



# BALFOUR

## JUNIOR SCHOOL

### **Determined arrangements for the admission of pupils to Balfour Junior School for the Academic Year 2025-2026**

Agreed by the LGB – March 2024

This policy aims to produce clear, objective and fair admissions arrangements and provide information and guidance to enable parental preferences to be met to the maximum extent possible.

The school will comply with all statutory provisions and will follow the guidance in the School Admissions Code set out under Section 84 of the Schools Standards Framework Act (SSFA) 1998 and the most recently updated guidance in the School Admissions Regulations for the appropriate next intake.

The Local Governors will recognise their statutory duties under the Equality Act 2010 to prevent discrimination. Children with disabilities will not be treated less fairly than other children.

Balfour Junior School is a larger than average Junior school, who joined the Beyond Schools Trust (formerly FPTA) in January 2017

The main principle of admission to Balfour Junior School is to maintain the character of the school as a co-educational non-selective junior school, providing for the needs of young persons within the 7-11 age range.

We have strong curriculum links with our neighbouring primary schools.

There is no guarantee of a place for any child meeting our over-subscription criteria.

Admission to the school is not dependent upon any 'voluntary' contribution. School visits and activities for which parental contribution is required are not compulsory. Further information regarding voluntary contributions is set out in the school's Charging & Remissions Policy.

The Local Governing Body aims to ensure that no family feels unable to apply for admission on account of high uniform cost. Our school uniform policy is available on the school website.

**In respect of the normal admissions round**, the school participates in the Local Authority Co-ordinated scheme and all deadlines within that should be adhered to by applicants

In conformity with the Code, the school will give the highest priority to Looked-After Children who are in the care of the Local Authority or provided with accommodation by the Authority.

The school will admit any pupil with an Education, Health and Care Plan (EHCP) where, following consultation with the Local Authority, it has been ascertained that the school can meet the child's individual educational needs and the school is named on the Plan.



Pupils with Special Educational Needs and Disabilities without EHCPs will be treated as fairly as other applicants.

It is the Local Governors' intention that extended activities with educational benefit and supported study after school will be available to pupils from all families, regardless of income.

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.

Where a child lives part of the week with one parent and part 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.

### **Procedure for admission into Year 3:**

Detailed information and guidance will be published in the Medway Local Authority digital information guide found at [www.medway.gov.uk/](http://www.medway.gov.uk/). Applications should be made using the Medway Common Application Form (CAF) and may be made online.

Pupils will be admitted without reference to ability of aptitude. The age of admission is 7 years. The Planned Admission Number (PAN) will be 120.

The Local Governors will establish and publish arrangements for appeals against non-admission, including an independent statutory appeals panel.

### **Over-subscription Criteria:**

Where applications for admission received via the Medway Co-ordinated scheme exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in public care/looked after children and previously looked after children - (see note 2)
2. Sibling (a brother or sister attending Balfour Junior School at the time of application and who will still be attending at the time of admission – (see note 2)
3. Children from the traditionally paired Infant Schools i.e. Balfour Infants School and St John's Infants School.
4. Medical, health and special access reasons – (see note 3)
5. Children of teaching staff – (see note 4)
6. Nearness of children's home– (see note 5)

### **Notes**

1. Looked after children are children who are (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.



Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

- Please note that the School may ask for a copy of the adoption/residence order and proof of the Looked after child status to validate this criterion.

2. We give priority to children who have a sibling at Balfour Junior School. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.

- Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September

3. Medical, health and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010, as follows:

- For children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school, or For children whose parent/carers mental or physical impairment means that they have a demonstrable and significant need for their child to attend a particular school.

Such claims must be clearly identified on the application and need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a specific connection between the needs of the child or parent/carer and the particular school. All evidence must be sent to the Student Service Team by the closing date for applications.

4. A child can be considered under this criterion where a member of teaching staff has been employed at the school requested for two or more years at the time the application is made.

5. The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths known to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

The end point -A pre defined centre point of the road adjacent the school site or a pre defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available walking route known to the

Medway GIS using the centre point of streets and other available walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.



In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

#### **Procedure for Casual Admissions:**

All applications for casual admissions may be made directly to the school, who will provide information with regard to the availability of places. Parents will be informed of their right to appeal against the refusal of a place. The Local Authority will, on request, provide parents with information about places available in all schools within its area.

All applications will be considered, and decisions made, by the Admissions Authority of Balfour Junior School or the Beyond Schools Trust. A vacancy will be deemed to have arisen if the number of children on roll in the Year Group is less than the published admission number (PAN) for that year. Any additional children admitted will be at the discretion of the Headteacher.

#### **Waiting Lists:**

Waiting lists will be held at the school. This waiting list will be ranked in the same order as the published over-subscription criteria.

#### **Appeals:**

If you are not offered a place at our school, you have the right to appeal to an Independent Appeal Panel. Appeal papers will be forwarded on request to all those parents who named Balfour Junior School on their preference list but were unsuccessful in gaining a place. Please ensure that those are returned to the Clerk to the Appeal Panel at the school. The closing date on the appeal application form must be adhered to.

#### **Late Applications:**

Will be handled as detailed in the Medway Co-ordinated Admission Scheme.

