



Penwortham Broad Oak Primary School

Pre-school Admission Arrangements

Admission procedures

Arrangements for admission have been agreed by the Governing Body.

The number of places available for admission to the Pre-school class will be a maximum of 12.

The Governing Body will not place any restrictions on admissions to the Pre-school unless the number of children for whom admission is sought exceeds their admission number.

For the purpose of applying the admissions criteria, the Governing Body will consider applications for September and the following January and April as part of the same admissions process.

In the event that there are more applicants than places, after admitting all children with an Educational and Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

1. Looked after children and those who have been previously looked after, then
2. Children with older brothers and sisters attending the school when the younger child will start, then
3. The remaining places will be allocated in order to fill the Pre-school capacity (12) i.e. those requesting a full-time place will be given priority over those requiring a part time place.

Tiebreak

If there is a tie break situation when allocating remaining places in priority category 3, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the school's system of a random draw will determine which address(es) receive the offer(s).

Late applications for admission

Applications which are received after the given deadline date, will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria.

This waiting list will operate for the full autumn term. No further pupils will be accepted after the April cohort has been admitted and the waiting list will cease to exist.

Address of pupil

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school.

Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings.

If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place.