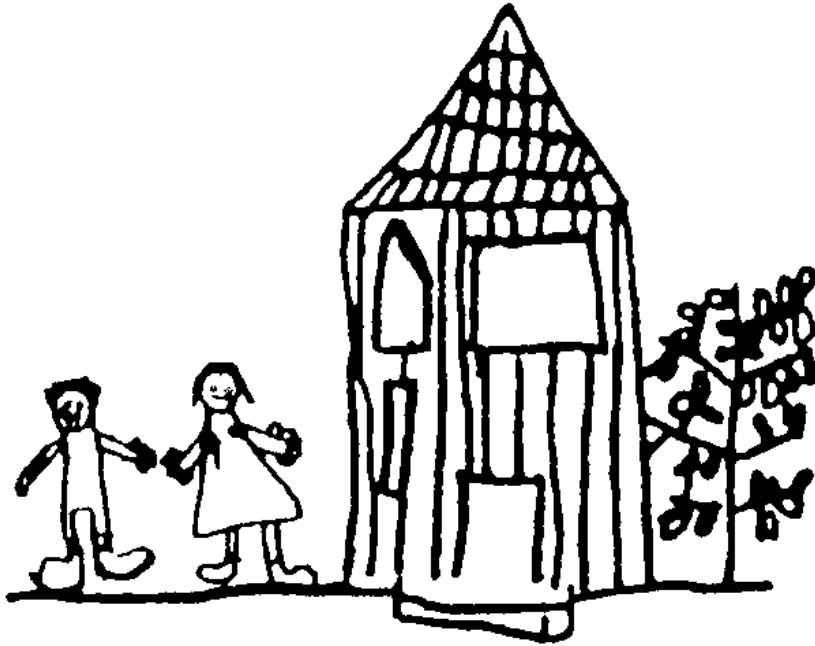


# Broomhill Infant School



## Admissions Policy

Written by Catherine Timbers May 2016

Reviewed by Governors May 2017

Next review date May 2018

**Beech Hill Road  
Broomhill  
Sheffield S10 2SA**

**Headteacher: Mrs. Catherine Timbers**

**Telephone/Fax Number: 0114 2660936**

**School Category: co-  
educational**

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<http://broomhill.sheffield.sheffield.sch.uk>**

**Religious Affiliation: None**

**Age Range: 4+ to 7+**

**Admission Number for  
Reception: 40**

**Anticipated number of  
pupils on roll: 120**

Broomhill Infant School is a small school (120 pupils) with Foundation status. It is maintained by Sheffield CYPD. It is situated in the central area of the city. The school has four classes, two of which are mixed ages.

The school was inspected by Ofsted in June 2011 and was judged "outstanding"

The school reaccredited The Eco School Green Flag in January 2016. In August 2014 Broomhill Infant School became a Forest School. We are a 'Fairtrade' School - renewed September 2016 and have been granted Level 5 RHS Schools Award July 2017.

The school is inclusive in nature and serves children and families from a wide range of social, cultural and ethnic backgrounds. This aspect is highly valued in contributing to the breadth of the educational, creative and social experience of our pupils. A third of our children speak English as an additional language and this is celebrated in our school. The school has slightly higher than average mobility of pupils, partly due to families who study at the university or work at the hospitals and then return to their country of origin or move to another area.

The school has linked status with Nether Green Junior School. The majority of Year 2 pupils transfer to this school but a place is not guaranteed at Nether Green Junior School.

### **The Admission Code**

It will apply to admission arrangements determined in 2017 for admission in school year 2018/19 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. Where a school is the admission authority, this responsibility falls to the Governing Body or Academy Trust.

### **Admission Arrangements to the School**

Children can start school in the September after their 4<sup>th</sup> Birthday. Parents of four year olds have greater flexibility over choosing when their child can start school. The Governing Body, which is the admissions authority for this school, usually admits children at two points during the school year which are September and January. To discuss other options, including part time options, please contact the Head teacher.

### **Special Educational Needs**

Any child that has a statement of SEN or an EHC plan that names Broomhill Infant School as a first choice will be offered a place. A Statement of Special Educational Need/EHC Plan is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child.

## Admission Oversubscription Criteria

Where there are more applications for admission than the indicated admission number<sup>1</sup>, the Admission Committee of the Governing Body will apply the following criteria in order:

1. Children in Public Care (Looked After)

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

2. Where the child has a sibling<sup>2</sup> attending the school at the time of admission. In addition, the attendance of an older sibling at our linked junior school (Nether Green Junior School) will be included.

3. Proximity<sup>3</sup> of the child's ordinary place of residence<sup>4</sup> to the school, with those living nearer being accorded the higher priority.

### Notes.

1. The indicated admission number for Broomhill Infant school is 40.
2. A sibling is a child who permanently or usually lives at the same address as:-
  - a. the child for whom an application has been made and who will attend the preferred school or the linked Junior school at the point of entry and;
  - b. a parent or person who has parental responsibility for the child for whom an application for admission is being made.
3. A determination of proximity is the distance measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.
4. The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental

responsibility for the child resides at the latest date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week. 'If parents share responsibility in equal measure, they will be asked to agree upon the 'normal place of residence': schools cannot make this decision for parents.

### Allocating places

The Admissions Committee of the Governing Body allocates places on the basis of Broomhill Infant School's determined admission arrangements only, and a decision to offer or refuse admission is **not** made by one individual.

### Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. '

### Waiting lists

The Admissions Committee of the Governing body maintain a clear, fair and objective waiting list for each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority is **not** given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, **will** take precedence over those on a waiting list.

On receipt of an **in-year application** the Admission Committee of the Governing body will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The Admission Committee of the Governing Body will also inform parents of their right to appeal against the refusal of a place

### **Right to appeal**

When the Admission Committee of the Governing Body informs parents of a decision to refuse their child a place at a school for which they have applied, it **will** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **will** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. The Admission Committee of the Governing body **will not** limit the grounds on which appeals can be made.

If parents/carers require any further details please contact the Head teacher.

### **Key Dates**

Closing and allocation dates will be consistent with Sheffield Authority's co-ordinated scheme - details of which will be given in the composite prospectus.

### **Parental Preference**

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 preferences of schools in rank order of preference.

#### **PLEASE NOTE HOWEVER:**

All applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA'S co-ordinated scheme where there is more than 1 potential offer.