner primaries Holy Rosary, St Martin's and Hathershaw College of Technology and Sport.

From September 2018, Broadfield will offer up to a maximum of 16 morning places for 2 year olds and 16 afternoon places for 2 year olds.

Applications must show proof of eligibility, proof of address and copy of child's birth certificate.

Applications must be made on the official school application form and handed in at the school office no later than 1<sup>st</sup> May. Admissions will be once per year in September – the school year before the child would attend nursery.

Broadfield will consider applications of those children who meet the criteria set out by Oldham Council for free 15 hours child care per week.

To be eligible you must be receiving one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- support through part 6 of the Immigration and Asylum Act
- the guaranteed element of State Pension Credit
- Child Tax Credit and/or Working Tax Credit and have an annual income not over £16,190
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit

Children are also entitled to a place if:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education health and care plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need that names the school. This is not an oversubscription criterion and all children with statements naming a school will be admitted before other children are offered a place.

For all other applications the following criteria will be applied to prioritise children for admission to community and voluntary controlled primary schools:-

#### Criterion 1

Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission .

#### Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

#### Criterion 3

Children who have a sibling at the school and who will still be attending when their brother/sister starts in the 2 year old nursery. (see note (b) below).

#### Criterion 4

Geographical proximity to school, with those families living next nearest to the school having higher priority. Distance is measured in a straight line between the home postcode (see note (c) below) and the schools postcode, measured electronically by GIS software within the admission database using Post Office data and Ordnance Survey data.

#### Notes

(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

(b) Siblings – Broadfield Governing Body accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school post code. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

#### **Permanent Address**

The only address the council can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the council cannot consider this address for the purpose of its admission process to schools.

Broadfield Governing Body will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

### **Intention To Move House**

An intention to change address cannot be considered by the council until such a move has actually taken place and proof is available to substantiate the change of address.

### **Twins or Triplets**

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **Flats**

In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

### **Waiting List**

Where school has more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.