




Broad oak School Admissions policy Academic year 2023 - 2024

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Policy Reviewed:	Dec 2022
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Policy Holder:	Mr Howe
Next Review:	Dec 2023
Signature of Chair / Vice-chair of Local Governing Body: 	



The Dean Trust is the admissions authority for Broadoak School.

Admissions arrangements

- The Dean Trust is the admission authority for Broadoak School
- Broadoak School is responsible for all its own admissions although the co-ordination of admissions arrangements into Year 7 is undertaken by Trafford Local Authority.
- Parents seeking a place for their child in Year 7 in September 2024 must include Broadoak School in ranked order of preference on their Local Authority's Common Application Form.
- The number of places available for admission to Year 7 in September 2024 will be 128. Places will be offered by the Local Authority on 1st March 2025.

Over Subscription

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. 'Looked after' children, including 'previously looked after', as defined by the School Admissions Code, 2021.
2. Children who will have an older sibling attending the School up to and including Year 11 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit.
3. Children of staff at Broadoak School who have 2 years continuous service at the time of application.
4. Children who live nearest to the School, measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the School. This will be measured using property coordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

The criteria used to determine admission refer in every case to the child's home address this means the address where the child normally and permanently lives on a full time basis, not the address of a child minder, grandparent or any other relative.

If parents are separated and child care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority for admission.

We assume that you will always provide us with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another



child. If a successful applicant moves home between the date of allocation and the beginning of term in September 2024, the offer of the place will be reviewed. As a result of this review the offer may be withdrawn if an unsuccessful application is, as a result of the move, promoted to a higher priority on the Schools admissions criteria.

For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

Tie Break

If there are more applicants than places available within criterion 1, 2 or 3, then criterion 4 will be used as a tie-break. In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places. This process will be independently verified.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births or siblings within the same family unit as described above, an additional place may be allocated.

Each random selection event only holds for the allocation of the currently available school place.

Appeals

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by Broadoak School. Parents who wish to exercise this right must state their intention either in writing or on the school's online form at <https://www.broadoakschool.co.uk/parents-pupils/admissions-appeals/> within 28 days of receipt of notification letter.

Out of Age Group Applications



Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If you wish to apply for a place outside of your child's normal age group you must contact Broadoak school in writing for the attention of the Admissions Committee. You must set out the reasons why you are making such an application and enclose any evidence on which you seek to rely, for example information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; 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.

The Admissions Committee (Consisting of a clerk who is independent from the school and education functions, a lay member and a member who has experience within education) will consider the evidence and application carefully and will take account of the parents' views, the views of any medical expert, and the views of the Headteacher of Broadoak School. Any decision will be made in the best interests of the child and the decision will be set out in writing with clear reasons.

In-Year Admission into Years 7 – 11

This section applies to applicants applying for places outside the normal admissions process:

- Pupils wishing to change schools
- Pupils moving into the area
- Pupils excluded from their school

Waiting lists are maintained for these groups and any places that become available will be awarded strictly in accordance with the School's published Admissions Policy at that date with the nearest person being awarded the place irrespective of how long they have been on the waiting list. These waiting lists will be maintained to the end of the academic year (September – July) that your child has applied for.

Broadoak School is responsible for the coordination of their own in-year admissions applications. Supporting guidance notes are available on the school's admissions webpage <https://www.broadoakschool.co.uk/parents-pupils/admissions-appeals/>

Withdrawing an offer

The admission authority reserves the right to withdraw the offer of any place if it is established that the offer was obtained through a fraudulent or intentionally misleading application.