

# Admissions criteria for Broomfield School with effect from September 2022

Approved by Full Governing Body 6<sup>th</sup> July 2021

## A General Principles

1. Broomfield School is an 11-16 mixed comprehensive school. We do not have any requirement for aptitude from prospective students.
2. Admission to our school is not dependent on any 'voluntary' contribution.
3. Pupils will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below.
4. The admission number for September 2022 will be 136.
5. Broomfield School participates in the Local Authority coordinated scheme and all deadlines within that scheme must be adhered to by applicants.
6. Children with a statement of Special Educational Need or an Education Health and Care Plan naming Broomfield School will be admitted.
7. As required by the School Admissions Code the school will give the highest priority to applications on behalf a 'looked after child' or a child previously looked after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>91</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as result of being adopted. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)  
)
8. The Board of Governors of Broomfield School has determined that the criteria for admissions from September 2022 will be as follows.

## Definitions and Details

9. By **sibling** we mean brothers and sisters, adopted siblings, step-children, common law step-children,

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half-siblings, children subject to a child arrangements order or special guardianship order and foster children (only those “looked after” by any local authority) who permanently live in the same household

10. For Broomfield School to take a sibling into account the sibling’s name must be correct on the application form and the sibling must be on roll of Broomfield School at the time of proposed admission.
11. **Home Address:** proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met or a place has been offered under fraudulent or intentionally misleading grounds.
12. **Where a child lives part of the week** with one parent and part of the week with another member of the family the ‘**home address**’ will be considered to be the residence where the child spends at least three nights of the school week each week.

If a child lives equally with both parents at different addresses, the home address will be the address of the main parent eligible to receive child benefit for the child.

13. A ‘looked after child’ or a child previously looked after after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>91</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as result of being adopted. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

14.

## Admissions criteria

18. Children with a statement of Special Educational Needs or an Education Health and Care Plan that names

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Broomfield School will be admitted before any other applicants and these admissions will count toward the admission number.

19. If there are fewer applications made than places available, then every child will be offered a place.

## Oversubscription criteria

20. In the event of over subscription we will offer places to applicants in this order:

### *Category 1.*

A 'looked after child' or a child previously looked after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>91</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as result of being adopted. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

*And then*

**Category 2.** Children who have a sibling at Broomfield School who is on our school roll at the time of the proposed admission. *And then*

**Category 3.** Children for whom Broomfield School is appropriate on exceptional medical grounds.  
Applications under this criterion will only be considered if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school. *And then*

**Category 4.** Children whose parent is a member of

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staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. *And then*

## **Category 5.** Other children Children living nearest to

the school measured 'as the crow flies' that is in a straight line from the child's permanent home address to the main entrance of the school (travel by private car or public transport not taken into account). \*\*\*

\*\*\* Permanent home address is the address where the child usually lives. When parents live separately, the home address will be where the child spends the majority of the school week.

If a child lives equally with both parents at different addresses, the home address will be the address of the main parent eligible to receive child benefit for the child.

## **Tie Breaker.**

21. If there are more applications than places available, then all applicants will be allocated a number via a random allocation (lottery) process. This number will decide a child's priority within each of the admission criterion set out above. It will only be used if there are not enough available places left to accommodate all the applicants falling under that criterion. Places will then be offered to applicants in accordance with the randomly allocated number, starting with the lowest number first. This process will be independently verified.

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## Applications made outside the normal admissions round

22. Admissions for places for children in all other year groups will be dealt with in accordance with this policy. If the School is unable to offer a place to an applicant then the name of the child will be included in the School's waiting list.

## The School Waiting List

23. The School will hold a single waiting list.
24. In regard to applicants for Year 7 places, all children whose Year 7 applications were unsuccessful<sup>1</sup> in the normal admission round will be included on the waiting list on 1<sup>st</sup> March of the academic year in which the child's parents apply for a place in Year 7 at the School.
25. All children whose parents applied unsuccessfully for Year 7 places outside the normal admissions round will be included on the waiting list on the date that their application was rejected or 1<sup>st</sup> March of the year of the normal admission round whichever is the later.
26. All children whose parents apply for places in other years and for whom the School is unable to offer a place will be included on the waiting list on the date their application is rejected.
27. The names of children will remain on the waiting list until whichever of the following dates falls soonest after the first anniversary of their name be included on the list: 31<sup>st</sup> March; 30<sup>th</sup> June; 31<sup>st</sup> October; 31<sup>st</sup> December.
28. So, if a child's name is included on the list on the 31<sup>st</sup> March it will be removed on the 31<sup>st</sup> March of the following year. And if a pupil's name is included on the list on the 8<sup>th</sup> April it will be removed on the 30<sup>th</sup> June of the following year.

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<sup>1</sup> That is, children who were allocated a place at a school for which they had not expressed a preference or for which they had expressed a preference that was lower than that expressed for Broomfield School.

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- 29.** When places become available, if there are more children in the relevant year group(s) on the waiting list than there are places available, then all those on the waiting list will be allocated a number via a fresh random allocation (lottery) process<sup>2</sup>. This number will decide a child's priority within the highest relevant oversubscription criterion set out above which they meet. It will only be used if there are not enough available places left to accommodate all those on the waiting list in the relevant year groups(s) falling under that criterion. If it is used places will be offered to children in order of the randomly allocated number, starting with the lowest number first.

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<sup>2</sup> Any number allocated in a previous random allocation will be discounted.