

# Baguley Hall Primary School



Headteacher: Kate Bulman

## **Admissions policy for applications up to and including 2019-20**

Baguley Hall Primary School is a school that centres on children, families and their community. We provide a welcoming, friendly, bright and lively, happy place where children feel secure, enjoy growing up and where good behaviour is positively taught and expected.

We will offer every child – whatever their own individual characteristics – the chance to achieve their full potential, and we will achieve high standards for all children. All children will be given foundations for future learning, and for success in life.

Every child will be treated fairly, be listened to, and have opportunities to achieve success, take responsibility and make contributions to society, build their self-esteem, develop their self-confidence and lead healthy life styles.

Baguley Hall Primary School will consider all applications. Where fewer applications are received in any one year group, the school will offer places to all those who have applied. Pupils are admitted to the school in September of the academic year in which they are 5. The published admission number is 75.

Pupils with an Education Health and Care Plan, that names the school in the plan, will be given a special priority over other admissions. If your child has an Education Health and Care plan or Statement of Special Educational Needs and you require further advice on primary to secondary transfer, please contact the Special Educational Needs section of the local education authority in the area you live in.

**Application for Reception places or for in year admission to Years 1 – 6 should be made directly through Manchester City Council School Admissions.**

### **Oversubscription**

If the number of applications for admissions is greater than the published admissions number after allocating places to those with an Education Health and Care Plan or Statement of Special Educational Needs, places will be allocated in accordance with the following criteria and in the order in which they are set out below.

#### **Category 1 Pupils are looked after or were previously looked after by a local authority.**

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**Category 2. Pupils with significant specific medical, social or special educational needs** that are not covered in an Education Health and Care Plan or Statement of Special Educational Needs.

The significant specific need that parents may ask to be taken into account must:

- relate directly to the student
- be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education.

Parent(s) wishing to make an application on the basis of this criterion must demonstrate that Baguley Hall Primary School is uniquely suited to meet the need described in their application and that no other school can meet these needs.

Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. Baguley Hall Primary School reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the school. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the school to consider late information.

**Category 3. Pupils with a sibling or siblings currently attending the school** who will continue to do so on the date of admission. Sibling means: Children with one or more siblings attending Baguley Hall Primary school at the time of admission. Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. The school reserves the right to ask for proof of relationship.

**Category 4. Any other children.**

Pupils who live the nearest distance to the school. We use a computerised measuring system to measure distance in a straight line from the centre point of the child's permanent home address to the centre point of the school, as defined by the (LLPG) Local Land and Property Gazetteer. Those living closer to the school will receive higher priority. The home address will be the address where the child spends the majority of the week. Proof of residency can be requested at any time throughout the admissions process. Parent(s) may be asked to provide their original council tax and Child Benefit documents. If false or misleading information is used to gain entry to the school, the offer of a place will be withdrawn and the application must be considered afresh with the new information contained within it, i.e. new address.

**Waiting list**

For the Primary Admission Round a waiting list will be held up to the end of the Autumn term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

For In Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. The only exception to this will be if the applicant has not been offered a place. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

In Year Admissions - are Reception to year 6 applications received during the academic year, if more applications are received than places available the oversubscription criteria will be applied.

**Tie Breaker**

Proximity to school is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

## Appeals

### Appeals

Parent(s) have the right of appeal to the school's Independent Appeal Panel if they are dissatisfied with an admission decision of the school. Further assistance is available at the school office. Appeals are heard by an impartial Appeals Panel. The Admissions Office will send the appeals to the Clerk to the Appeals Committee who will inform applicants of their rights of appeal and the appeal procedures. The determination of the appeal panel is binding on all parties.

### Making an application

Application forms and guidance notes are available to download from our website or to collect from the main reception and are available from the Local Authority.

### In Year Admissions

In year admissions are requests for places in any one year group received by the LA after the beginning of the Autumn term.

Parents/Carers will contact the LA when enquiring about an in-year school place. The Local Authority, in liaison with the Governing Body, will notify parents of places at Baguley Hall Primary School.

If the application is not successful parents/carers have the right to Appeal against the decision.

### Closing date for applications

The closing dates for applicants residing in other authorities should be checked with the relevant authority. Applications should be posted or delivered to arrive at the address given on the Common Application Form by the time stated. Parent(s) applying after this date should attach a covering letter to explain why their application is late. Late applications may not be considered until after consideration has been given to those applications received by the deadline.



We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted.

Article 29: Education should help children use and develop their talent and abilities. It should also help children learn to live peacefully, protect the environment and respect other people.