



## **Information on Within-Year Admissions 2016/2017** **Bamford Academy**

The initial method of entry to Bamford Academy is usually via the reception class as part of the Co-ordinated admissions scheme, however, the school will also consider applications made at other times during the year for entry into any year, from Reception to Year 6. These applications are referred to as 'within-year admissions'.

*Parents should be aware that Bamford Academy is an oversubscribed school and many children are unsuccessful in their application for a place. There are significantly more applicants than places available.*

Parents wishing to apply for a place for their child should complete an In-Year Transfer Application form which is available from Rochdale Metropolitan Borough Council (MCB) website ([www.rochdale.gov.uk](http://www.rochdale.gov.uk)) in the School Admissions section. Alternatively a form can be posted to you or collected from the school office. Verbal or telephone applications are not accepted. The form has two parts - the first part to be completed by the parents/carers of the child and the second part to be completed by the child's present or previous school.

The completed application form for Bamford Academy should be submitted directly to school. Documentary evidence may be requested to support your application and applications may not be processed until this has been received.

The Admissions Authority of Bamford Academy will aim to process the application form within 10 school days of receipt and parents will be informed, in writing, whether a place is available for their child. No offers of places will be made verbally.

If it is not possible to offer your child a place at Bamford Academy we will explain the reason why and inform you of the right to appeal the decision to an Independent Appeal Panel. We will also advise how to submit an appeal.

## **How places are allocated at Bamford Academy**

For a place to be available for a within-year admission the number of children in the relevant year group must have fallen below the admissions number for that year group. The published admissions number at Bamford Academy for each year group is 45 pupils. Please note that it is not the school's policy to allocate a place for a child in a year above, or below, that of a child's chronological age. If there is a place available the Admissions Authority of Bamford Academy will inform you in writing and you will be asked to return an acceptance form. Once the place has been accepted Bamford Academy will liaise with you to arrange start date for your child. Please note that unless the transfer request is submitted due to a house move, or if your child is otherwise currently without a school place, the start date will normally be arranged for the beginning of the next half term.

## **Waiting lists**

If the published admission number for Bamford Academy has already been reached at the time of your application it will not be possible for a place to be offered at that time. You will be given the option of putting your child on a waiting list for their year group.

Bamford Academy maintains a waiting list for all year groups where there are more applications than places available. The waiting lists are ordered in strict accordance with the School's Admissions Policy. Length of time on the list is not considered when offering places. The lists are cleared in August each year and parents must contact Bamford Academy in writing, or via email, if they wish their child to remain on the list for the next academic year.

If a place subsequently becomes available at Bamford Academy every child on the waiting list for that year group will be considered according to the School's published Admissions Policy. If your child becomes eligible for a place from the waiting list, the Admissions Authority of Bamford Academy will contact you.

## **Admissions Policy 2016/2017**

Places will be given to pupils in the following order:

### **1. Looked After Children**

Children who, at the time of admission, are in the care of a local authority or a child who was previously looked after and has since become subject to an adoption, residence or special guardianship order.

*A looked-after child is defined in Section 22 of the Children Act 1989. An adoption order is an order under Section 46 of the Adoption and Children Act 2002.*

### **2. Children with a sibling already attending Bamford Academy at the time of admission.**

A sibling is defined as a brother or sister, adopted brother or sister, half-brother or half-sister or step-brother or step-sister, living at the same address as the child for whom the application is made and who will be attending Bamford Academy at the start of the academic year for which admission is sought. Sibling priority will not be given where the sibling lives at a different address to the child for whom the application is being made. No priority is given to cousins, or other relatives, regardless of their address.

### **3. Children of Staff at the Academy**

In order to claim this priority the member of staff must have been employed at the school for a minimum of two years at the time at which the application to Bamford Academy is made.

*This priority may, in exceptional circumstances, also be claimed by a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.*

#### **4. Proximity to the Academy**

The proximity of the child's permanent home address to the school. Those being nearest given the available places.

Proximity to school is not considered to be a simple measure of distance radiating out from the school either as the crow flies or as a walking route. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and are likely to be relatively safe to walk. Unlit, unmade-up short cuts are not taken into account when calculating walking distances, even if they are public rights of way.

The walking distances are calculated using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school. Inevitably, a decision can come down to a distance of a few metres but this is the kind of measurement which is required to make an objective decision. Please note that the Admissions Committee will only take into account the main entrance of the school when calculating the proximity; the alternative entrances at the rear and sides of the school are not considered.

The home address is the address of the parents/carers and their child. The home address is taken to be the address of the parent who receives child benefit for the child and is assumed to be the address at which the child spends the majority of their time, even if he or she lives at a different address for some days of the week.

For a rented property to be considered as the child's permanent home, a copy of the signed Tenancy Agreement should be submitted along with the application. The Tenancy Agreement should be for not less than 12 months duration and cover the date on which your child will be admitted to school.

Note that, the Admissions Committee will only take into account the child's present address at the date of application when considering admissions. Applications cannot usually be based upon a forthcoming change of permanent address (please refer to Change of Address section below.)

For all applications the Admissions Committee may verify the address via the Electoral Register and may also require further evidence of proof of address. If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address, then that place is liable to be withdrawn.

## **5. Random Allocation**

Random allocation will be used as a tie-break in category 4 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

*The random allocation process will be a drawn lottery and will be supervised by someone independent of the school.*

### **Additional Information**

#### **Children with a Statement of Special Education Needs**

Where a pupil has a Statement of Special Educational Needs that names Bamford Academy, the Admissions Authority has a statutory duty to admit this child.

#### **Children with a Medical/Psychological condition that warrants placement at the school**

In situations where there are exceptional medical/social circumstances for placement at the school, the application must be supported by a doctor's certificate. This supporting evidence must set out the particular reasons why Bamford Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school. This supporting evidence must be submitted at the time of application.

*If medical or psychological grounds are claimed after the admissions procedure has been completed, it might not be possible to allocate a place under this priority. Admissions based on medical grounds are considered on an individual basis. You should note that providing evidence does not automatically mean that a place will be allocated.*

#### **Allocation of Places to twins or other multiple births**

Where a single place remains to be offered (the 45<sup>th</sup> place) and the application being considered is for twins, or children from multiple births, the Admissions Committee will allocate above the published admissions number of 45 in order to accommodate each child.

## **Children of UK service personnel**

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. However, it will not be possible to guarantee a place at Bamford Academy if the school is oversubscribed and places are available at a reasonable alternative school.

## **Change of Address**

If you are moving to a new address the Admissions Committee will take into account your new address as long as you can provide firm evidence of your change of address. In the case of a house purchase you should provide written confirmation from your solicitor that contracts have been signed and exchanged.

For rented accommodation a copy of the Tenancy Agreement for not less than 12 months covering the date that your child will be admitted to school along with a utility bill, bank statement, council tax bill or child benefit entitlement form will be required.

Evidence should also be provided to confirm that you have either sold your previous home or ceased a previous tenancy agreement.

The Admissions Committee will not normally expect:

- Families to retain a second residence elsewhere to increase their prospects of gaining admission and declare it to be their main residence (if the family has two residences Governors reserve the right to make enquiries and seek additional documentation to confirm which address is the main family residence)
- Only part of the family to move unless as part of a divorce or permanent separation arrangements in which Governors will reserve the right to make enquiries and see additional documentation to verify this
- Children to move to a residence other than that of their parent/carer unless as part of formal fostering or care arrangements approved by Social Services

If you require any further information about the admissions process at Bamford Academy please contact [admissions@bamfordacademy.co.uk](mailto:admissions@bamfordacademy.co.uk) or the school office on 01706 631496.