ADMISSION TO PRIMARY SCHOOL
Biggin Hill Primary School - Admissions 2013/2014
If your child will be five between 1 September 2013 and 31 August 2014 inclusive and you wish him/her to attend Biggin Hill Primary School, you should submit a common application form to the School, or to the Local Authority in line with the timetable and procedures laid down by the local Co-ordinated Admission Scheme.
A child attains compulsory school age at the beginning of the term following his or her fifth birthday, e.g. a child whose fifth birthday occurs on 14 June, becomes of compulsory school age at the beginning of the following Autumn term in September. Although there is no legal obligation on parents/carers to send their children to school before they attain compulsory school age, Biggin Hill Primary School policy is to admit children before they reach five. This policy allows for early entry to reception, i.e. before compulsory school age is reached.
A parent/carer is any person who has parental responsibility or care of the child. Further information can be found in the Local Authority’s “Admission to Primary School in Bromley” booklet which is available from the school, the Civic Centre and local libraries.
Biggin Hill Primary School - Admissions Policy
Age of Admission
All children will be permitted to start in reception in the September following their fourth birthday. This will give parents/carers of children born on or after 1 March the option of choosing a September start for their child.
Parents/carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parents/carers would not however be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted. Children born after 1 April will be expected to join the school by the start of the Summer term.
Parents/carers can also request that their child attends part-time until the child reaches compulsory school age but this must be in discussion with the Headteacher and in the best interest of the child. Pupils will be admitted without reference to ability or aptitude.
The number of intended admissions for the year commencing 1 September 2013 will be 90.
The admission number is inclusive of pupils with a statement of special educational needs that are admitted to the school pursuant to the school being named in part 4 of their statement.
Application Procedure
Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/carers with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a Court order, will not be accepted during the co-ordinated admission process.
Over-subscription
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 (Children in Public Care). A looked after child is a child who is in the care of the Local Authority or who is provided with accommodation by the Authority and will still be looked after when at the time an application for their admission to a school is made, and who the Local Authority has confirmed will still be looked after at the
time when the child is admitted to the school. Children placed by the Local Authority by a kinship or residency order are NOT classed as “Looked after Children”.

2. In exceptional circumstances there is discretion to admit children on the grounds of their or their family’s acute medical or social needs for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child’s needs, before an admission decision is made. The admission decision will be considered in consultation with sub groups of the Admissions Forum which include teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

3. Sibling – Children with a sibling still on roll at Biggin Hill Primary or Junior School at the time of entry. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

4. Proximity - proximity of the child’s home to the School as measured in a straight line from the front door of the home to the front door of the School, using the Local Authority’s computerised measuring system, with those living nearer being accorded the higher priority. “Home” is where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

Biggin Hill Primary School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a “Hard to Place” pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Late Applications/Waiting Lists
Late applications will be dealt with in accordance with the criteria above and administered by the Local Authority. Waiting lists will also be maintained by them and will be held until the Autumn Term 2013. This applies to the primary co-ordinated process.

In Year Admissions
1. Applications that are made for admission to all year groups must be made to the Local Authority.

2. All applicants without a school place must be allowed to start at a school as soon as possible if a place is available. If no places are available, parents/carers are to be advised, in writing, of their right of appeal.

3. Parents/Carers who request a school transfer mid-term and where no house move is involved will be advised that pupil(s) will not be able to start until the beginning of the next term, unless there are special circumstances to be considered and it is agreed between the present and new school.

4. In year waiting lists will be maintained by the Local Authority until the end of the academic year. Applicants wishing to remain on a school waiting list will be required to reapply at the beginning of the next academic year.
The Appeals Procedure

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. Unsuccessful applicants must be advised of their right of appeal to an independent Admission Appeals Panel, established by Biggin Hill Primary School, under the School Standards and Framework Act 1998.

Appeals for reception places will be considered in light of the class size regulations that require infant class sizes do not exceed 30. The legislation will only permit class sizes above 30 in limited, specified, circumstances. The Education Act 1980 (Section 7) gives parents/carers the right to appeal against decisions regarding the schools their children should attend. The procedure is specified in Schedule 2 of the Act. Biggin Hill Primary School will set up the Independent Appeal Panel to hear appeals for places at the school. Parents have the right to be heard knowing that the decision will be binding on the School.

The receipt of an appeal form will be acknowledged. Formal notification of the date and time scheduled for the hearing will be sent by first class post 14 days in advance of the hearing.

Seven days before the hearing the Headteacher will send you a statement setting out the admission policy and the reasons for the decision regarding your child’s allocation. Appeals will usually be heard during the day time. You will be invited to attend the hearing, but children should not accompany parents.

The Appeals Panel will consist of three members made up from the following:

1. A lay member with no personal experience in the management of any school or the provision of education in any school other than as a School Governor or in any other voluntary capacity.
2. Persons who have experience in education, are acquainted with educational conditions in the area or are parents of registered pupils at a school.
3. At least one member must be eligible to be a lay member and is appointed as such and at least one must be a person falling within 2 above.

The proceedings, which will be as informal as possible, will normally be as follows:

(I) The case for the School.
(II) Parents'/Carers' questions.
(III) Parents'/Carers' case.
(IV) Questions by the Headteacher.
(V) Questions by the Committee.
(VI) Summing up by both sides, if necessary.

The Headteacher of the School will attend the hearing. He/she will present the case and advise, but will not be involved in making the decision.

The Headteacher will seek to prove that all available places in the School have been accepted by children who meet the published criteria, and to admit a further pupil would prejudice efficient education or the efficient use of resources.

You will need to tell the Panel why you think your child should attend Biggin Hill Primary School, but your case must be put forward on the following grounds only:
Either that the decision to refuse admission was not one which a reasonable authority would have made in the circumstances of the case; or that the child would have been offered a place if the school’s admission arrangement had been properly implemented.

If the Appeals Panel considers that your case is strong enough, the Panel can override the decision of the Governors of the School and allow your child a place in Biggin Hill Primary School.

Decisions will not be made in the presence of the Headteacher or the parent/carers, but will be conveyed to both parties in writing as soon as possible after the hearing. Where there are several appeals for the School, parents/carers will not be informed of the decision until all the appeals for the School have been heard.

The hearing is the final appeal stage with the School. If you remain dissatisfied after the appeal hearing you have the right of complaint, in accordance with Sections 68 and 99 of the Education Act 1944, to the Secretary of State for Education, Sanctuary Buildings, Great Smith Street, Westminster, London SW1P 3BT.

The procedure relates to legislation and policies in force at the time of going to print. Appeals forms in respect of Biggin Hill Primary School can be obtained from, and should be returned to:

Clerk to the Appeals Committee
Biggin Hill Primary School
Old Tye Avenue
Biggin Hill Kent
TN16 3LY

Tel: 01959 575846