



## ADMISSIONS POLICY 2024 to 2025

### **MAKING AN ADMISSION APPLICATION TO BPA.**

Brentside Primary Academy changed from Foundation to Academy status on the 1<sup>st</sup> April 2013. As a consequence BPA governors are now a separate admissions authority. However, since the new school admissions legislation implemented all applications must now be made directly to Ealing Admissions and not to the school.

Our prime mission is to ensure that all our pupils, particularly the vulnerable, have access to a high quality education that enables them to bridge the educational attainment gap associated with deprivation. We also ensure all pupils have access and excel in a broad curriculum of arts, humanities and sports.

If you wish your child to attend BPA you need to apply directly to Ealing. However, copies of the school prospectus are available from the school on request for your information.

After your child has been allocated a place at BPA by Ealing, the school will contact you with the purpose of working together to make your child's entry to BPA as supportive and stress free as possible. In all admissions, except for reception, we will usually contact you by phone to arrange a visit and to get information which will enable us to understand how best to meet your child's learning, social and emotional needs.

If you fail to be offered a place at BPA, you can appeal to an independent Appeals Panel appointed by the Governors of BPA and Ealing LA.

### **HOW TO APPLY FOR A PLACE AT BRENTSIDE PRIMARY ACADEMY**

BPA has three types of admissions:-

1. Main Round Admission- for a place in reception in September- Apply via Ealing Council
2. In Year Admission- to fill a vacancy in a year group during the course of a school year- Apply via Ealing Council.
3. Nursery Admission- For a place in nursery- Apply directly to BPA

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## Main Round

Applications for places in Reception are co-ordinated by Ealing Council in the Autumn term and you should apply directly to them. Information about this can be found on Ealing Council's web site. It is advisable to apply online through the eAdmissions website

Please view the brochure 'Starting School in Ealing' for full information on Primary Schools in Ealing and how to apply for a Reception place. Copies of this brochure are available to view from the School Office and to download from the Ealing Council website- admissions section.

[https://www.ealing.gov.uk/info/201113/school\\_admissions](https://www.ealing.gov.uk/info/201113/school_admissions)

The Local Authority will write to you about the outcome of your application. If an offer cannot be made, and your child has no school place, then the Local Authority will contact you to assist and ensure your child is offered a place at another school.

All applications are considered against the admission criteria and are ranked (put in order) by the Governing Body of the Academy; where a child is top of the waiting list and there is a vacancy, a place will be offered. Your child will be placed on a waiting list if no place is available at the time of application.

## In Year Admissions

Brentside Primary Academy co-ordinates In-Year Admissions with the Local Authority

To apply for an In-Year place, please complete the In-Year common application form online at [https://www.ealing.gov.uk/info/201113/school\\_admissions](https://www.ealing.gov.uk/info/201113/school_admissions)

If you require assistance, there is a service line available on 020 8825 6339 until 12pm each weekday.

The Local Authority will write to you about the outcome of your application. If an offer cannot be made, and your child has no school place, then the Local Authority will contact you to assist and ensure your child is offered a place at another school.

All applications are considered against the admission criteria and are ranked (put in order) by the Governing Body of the Academy; where a child is top of the waiting list and there is a vacancy, a place will be offered. Your child will be placed on a waiting list if no place is available at the time of application.

Waiting lists maybe reset in July by the Local Authority. For pupils placed in another school still wanting a place at BPA, parents will need to refresh their application in July by email to the Local Authority, or have applied after the 1st June.

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## Nursery Admissions

Nursery admissions are made and processed directly by BPA. If you wish to apply for a Nursery place, please visit the school office for an application form, or download the form directly from our website <http://www.brentsideprimaryacademy.co.uk/admissions/>

All applications are considered against the admission criteria and are ranked (put in order) by the Governing Body of the Academy; where a child is top of the waiting list and there is a vacancy, a place will be offered. Your child will be placed on a waiting list if no place is available at the time of application.

## BPA CRITERIA FOR ADMISSION

Pupils will be admitted at the beginning of the school year in which they turn five (5) years without reference to ability, social background or aptitude. The number of pupils for each year group is 60.

## BPA CRITERIA FOR OVERSUBSCRIPTION OR TIE BREAKERS.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below to decide which children to admit:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order.
2. Children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission.
3. The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode.

The school will inform Ealing Council of any changes to its admissions arrangements.

An 'Appeal Panel' will be arranged for appeals against non-admission. Details of admissions and appeals will be published each year.

**ADMISSION TO NURSERY SHOULD BE MADE DIRECTLY TO THE SCHOOL AND IN THE EVENT OF OVER SUBSCRIPTION THE ADMISSION CRITERIA WILL BE APPLIED.**

Please note that attendance at BPA Nursery will not automatically ensure a place in reception class. The criteria for selection for Reception is as listed above.



## FURTHER NOTES ON ADMISSION CRITERIA

### **BPA Definitions of brother or sister.**

A brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner relationship can qualify, and in every case the child should be living in the same family unit at the address given to the school. Furthermore, the parent / carer should have parental rights of the child they wish to admit or have legal custody of the child awarded to them.

The brother or sister of the child must be attending BPA when the child's application is being considered. Similarly, the siblings of the new applicant for admissions should still attend BPA at the time of their proposed admission to the school.

### **BPA definition for measuring proximity to the school.**

The proximity of the child's home to the school, with those living closer, as the crow flies. After places have been allocated according to the previous criteria the Governors consider applications on proximity. Closest proximity is assessed in the following manner:

This must be the child's permanent home at the time of admission. For pupils who spend part of the week with one parent/guardian and part with another the 'home' should be the one the child spends the greater proportion of the school week at.

By measuring the distance in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised system: Tribal Technology Ltd; those children living closer to the school receiving the higher priority.

### **Important note**

The governors rely upon the information contained in an application form for admission being a true and accurate account of your family circumstances. In the event of you presenting false or misleading information, the governors reserve the right to withdraw the offer of admission, even after the child has commenced study in the school.



## **DEFERRED & DELAYED ENTRY OUTSIDE NORMAL AGE GROUP TO PRIMARY SCHOOL**

### **Deferred Entry**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2021, you will not be able to defer entry until September 2026, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the academy that they want to defer entry or only attend school part-time.

### **Delayed Entry into Reception**

Parents may seek places outside of their child's normal age group. This decision is made by BPA Admission Authority. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception at BPA they need to make a request to the Chair or Governors, providing reasons for the request with supporting documentation from a professional.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered. BPA governors will consider the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests BPA to consider.

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If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision the Academies complaints procedure.