



## **Cover note for:**

### **Excalibur Academies Trust, Primary Admission Policy for 2020/2021, Burbage Primary School**

The 2019/2021 Admissions Policy for Burbage Primary School has been amended to reflect the incorporation of Burbage Pre-school into the primary school. Other changes to the 2019/20 policy are:

- Age range within Excalibur Academies Trust amended.
- School email address updated.
- Admission Timelines updated.
- Reference to and definition of a linked pre-school removed as there are no linked pre-schools
- Tiebreaker wording updated.

Any queries or responses regarding this policy during the consultation period should be sent to Brigid Jones (Admissions Officer) at [admissions.consultation@excalibur.org.uk](mailto:admissions.consultation@excalibur.org.uk) or the academy at its address (see below).



# **Excalibur Academies Trust**

## **Primary Admission Policy for 2020/2021**

### **Burbage Primary School**



# Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19. This is achieved by Excalibur Primary Academies working in close harmony with linked Excalibur Secondary Academies.

Excalibur is the Admission Authority for all its Academies and applies strict Oversubscription Criteria to all applications reflecting this.

Excalibur, acting as the Admissions Authority for the Academy, participates in the Wiltshire Council ('the Local Authority') Local Authority Coordinated Admissions Scheme; all applications for Normal Entrance to The Academy (Infant or Reception class of a Primary) and all in-year admissions and transfers should be submitted via the Local Authority Coordinated Admissions scheme<sup>1</sup>.

This Admissions Policy applies to Burbage Primary School ('The Academy') details of which are given below:

## **Burbage Primary School**

**Age Group:** 2 -11

**Address:** Blackman's Lane, Burbage, Marlborough, Wiltshire SN8 3TP

**Telephone:** 01672 810452

**E-mail:** [admin@burbage.excalibur.org.uk](mailto:admin@burbage.excalibur.org.uk)

**Website:** [www.burbageprimary.org.uk](http://www.burbageprimary.org.uk)

**Published Admission Number: 29**

An Academy located in the village of Burbage and housed in a modern building with a pre-school facility and six primary classes which provides Early Years (pre-school) and Primary Education for children in its local community.

---

<sup>1</sup>Except for applicants outside Wiltshire Council, who need to apply through their local council.

## **Applications**

### **Applications to a Nursery/Preschool**

Please see separate guidance/information document.

### **Applications for Normal Entrance to an Academy**

Children should start Primary Education in the academic year (1st September to 31st August) in which they have their fifth birthday. Children reach compulsory school age at the beginning of the term following their fifth birthday, and most pupils are admitted from September in the academic year in which they turn 5. Parents can request that the date their child is admitted is deferred until later in the year or until the child reaches compulsory school age. Pupils will normally be admitted at the start of a school term. Parents can request that their child attends part-time until the child reaches compulsory school age.

There are NO automatic entries from a nursery or Pre-school into a Primary School, nor from a Primary School into Secondary, and there is NO automatic offer of a Sibling place (a place for a brother or sister). Therefore an application must be made for a school place for each child.

Applications (either online or paper) can be made from 1st September 2018 through the Local Authority [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the Academy Application and Admission Timelines Section of this policy. Any application received after the National Deadline will be treated as a Late Application.

The Admission Authority will determine and publish how many children it will admit into Reception, in September – this is the PAN (Published Admission Number) for that Academy. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the National Offer date confirmed in the Academy Application and Admission Timelines Section of this policy. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

### **Admission of children outside their normal age group**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child (children born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Such Applications will be considered on the basis of the circumstances of each case. Parents have a statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

### **Right of Appeal**

If an Application is not successful, the applicants have the right to appeal against the decision to an independent panel. Appeals should be made within 20 school days and addressed to the Appeals Clerk % the Trust's Admission Authority at Excalibur Academies Trust, St John's Marlborough, Granham Hill, Marlborough SN8 4AX or email to [admissions@excalibur.org.uk](mailto:admissions@excalibur.org.uk).

### **Waiting Lists**

When an Application has been unsuccessful, a child's name will be added to a Waiting List for the Academy held by the Admission Authority. Children on the Waiting List are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on the last day of the academic year in which entry has been applied for - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list then you must accept or decline the place within 10 working days of the date of the offer.

All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group but this will not be considered before 1st May (Term 5).

## **Other Applications (Reception and for Years 1 to 6)**

Applications for a school place which are not for Normal Entrance into the Academy or which are Late Applications (Applications which were submitted after the National Deadline) are determined as follows:-

- a. **Immediate Admission** - applications for an immediate start, e.g. moving into the Catchment Area of the Academy by transferring from another school. The Application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. Notification of the outcome will usually be made by the Local Authority within 20 school days of receipt.
- b. **Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. Applications will be considered using the Oversubscription Criteria in this policy at the earliest date they are eligible for consideration which is two terms (6 per year) in advance of the requested admission date. If an application is unsuccessful the child will be placed on the waiting list for the year group applied for using the Oversubscription Criteria in this policy.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section.

## **Oversubscription Criteria**

The Criteria are listed below in the priority order applied to Applications when there are more Applications than available places.

Applications will be considered by category as listed below. Within each category, applications will be ranked according to the straight line distance (distances supplied by the Local Authority will be used) from a defined point at the Academy to a defined point at the home address (all points defined by the Local Authority), using Ordnance Survey eastings and northings to four decimal places. Priority in each category will be given to the shortest distance. In case of the distance being the same a Tie Breaker will be used (see below).

**Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan** - All children whose Statement of Special Educational Need or Education, Health Care Plan names a school must be admitted.

1. **Looked After Children** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. **Children who have exceptional social or medical needs**, supported by a written recommendation from the child's paediatrician/consultant, general practitioner or specialist to show that it would be detrimental to the child not to be admitted to the preferred Academy. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child. All supporting evidence should accompany the original application or submitted by the deadline for exceptional circumstances supporting evidence.
3. **Students living in the catchment area.** Where necessary, priority will be given to siblings.
4. **Children of Excalibur employees employed at the academy** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **All other Applications**, where necessary, priority will be given to siblings.

## Academy Application and Admission Timelines

- **15th January 2020** - National Primary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed.
- **16th April 2020** - National Offer Date – the Council will post notification letters to the Applicants
- **30th April 2020** - Offer Acceptance Deadline – the deadline for parents to accept the place offered. Parents will be asked to respond to the relevant Academy directly. If they do not respond by this date it will be assumed that the place offered has been declined.
- **1st September 2020** - Normal Entrance Admission date – on or after.

## Glossary and Definition of Terms

**Adopted** - 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 Act 2002 (see section 46 adoption orders).

**Catchment Area** - The address which determines whether a child lives in the Catchment Area of the Academy, is the place where he or she is ordinarily resident at the deadline for applications and will continue to do so when the child is admitted. The Catchment Area is defined below.

**Final Year** - The Final Year of a primary or junior school is year six and an infant school year two.

**Home Address** - The home address given for the child should be the child's normal place of residence at the time of the application deadline. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the child's home address. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The Local Authority reserves the right to check details held on the Council Tax database to confirm residency at an address.

**Looked After Children** - 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.

**Sibling** - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the Academy as at the Application Deadline and continue to do so when the child is admitted. Note there is no guarantee that a younger Sibling will obtain a future place in the same school as his or her brother or sister.

**Tie Breaker** - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person, except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN).

## Catchment Area

The Catchment Area for the Academy will consist of the following Civil Parish(es) which used to be the designated area of the former Burbage Primary school: -

- Burbage Civil Parish