

Brownsover Community School



Admissions Policy

Policy Number	O1 - Organisational
Prepared By	SLT
Acknowledgement(s)	Rosie Hercock, Elisa Basnett
Date Approved	May 2024
Effective Date	May 2024
Physical Location of Policy	Organisation file in HT Office & Electronically
Date of Next Review	May 2025

Document Information

Document history

Version no.	Date	Change
1.10	Dec 2023	Nursery status updated to Governor led & intake criteria updated Sept 2023 intake amended to 30. <i>Annual review required whilst transitioning to a primary school.</i>
1.11	Feb 24	PAN updated to reflect primary journey
1.12	May 2024	KS2 statement added, Yr 5 Bulge, new contact email

Approvals

Role	Name	Signature / Approval	Date
Headteacher	Elisa Basnett	Yes	May 2024
Governors - Full Governing Body	Rachel Street		

Reviewers

Role	Name
Headteacher	Elisa Basnett
Deputy Head	Helen Westerby
Bridges Supervisor	Rosie Hercock

Distribution for Information

Role	Name

WELCOME

Whether you are just starting out as a parent at our school, already have children here, or are just 'browsing', may I extend a warm welcome to you.

Brownsover Community School has long had a reputation of being a friendly and caring school. We aim to ensure that our children are happy whilst they are in school. We know that happy children learn more easily, and our aim is for all our children to reach their full potential emotionally, spiritually, physically and academically during their time with us. We place great emphasis on the needs of the individual child, aiming to provide an education which is inclusive, balanced and exciting.

We know how important it is to provide children with a secure, safe and caring environment in which to develop. We encourage the children to respect each other, to be truthful and honest and to care for the school and their environment. We want to create a calm, quiet, purposeful atmosphere for both work and play.

[Entry into Nursery](#)

Our nursery is part of Brownsover Community School. It is governor run and adheres to admission arrangements in agreement with Warwickshire County Council (The LA).

We are an inclusive nursery and welcome applications from children of all backgrounds and from in and out of our priority area. We are a full time, 30 hour governor run (section 27) Nursery provision.

Our priority area is the same as the main school. Parents/Carers must apply for a Nursery place. This can be done at the school office or via email by downloading the application form on our school website.

Registration for a Nursery place takes place as soon as possible around a child's second birthday and is the responsibility of the child's parent/carer.

Schools are not informed by the LA of the names or number of children in their catchment areas that need Nursery provision.

In accordance with the agreed admissions policy of the LA, 32 children per session will be admitted to the Nursery.

Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

- Born between 1st January- 31st March; eligible from the start of term on, or following 1st April after child's third birthday.
- Born between 1st April-31 August: eligible from the start of term beginning on or following 1st September after the child's third birthday

- Born between 1st September - 31st December: eligible from the start of term beginning on or following 1st January after the child's third birthday.

WAITING LIST

Parents may register their interest in a place at the Nursery at any time following their child's birth, by contacting the school office. The birth certificate will be required as proof of their date of birth.

These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will **not** be taken into consideration when places are offered.

OFFERING PLACES

The main point of entry to the Nursery will be in September each year. Places for the September entry will be offered by the 3rd Friday in March to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given as listed below in our admissions criteria. – see admissions criteria for Nursery.

Places will be offered by contacting parents by letter or telephone using the contact details provided.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age: see age criteria above.

ADMISSIONS CRITERIA FOR NURSERY

If there are more applications than there are places, we will allocate places according to the following criteria starting with children in category 1:

1. Children in the care of, or provided with accommodation by a Local Authority.
2. Children living in the priority area of the school, who have a brother or sister at the school at the time of admission.
3. Children living in the priority area of the school, who have a brother or sister at the partner junior school (or primary school) at the time of admission.
4. Other children living in the priority area of the school.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who have a brother or sister at the partner junior school (or primary school) at the time of admission.
7. Other children from outside the priority area.

In each category, decisions are based on the distance between home and school by the shortest available walking route, with priority going to those living nearest to the school. This applies equally to those living inside and outside the county.

The governors reserve the right to award children who need a place as a special priority and who are referred to the Nursery by relevant support agencies. Usually not more than 20% of the Nursery's intake will be children with special priority.

Children will be deemed to be in need of admission if they have:-

- Environmental needs/Social Economic
- Disability needs
- Educational Needs
- Communications Needs
- EBD Needs

This will be agreed by special weighting i.e.

Family	2
Others	2
Health Visitors referrals	3
Playgroup referrals	3
Speech and Language referrals	3
Social Services referrals	5
Child Development Centre referrals	5
Home Education Team referrals	5

Regular attendance is really important for your child's development, socially, emotionally and academically. You may be asked to withdraw your child's name from the Nursery if you cannot ensure that he or she attends regularly.

In the event of complaint in administering this policy parents should write to the governors, who would consider such a complaint.

If necessary the complaint would be referred on to the area manager on behalf of the LA.

This is based on the official admissions policy for nursery schools and nursery classes/units in primary schools in Warwickshire.

Entry into Reception

If your child attends our Nursery, he or she should be able to move into our Reception class, **but we cannot guarantee a place**. It is necessary to apply for a school place from the Admissions Department at Warwickshire County Council. This usually takes place in the Spring Term for the following September.

At Brownsover Community School, from September 2023, we have one reception intake class per year. No more than 30 children can be admitted to each Reception or Year 1 class. The current intake for year 2 is 60.

The criterion for admission into Reception is:

1. Children in the care of, or provided with accommodation by, a local authority.
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner junior school at the time of admission.
4. Other children living in the priority area.
5. Children living outside the priority area who have a brother or sister at the school at the time of admission.
6. Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission.
7. Other children living outside the priority area.

Entry into Year 1

At Brownsover Community School we have one Year 1 class of 30 children.

Children who do not attend our Reception class will only be accepted if there is a space in Year 1 ie: less than 30 children. By law a child does not have to start school until the beginning of the term following his or her 5th birthday. However, we cannot keep a place for a child from one academic year to the next (eg: if a child's 5th birthday falls between 1st April and 31st August).

If a sibling is offered a place in either a Reception or Year 2 class we cannot offer a place in Year 1 if we are up to capacity. Parents/Carers are welcome to take this decision to an independent appeals panel.

Entry into Year 2

At Brownsover Community School we have two Year 2 classes each taking 30 children - total 60 children.

Children who do not attend our Year 1 classes will only be accepted if there is a place in Year 2.

If a sibling is offered a place in either a Reception or Year 1 class we cannot offer a place in Year 2 if we are up to capacity. Parents are welcome to take this decision to an independent appeals panel.

Entry into Key Stage 2 Classes

At Brownsover Community School we are transitioning towards accommodation of the full primary range starting with year 3 from September 2026.

However, from September 2024 we will have one Year 5 class of 30 children. These will remain at Brownsover for 2 years, completing their Key Stage 2 journey.

Siblings will only be offered a place in either a Reception or Key Stage 1 class we there is capacity in the agreed number for that year group (Currently 30 in reception and Year 1 and 60 in Year 2). Parents are welcome to take this decision to an independent appeals panel.

Statement of Intent

We take great care to treat each individual as a person in their own right, regardless of their religious persuasion, racial origin, cultural and linguistic background, sex, social group or disability.

Service Provision

No child will be discriminated against on the grounds of religious persuasion, racial origin, cultural and linguistic background, sex or social group.

Wherever possible those designated disabled or disadvantaged will be considered for a place, taking into account their individual circumstances and the ability of the school to provide for their educational, social and emotional well-being.

For more information, to visit the school or to apply for a place for your child, you are welcome to contact school at admissions2616@welearn365.com or telephone: 01788 547660.