Biggin Hill Primary Admission Policy 2027 - 2028

1 Introduction

1.1 Biggin Hill Primary (**School**) is a mixed sex primary school located in the London Borough of Bromley. It is part of Inicio Educational Trust (**Trust**).

1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust (and the Board of Trustees on its behalf) is the 'Admission Authority' for the school and has a legal duty to formally determine the 'admission arrangements' every year for the next intake, in accordance with the requirements of the Code.

1.3 This policy, and all other admission related documents referred to within it and used during the admission process, along with any information about admissions on the school's website, together form the school's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances set out in the Code, and often only with the consent of the Secretary of State for Education.

1.4 The Board of Trustees delegates the task of determining the admission arrangements each year to the Governing Body of the school. The school's admission arrangements are implemented by an Admission Committee, who will make all admission related decisions on behalf of the Governing Body/Board of Trustees.

1.5 The school will participate in the co-ordinated admissions arrangements for reception and in year entry which will be administered by Bromley Local Authority ("the LA"). More information can be found **HERE**.

2 Definition of a 'Parent'

2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child).

2.2 It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Inclusivity and Equality

3.1 The school is fully inclusive and welcomes applications for the admission of children with special educational needs (**SEN**) and disabilities including physical, mental health or behavioural disabilities and other protected characteristics defined by the Equality Act 2010 (including gender reassignment, race, religion or belief and sexual orientation).

3.2 The school's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4 Children with an Education Health and Care Plan (EHCP)[1]

4.1 Children with an EHCP are admitted to the school under separate statutory procedures set out in the Special Educational Needs and Disability Code of Practice.

4.2 These procedures are managed by the child's home Local Authority, and **not** under the school's determined admissions policy. Parents of children with an EHCP should therefore liaise with their child's home Local Authority's SEN team if they would like the school to be named in their child's EHCP.

5 Infant Class Size Legislation - Reception to Year 2 (KS1)

5.1 The school is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per single schoolteacher. Our admission number therefore reflects this position.

5.2 However, certain categories of children may be admitted to the school where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the Code.

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6 Multiple Birth

6.1 Where a child(ren) of a multiple birth (twins, triplets etc) achieves a place at the school but their sibling(s) from the multiple birth do not, the school will nevertheless admit those sibling(s).

6.2 Where admission is to Reception Year, Year 1 or Year 2, these children admitted over 30 will be 'excepted pupils' for the purpose of the statutory maximum infant class size (see above).

7 Published Admission Number[2] (PAN)

7.1 The PAN for **Reception is** 60 pupils. The PAN is inclusive of students with an EHCP that are admitted to the school pursuant to the school being named in Section I of their EHCP (see section 5 above).

8 Oversubscription Criteria

8.1 When the school is oversubscribed, after the admission of Children with an EHCP (not including ARP admission) where the school is named, priority for admission will be given to those children who meet the criteria set out below:

8.1.1 **Category 1: Looked after and previously looked after children**
Children with the status of looked after children or previously looked after

[1] An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.
This policy is not relevant to the process for naming the school on a child's EHCP. There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Contact your home local authority for further details.

[2] This is the age group at which pupils are or will normally be admitted to the school e.g. reception, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

children at the time the application is submitted will be allocated places in this category. A 'looked after child' is one who is:

(a) in the care of a Local Authority,
(b) or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category must be accompanied by documentary evidence by the closing date for applications confirming that the child meets the criteria, as follows:

- Children looked after in England - a signed letter from the child's current social worker on headed paper confirming their status and guardianship order;
- Children previously looked after in England - a signed letter on headed paper from the child's previous social worker confirming their status and, if necessary, an original or certified copy of an adoption, child arrangements or special guardianship order from a UK court;
- Children previously looked after outside England - documentary evidence of having been in state care outside of England and of being adopted

8.1.2 **Category 2: Children with an Exceptional Medical/Social Need**

Children with an exceptional medical and/or social need which means that only Biggin Hill Primary School is suitable for them to attend, and no other school within a reasonable distance from the child's home address (as defined by this policy) would be suitable, will be allocated places within this category.

In order to be included in this category, a **Category 2 Form** (which is available to download from the School's website or in hard copy format from the School's main office) **must be submitted in addition to completing the admission application** or, if later, by the closing date for applications. Part A of the Category 2 Form must be completed by a parent. Part B by an appropriate professional (for example, a hospital consultant, psychiatrist, psychologist, social worker or other social care or health professional) setting out the reasons why Biggin Hill Primary School is the only school suitable for the child to attend. Completed category 2 forms should be returned to the School Office marked for the attention of the Governance Professional/Clerk via the following email address: **AdminBHPS@iniciotrust.org**. Alternatively, you can send hard copies of the documents to Biggin Hill Primary School, Old Tye Avenue, Biggin Hill, Bromley, TN16 3LY for the attention of the Governance Professional/Clerk. The decision as to whether an applicant child meets the criteria for inclusion in this category will be made fairly and consistently by an Admission Committee.

8.1.3 **Category 3: Children with a sibling at Biggin Hill Primary school**

For inclusion in this category, the sibling must attend the school at the time of application and will still be on the roll at the time the applicant child is admitted to the school.

In this policy, a 'sibling' is a full sibling (sharing both parents), half sibling (sharing one parent), adopted sibling, long term foster sibling (i.e. not a temporary placement and is a looked after child being cared for by one or both parents), step-sibling (one child's parent married to the other child's parent) or a natural or adopted child of their parent's cohabiting partner. In all cases, the sibling must live and sleep at the child's home address (as defined by this policy) for more than 50% of their time from Sunday to Thursday night during term time, where they are being raised as part of the same core family unit.

For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live and sleep at the same address as the applicant child.

The school may require parents to provide documentary evidence of sibling status before the applicant child is included in this category.

For inclusion in this category, parents must clearly state the sibling's full details in the application form.

8.1.4 **Category 4: Children of staff members employed at Biggin Hill Primary School**

For inclusion in this category, the staff member must **in all cases** be employed on a permanent contract on a full or part time basis by Inicio Educational Trust and be permanently based at Biggin Hill Primary for more than 50% of their normal working hours each week during term time, and must:

a) have been continuously employed for two or more years at the date that the application is submitted;
or
b) were recruited to fill a vacant post for which there was a demonstrable skill shortage as verified by their HR Manager; will be allocated places in this category, with neither sub-category having priority over the other.

For the avoidance of doubt, the children of staff members employed by the Admission Authority who are based at any of its schools other than Biggin Hill Primary School for more than 50% of their working time will not be included in this category. It is only possible for the children of staff members to have priority at one school. Agency staff, peripatetic staff and staff engaged on a contract for services will not receive priority.

In this policy, a 'child' of a staff member is their natural or adopted child or foster child, step-child (child of their spouse/civil partner) or child of their co-habiting partner, and **in all cases** the child must live and sleep at the staff member's home address (as recorded in their HR file) for more than 50% of

their time from Sunday to Thursday night during term time. For the avoidance of doubt, children who do not meet these criteria will **not** be eligible for a place under this category.

Applications in this category must be made by the employed parent only, with no details of the other parent being provided (this is because the Code prohibits schools from obtaining the details of more than one parent).

In order to be included in this category, a Category 4 Form (which is available to download from the School's website or in hard copy format from the School's main office) must also be submitted with the application or, if later, by the closing date for applications.

8.1.5 **Category 5: All other children**

This category will include all children who do not fall into any of the oversubscription categories above. Place will be offered based on the applicant's distance to the school.

Distance will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to a point in the school grounds as determined by the Bromley LA using a computerised measuring system with those living nearest receiving highest priority.

If a place is offered proof of eligibility will be required.

9 Child's Home Address

9.1 The child's home address is the residential (not business) address where they live and sleep for more than 50% of their time from Sunday to Thursday night during term time i.e. where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or will usually (but not always) be where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application/admission.

9.2 Where any uncertainty arises in respect of the child's home address, the school reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address put forward by the parent.

9.3 The school and/or London Borough of Bromley will carry out checks to prevent fraudulent applications and will seek documentary evidence of the child's home address. Where parents are found to have provided an address which does not meet the definition set out above, any offer of a place will be withdrawn, and the parent will be given the right of appeal. This may be the case, even if the child has started at the school.

9.4 If the child permanently changes address during the application process, their parent must notify London Borough of Bromley or their former/new home Local Authority (as appropriate) immediately and provide documentary evidence to support that the change of address is permanent.

9.5 Parents should check with London Borough of Bromley and/or their former/new Local Authority (as appropriate) to find out how their application will be treated (this is likely to depend on the stage that the application has reached).

10 Children of UK Armed Forces Personnel/Crown Servants

10.1 Applications for the admission of children of UK service/armed forces personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address of quartering area address to use when applying the oversubscription criteria.

10.2 The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address (for example, a signed tenancy agreement, mortgage offer, HMLR title deed/document, official letter confirming exchange of contracts, etc.). Alternatively, where requested by parents, a Unit or quartering address will be used for this purpose.

10.3 This exception is necessary for the school to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces personnel or Crown servant families.

11 Reception Class Starting Dates

11.1 Children will qualify for admission to the reception class in September following their fourth birthday. Where an offer has been made:

i. The parent can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age [3] and not beyond the **beginning** of the summer term of the school year for which the offer was made; and

ii. Where the parent wishes, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

iii. Parents who decide that their child should defer must inform the Headteacher. The place offered for their child will be held open and will not be offered to another child.

12 Requests for Admission Outside Normal Age Group including Summer Born

12.1 Parents may make a request for their child to be admitted to a year group other than their normal age group at the school. This may be to a year group below or above the one they would normally be admitted to. There will be a variety of reasons why parents may want to make this request, for example where their child is gifted, has suffered a long period of illness or has been educated overseas and are used to studying at a different level.

In addition, the parents of a summer born child (1 April – 31 August) may choose not to send their child to school until the September following their fifth birthday and may

[3] Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

request that they are admitted out of their normal age group – to reception rather than year 1.

12.2 Parents do not, however, have a right to decide that their child will be admitted outside their normal age group. Such requests will be considered by the Admission Committee, who will decide whether or not to agree the request in principle, or refuse the request.

12.3 Requests for admission outside normal age group are not applications for admission, which will need to be made in the usual way with their chronological age group. However, it is also necessary to write separately to the school's Admission Committee to explore the options for admissions outside of the normal age range. Further advice is available from the Local Authority. Parents are urged to make their request for admission outside of normal age group in a timely manner and, if possible, well before any admission application deadlines, so that they can make informed choices.

12.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They will take into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School.

12.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form, which can be downloaded from the school's website, and sending it with any supporting documents to the school office for the attention of the Governance Professional/Clerk via the following email address: **AdminBHPS@iniciotrust.org**. Alternatively, you can send hard copies of the documents to Biggin Hill Primary School, Old Tye Avenue, Biggin Hill, Bromley, TN16 3LY for the attention of the Governance Professional/Clerk.

12.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter confirming this should accompany any application for admission subsequently submitted for a place at the school.

12.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Admission Committee was reasonable or fair.

13 Tie Breaker

13.1 Where there are more applications than places remaining in any of the oversubscription categories set out above, the order in which places will be allocated will be determined by the distance between the child's home address (as defined above) and the school, with those living nearest receiving highest priority.

13.2 Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child's home address (including flats) to a point in the school grounds as determined by the Bromley LA, using the LA's computerised

measuring system that identifies the unique national grid reference for the property. Those living closer to the school receiving higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; in ascending order numerically and or alphabetically.

13.3 Parents should note that it is unlikely that they will be able to accurately measure this distance using other software or online apps such as Google maps. If parents would like to know the distance between the school and the child's home address, they should contact London Borough of Bromley's Admission Team to request this.

13.4 Where two or more applications cannot be separated because the children live an equal distance from the school (including where they live in the same flat/apartment block), the order in which places will be allocated will be determined by the drawing of lots supervised by somebody independent of the Trust and the School.

14 Application Procedure for Admission to Reception Year in September

14.1 Applications for admission to Reception Year in September are known as applications made 'in the normal admission round'. Applications in the normal admission round are coordinated by the Local Authority for all state schools in its area. This includes 'late applications' (i.e. applications received before the first day of term September but not made in time to enable the Local Authority to offer a place on National Offer Day).

14.2 Applications for a reception place should be made via the eAdmissions website, which will be administered by the home local authority. For further information on this process please visit your home LA website.

14.3 If a child attends the school nursery/preschool parents will need to apply for a reception place via the process mentioned. All applicants will be considered as per the oversubscription criteria (see above).

14.4 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application. This documentation must be submitted to the child's home Local Authority/School by the application deadline. If not, there is a significant risk that the child will be placed in a lower oversubscription category because they were not identified as being eligible for a higher one.

14.5 The application deadline in the normal admission round is **15 January 2027.**

14.6 National Offer Day for admission in the normal admission round is **16 April 2027.**

14.7 Applications received after the closing date will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly encouraged to submit their applications on time. For further information please speak to your home Local Authority.

15 Application Procedure for In-Year Admission

15.1 Applications made during the course of a school year or to other year groups are known as 'in-year admission' applications.

15.2 Local Authorities are not legally required to coordinate in-year admission applications in the same way they are required to coordinate admission in the normal admission round; however the school has entered into an agreement with Bromley LA to manage the in-year admission process.

15.3 Applications for in-year admission must be made directly to London Borough of Bromley by completing and submitting an **In Year Primary Application Form**. This form and further guidance on the process is available on London Borough of Bromley website.

16 Waiting List

16.1 **Reception Entry**:

16.1.1 On behalf of the school the LA will operate a waiting list where it receives more applications than there are places available. A waiting list will operate from the day after national offer day until the 31 December of the new academic year. Applicants who have not been offered a place or a *higher preference[4] from their eAdmissions application will be allocated a place on the waiting list.

16.1.2 Parents of applicants who placed the school as a lower preference on their application form and received a higher preference or wish to make a new application should contact their home local authority.

16.1.3 Parents who would like their child's name to remain on the reception waiting list after 31 December will need to reapply under the In-year process set out below.

16.2 **In year Entry:**

16.2.1 On behalf of the school Bromley LA will operate a waiting list for in year applications to all year groups.

16.2.2 Applications for in-year admission must be made directly to London Borough of Bromley (not the child's home Local Authority). See section 15 for more information.

16.2.3 If more applications are received than there are places available, the oversubscription criteria will be applied. Parents will be advised of the outcome of their application within 15 school days. The waiting list will operate until 31 May of the academic year. Parents who would like their child(ren) to be considered for entry to a subsequent year group, will be required to apply afresh.

16.2.4 Children will be ranked on the waiting list in accordance with the oversubscription criteria and tie break set out above, and not by reference to the date on which their name was added. Parents should note that this means

[4] *Higher preference – an applicant has been offered a place at a school that the parent placed higher on the application form than their preference of the school.*

that a child's name may go up or down the waiting list as further names are added or removed.

17 Statutory Right of Appeal

17.1 Where an application to the school is declined, parents have the right to appeal to an independent appeal panel. The school will provide guidance for parents on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the School Admission Appeals Code. Full details can be found on the school website.

18 Fair Access Protocol

18.1 The school is required to participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.