



# Borrass Park Primary School

## Admissions Policy

Signed: \_\_\_\_\_ Chair of the Governing Body

Date agreed: \_\_\_\_\_

### Accessible Formats

Other accessible formats of this document including Welsh, large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request.

To request a copy of this document in an accessible format contact Borrass Park Community Primary School (01978 346890).

## **Introduction**

Borras Park Community Primary School is an inclusive school that welcomes children from all backgrounds and abilities. The Governing Body of Borras Park Community Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the statutory School Admissions Code of Practice regulations and the statutory Appeals Code of Practice.

## **How parents can apply for their child to be admitted to our school**

Wrexham County Borough Council, as Local Authority (the LA), is responsible for determining the policy and procedure for admissions, and for the admission of all pupils to Community Primary, Secondary and Special schools and Voluntary Controlled schools. As our school is a Community Primary school, the school determines the admission arrangements in agreement with the Local Authority (LA). The regulations for entry to each school are published each year by the LA.

The LA publishes a composite admissions prospectus entitled '[Parents, Guardians & Carers' Guide to Education Services in Wrexham](#)' each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on their application. Expressing a preference does not, in itself, guarantee a place at this school. Applications can be submitted online via the [Wrexham Council website](#), and should be completed by the date stipulated. The LA notifies parents about the school place as soon as all the applications have been considered

## **Responsibility for Admissions**

- The County Borough Council, as the Local Authority (the LA), is responsible for determining the criteria procedure for admission.
- The LA will comply with the statutory requirements and will give full recognition to the expression of parental preference in the context of its duty to ensure the provision of efficient education and the efficient use of educational resources. The LA will not refuse applicants to Borras Park Community Primary School unless the school has reached its standard number for admissions, that being the number a school can admit in one year. The standard number for Borras Park Community Primary School is 60.
- The LA will only admit pupils in excess of the standard number where it is deemed not to be prejudicial to the provision of efficient education or use of resources.
- The standard number shall be established in accordance with the appropriate statutory requirements and shall relate to total admissions during the course of the relevant school year.
- The school has a Strategic Equality Policy which states that there will be no discrimination on the grounds of any protected characteristics.

### **Funded Early Education for 3 year olds in Wrexham**

Research in Wrexham has proved that children who access Funded Early Education at three years, generally go on to achieve higher outcomes at the end of the Foundation Phase and at the end of year 6 than those who don't take up the offer. Children accessing Funded Early Education will learn through high quality play experiences in line with the Foundation Phase curriculum.

All Wrexham children are entitled to 10 hours of Funded Early Education the term following their third birthday.

Funded Early Education is available in the Spring and Summer terms only.

We are committed to giving our youngest children the best possible start in education through:

- learning new skills
- growing in confidence
- finding out and problem solving
- exploring and using technology
- developing independence
- developing creativity and imagination
- learning to speak Welsh
- making friends
- having lots of fun indoors and outdoors.

#### **Intake:**

Children who reach the age of 3 on or between 1st September and the beginning of January can start Early Education in January (Spring Term).

[Applications open 1st September and close October half term.](#)

Children who reach the age of 3 on or between the beginning of January and the end of March/April (dependent on Easter dates) can start After Easter. ( Summer term).

[Applications open end of October and close December.](#)

At Borrass Park Community Primary school your child can have a place in our Funded Early Education setting for 5 sessions a week, one per day, of 2 hours duration. You can apply for a Funded Early Education place at only ONE setting.

At Borrass Park Community Primary School our Early Education setting has appropriately qualified and trained staff. We are inspected by ESTYN and CIW.

Securing a place at a Funded Early Education setting does not give you an automatic nursery place in a Wrexham school. You must apply for a place separately online or via the Contact Centre, 16 Lord Street, Wrexham.

How to apply for Funded Early Education Apply online at <https://www.wrexham.gov.uk/service/school-admissions/funded-early-education> If you would rather not apply online, paper applications can be picked up at Contact Wrexham, Lord Street, Wrexham or Wrexham Family Information Service.

### **30 hour childcare**

This offer applies to 30 hours of government-funded childcare which in Wrexham includes Funded Early Education and Foundation Phase Nursery Education within a school setting only, for three and four year olds of working parents for up to 48 weeks of the year.

Eligible children will be able to access the offer from the beginning of the term following their third birthday until the September following their fourth birthday. The entitlement is as follows:

Scheme	Education Entitlement	Childcare Allowance	When
Funded Early Education	10 hours per week	20 hours per week	Term time – 39 weeks per year
Foundation Phase Nursery Education	12.5 hours per week	17.5 hours per week	Term time – 39 weeks per year

The Childcare Offer provides funding for 30 hours holiday entitlement for up to 9 weeks. This is calculated depending on the term the child is eligible to access the offer: September intake – 9 weeks; January intake – 6 weeks; April Intake – 3 weeks  
<http://www.wrexham.gov.uk/english/community/fis/childcare.htm>

### **Nursery Pupils**

Nursery schooling, in both English and Welsh medium schools within Wrexham Local Authority, is provided on the basis of 5 x 2.5 hour sessions per week, for each child. Children are admitted to school in the September following their 3rd birthday. Parents who would like their child to be admitted to this school during the year their child is four should ensure that they submit their application online for Nursery by February of the year the child is due to start in September.

Applications can be made on-line at: <https://www.wrexham.gov.uk/service/school-admissions/nursery-school-admissions> from January. Parents may be asked to provide official documentation showing their child(ren)'s date of birth.

Parents are made aware as soon as Nursery admission forms are available through posters, the local playgroup and through Early Education. Applications close in February.

The LA informs parents in May if their application for a place has been successful.

**Note: As Nursery Education is non-statutory, admission to Nursery class or unit at a particular primary school does not guarantee subsequent admission to Reception at that school. A separate formal application needs to be made.**

### **Reception Pupils**

Children are admitted to school in the September following their 4<sup>th</sup> birthday.

Parents who would like their child to be admitted to this school during the year their child is five should ensure that they submit their application online by mid- November of the year **before** the child is due to start in September. This needs to be submitted even if your child already has a place in Borrass Park Nursery.

Applications can be made online at:

<https://www.wrexham.gov.uk/service/school-admissions/reception-admissions>

The LA informs parents in April if their application for a place has been successful.

### **Transfer to Secondary School**

Parents are invited to express their preference for a secondary school for their child.

Applications can be made on-line at: <https://www.wrexham.gov.uk/service/school-admissions/secondaryadmissions> from September. Parents are informed by the LA if their application for the Secondary School of their choice has been successful in March.

### **Over Subscription Criteria**

Where more parents have expressed a preference for a school in a particular year than there is room for, over-subscription criteria will be applied in the following rank order:

1. Looked After Children, or previously looked after children;
2. Children who have exceptional medical, or educational needs, which in the opinion of the Admissions Authority justify admission to a particular school;
3. Children for whom the preferred school is the nearest suitable school to the pupil's home address,
4. Children who have a sibling attending the school;
5. Other children for whom criteria 1-4 above do not apply.

If there are more applications than places, the places will be allocated in distance order giving priority to those living nearest to the school, the LA consistently uses distances that are measured on a GIS mapping system.

*Please note, any child for whom the school is named in a Statement of Special Educational Needs / Individual Development Plan (IDP) will be admitted before the application of the over-subscription criteria*

### **Admission appeals**

In cases where preferences are not met, parents may discuss the matter with the admissions team and, in the event of no agreement being reached, appeal to an independent appeals panel. The right to appeal does not apply for Nursery.

### **The standard number**

The standard number is the number of children the school can accommodate. The standard number for each year group in our school is 60.

### **Additional Learning Needs**

The LA will comply with its duty to provide an effective education system and in so doing, will have regard to the total resources, including accommodation and staffing, available to each school. It will consider the resource implications for the Authority and meet its obligation to ensure that a pupil with a Statement of Special Educational Need / Individual Development Plan (IDP) is admitted to a school able to meet those needs.

### **Review**

This policy will be reviewed with Wrexham Admissions in the light of any changed circumstances in our school or the local area.

## Equality Impact Assessment

<b>Responsible Officer (Head Teacher)</b>	Rob Nicholson
<b>Assessment Owner</b>	Jenny Jones
<b>e-mail address</b>	mailbox@borraspark-pri.wrexham.sch.uk
<b>Full job title</b>	Deputy Headteacher
<b>Title of Policy</b>	<b>Admissions Policy</b>
<b>Rationale:</b> Why is it being considered? What need is being addressed?	Provide guidance for prospective Parents Information sharing
<b>Aim:</b> What is the intended outcome of the policy?	New Parents to school aware and better informed
<b>How:</b> How will it be delivered, by whom and by when?	Available on website
<b>Who:</b> Who are the people likely to be affected by this policy? How have you consulted with the people who are likely to be affected?	New Parents and prospective pupils GB meetings, LA guidance
<b>Measures:</b> How will you know you have achieved your aims? What are your measures / indicators of success?	Parents better informed Policy will be shared via website
<b>Identify any other policy or decision [internal or external] that may affect your proposal. Consider this in terms of:</b> <ul style="list-style-type: none"> <li>• Statutory requirements; local policies e.g.</li> <li>• Regional decisions e.g. those made by cross county partnerships for schools; and / or</li> <li>• National policies e.g. Welfare Reforms</li> </ul>	Complaints Policy Additional Learning Needs Policy Wrexham Admissions Policy

	Carers	Age CYP	Age Adults	Disability	Gender / Sex	Pregnancy and Maternity	Race/ Ethnicity	Religion or Belief	Sexual Orientation	Marriage/Civil Partnership	Gender Reassignment	Poverty	Welsh language / culture
<b>Q1</b> Would this proposal significantly affect how functions are delivered to any of these groups?													
<b>Q2</b> Would this discriminate against any of these groups?													
<b>Q3</b> Would this proposal advance the equality of opportunity for these groups?													
<b>Q4</b> Would this promote good relations between these groups and the wider community?													

Where you have identified a positive impact (+) in the Screening Tool, please outline this briefly using bullet points:

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If your proposal will not have any impact on 'people' please outline why this is the case below:

The Admissions policy is an LA policy which ensures equality for all regardless of protected characteristics
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## PLEASE NOTE:

It is very rare that a project or proposal will not impact on people (you should also consider staff as well as client users/customers)

If your policy or change is as a result from a UK or Welsh Government directive, then you should impact assess the impact of this policy or change locally.

If you have indicated a possible negative effect on any Protected Characteristic within the screening tool, please complete the relevant sections of the Matrix below that correspond to that possible negative effect. You will need to consider:

- What is the likely scale of the impact and how this can be reduced?
- Who are the people that are likely to be affected by this proposal, could they experience multiple disadvantage e.g. if they are young and have a disability.

## EIA: Are we being fair?

## Evidence Documents

Please list any documents that you have used in the EIA process as evidence, such as consultation reports; service user data; CENSUS or ONS statistics; etc. by title and where it is held should it be required in the event of a challenge.

<https://www.wrexham.gov.uk/sites/default/files/2021-09/parents-guide-2022-23.pdf>

Parent guide to Admissions

## Linked EIAs

Please list any other EIAs that may be linked to this one, such as operational EIAs if this is a strategic EIA.

## Follow Up

Please respond to the following questions within **12 months** of implementation of the policy:

- a) Was any mitigation applied or was the proposal delivered as originally planned prior to the Equality Impact Assessment?
- b) Were the intended outcomes of the proposal achieved or were there other results?
- c) Were the impacts confined to the people you initially thought would be effected, or were other people affected? How?