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| Date of review | February 2022 |
| Next review | February 2023 |
| Amended | To reflect that Brockington College will manage its own in-year admissions from September 2023. |
| Approval by | Leadership Committee |
| Review frequency | Annual |



Brockington College Admissions Policy

(This policy applies to admissions for the 2023-24 school year)

1. Introduction

1.1 Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development.

1.2 We lay particular stress on the Christian values of compassion, forgiveness, justice, koinonia, learning, perseverance, respect and wisdom for individuals and across the school community.

2. Rationale

2.1 Embrace Multi Academy Trust is the admissions authority for Brockington College. The organisation of admissions has been delegated to the Local Governing Board at Brockington College, a Church of England Academy, who have agreed with the local authority to admit 240 students for each year group. This number has been agreed between the governors and the local authority and applies to admissions for the 2023-2024 school year. These arrangements and the admissions criteria (below) are reviewed annually.

2.2 The local authority coordinates the admissions process for Brockington College for secondary transfer into Year 7. All applications are made through the local authority. They can also provide advice on requests for a child to be educated outside their normal age group, as well as Fair Access Protocol. Students identified under the Fair Access Protocol will be admitted to the school, even if it is full and before any others on the waiting list. The local governing board, advised by the principal, will decide whether or not to accept an application for a place outside the normal age group. The decision will be made after considering any evidence provided the parents/carers, the views of the principal and will be made in the best interests of the child. The local authority maintains a clear, fair and objective waiting list until the end of the autumn term of year 7, with priority based on the oversubscription criteria below. [Further information and the local authority's common application form are available on the Leicestershire County Council website.](#)

2.3 Brockington College manages in-year (mid-term) transfer applications for all year groups and the process is set out on the school website. Brockington College manages in-year (mid-term) transfer applications for all year groups and the process is set out on the school website. Before making an application, parents should contact the headteacher to enquire if places are available and to arrange a visit to the school. In-year (mid-term) transfer applications must be made via the form on the school website. The school will aim to notify parents of the outcome of their application in writing within 10 school days. Where there are more applications than places, the school's published oversubscription criteria will be applied to rank applications and allocate places. If a place is not available, parents will be informed of their right to appeal and how they should do this, within the refusal letter.

The school keeps a waiting list for each year group and when a space becomes available it will be offered to the applicant at the top of the waiting list. The waiting list is updated and re-ranked each time an application is added or withdrawn, in accordance with the oversubscription criteria listed in section 3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

2.4 Though it is a Church of England Academy, Brockington College seeks to preserve its identity as a college for the local community, believing that this enhances community cohesion and enables those who live within its catchment area to benefit from the facilities offered at the college.

2.5 In accordance with school admissions code of practice, the governors will admit a child with an Education, Health and Care Plan (EHCP) in accordance with parental preference, provided the school is named as being the appropriate school on the EHCP.

3. Admissions oversubscription criteria

3.1 When considering applications for admission to Brockington College, and there are more applications than places available, the governors will offer places in the following order of priority.

- i. **Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.** By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where governors are unsure about the validity of the application, advice will be sought from the local authority's 'Virtual School Head'.
- ii. **Children living within the school's catchment area of Enderby, Narborough, Huncote, Croft and Thurlaston.** The child's place of arrangement is taken to be the parental home. Please note that living in the catchment area does not guarantee you a place at your catchment school. A map of the catchment area for Brockington College is available to view via the Brockington College website. (www.brockington.leics.sch.uk).
- iii. **Students who will have an older brother or sister attending the same school at the same time.** The term "brother or sister" includes half brother or sister; legally adopted child being regarded as the brother or sister; or step brother or sister living at the same address. In cases where there is one remaining place available and the child is one of twins or of other multiple birth group, then both twins (or all the siblings in case of multiple births) will be admitted, even if this means that the admission number will be exceeded.
- iv. **Students who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested.** Professional documentation confirming the situation must be submitted with the application.
- v. **Students who have attended a feeder school before the time of transfer.** Feeder primary schools include Croft Church of England Primary School, Danemill Primary School, Greystoke Primary School, Huncote Primary School, Red Hill Field Primary School, The Pastures Primary School and Thurlaston CE (Aided) Primary School.
- vi. **Students living nearest to the school measured in a straight line distance (home to school front gate).** Measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder). Where there is equal distance then lots will be drawn, supervised by an independent officer.

3.2 In the event of any of the above categories being over-subscribed, the Local Governing Board will take those children whose home address is nearest to the school, as determined by the local authority's computerised measuring systems of distance in a straight line from the centre point of the property to the school's main designated front gate. Blocks of flats will be treated as equidistant from the school.

3.3 In the event that applicants for the last place(s) have identical ranking order and cannot be prioritised

using distance as detailed above because the distance measurements are the same, random allocation via the drawing of lots will be used to decide which children will be offered the remaining places, which will be overseen by an independent person.

- 3.4 If you would like advice or support with any matter regarding admission to Brockington College, please contact admin@brockington.embracemat.org

4. Admissions meetings

- 4.1 Formal applications must be made on the local authority's common form and returned to the local authority by 31 October 2022 (for admission in August/September 2023). Parents/carers can apply online at the [Leicestershire County Council](https://www.leicestershire.gov.uk/council) website. Admission decisions will be issued by the local authority on national offer date 1 March 2023.
- 4.2 All applications received by the closing date of 31 October will be considered first. Where there are more applications than places, these will be ordered in accordance with the Brockington College admissions oversubscription criteria. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on time. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control, ie children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full. Applications received beyond four weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process.

5. Appeals

- 5.1 Whenever possible, parent/carers' wishes will be met. If for any reason an application is refused, parents/carers have the right of appeal to an independent panel. Full details may be obtained from the Diocesan Board of Education, St Martins House, 7 Peacock Lane, Leicester LE1 5PZ or through the following link <https://www.leicesterdbe.org/schools/admissions-and-appeals/> E-mail contact can be made for support with the process, to Clerk to the Appeals Panel at OfficeDBE@LeicesterDBE.org
- 5.2 Brockington College adheres to the School Admissions Appeal Code issued by the Department for Education. The document available through the link below is shared with parents/carers indicating their wish to appeal and gives a clear outline of the procedure: <https://www.gov.uk/government/publications/school-admissions-appeals-code>
- 5.3 If you have any queries regarding admission to Brockington College, please contact admin@brockington.embracemat.org
- 5.4 Please see the Brockington College website for details of the appeals timetable for the 2023-24 school year.