

Junior School Admissions 2021



BLACKBURN
with
DARWEN
BOROUGH COUNCIL

All parents/carers of children whether attending Audley Infants, Longshaw Infants, Meadowhead Infants, Shadsworth Infants or other schools, must complete the Blackburn with Darwen Borough Council common application form in this booklet if they require admission to Audley Juniors, Longshaw Juniors, Meadowhead Juniors or Shadsworth Juniors from September 2020.

If your child is seeking admission to a Junior School (i.e. the child is in Year 2 at an Infant School/Primary school and wishes to move to a Junior School which admits pupils in the normal admissions round at the beginning of Year 3), then you **MUST** fill in an application form to apply for your child to be admitted into Year 3 at that school. Even if your child is attending a linked Infant School, they do not have an automatic right to transfer from the Infant School to the Junior School (e.g. Audley Infant School and Audley Junior School).

All completed applications must be received by the Council by 15 January 2021 (closing date).

When posting a paper application you will need to allow enough time for the application to reach us by the closing date. Any applications received after this date will be treated as a late application unless the local authority considers that there are good reasons for the application being late.

Any change in circumstances should be put in writing to the School Admissions team, i.e. moving house. The Council will consider your application for admission from the new address if you can provide a letter from your solicitor confirming exchange of contracts for buying a house or a long term tenancy agreement.

The School Admissions team, in accordance with the agreed policy published overleaf, determine the children to be offered places and letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16 April 2021 (national offer day). Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Local Authority will consider all preferences equally against the oversubscription criteria.

Closing date for applications: 15 January 2021

Admission criteria for oversubscribed schools

Children with an Education, Health and Care plan (EHCP), for whom the preferred school is named in the plan will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admissions policy, in the priority order given below:

- a) (i) 'Looked after' children; children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. ('Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions).
- a) (ii) Children who were previously in state care before coming to England
- b) Pupils completing Year 2 at Audley Infant School if applying for admission at Audley Junior School, or Longshaw Infant School if applying for Longshaw Junior School or Meadowhead Infant School if applying for admission at Meadowhead Junior School, or Shadsworth Infant School if applying for admission at Shadsworth Junior School.
- c) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousins, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- d) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- e) Geographical proximity - under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computerised programme.

Tie-breaker

If category (b), (c), (d) or (e) is oversubscribed, geographical proximity (as set out in category (e)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation (which is carried out automatically by the local authority's computerised system) to decide which of the children can be offered a place.

Priority for twins/multiple births

Where there are twins, etc wanting admission and there is only a single place left within the admission number, the Local Authority will exercise as much flexibility as possible. In exceptional circumstances admission authorities are able to offer places to children of multiple births, even when this means breaching the school's published admission number. This may also apply to siblings who are in the same year group.

Medical, social, welfare reasons (criterion c)

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion (c) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion,

- Only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
- All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents/carers to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

Late applications for admission

Where there are extenuating circumstances for an application being received after the closing date for applications, and it is before the cut-off date (12 March 2021) then it will be considered alongside all the others. Otherwise, applications which are received after the closing date will be considered after all the others, and placed on the waiting list in order according to the admission criteria.

Address of pupil

The address used on the common application 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.

Appeals

Where the Local Authority is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should complete and return the appeal form to the Local Authority by 24 May, 2021. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents normally receive 14 days' notice of the place and time of the hearing.

Fraudulent applications

Where the Local Authority 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 of residence which effectively denies a place to a child with a stronger claim, then the Local Authority may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Junior School Admission Form Academic Year 2021/2022

To be completed by parents/carers whose child resides in the borough of Blackburn with Darwen and is due to start junior school in September 2021. Only one application per child should be submitted.



1. Your child's details

Forename: _____	Surname: _____
Date of birth: <input type="text"/> <input type="text"/> <input type="text"/>	Gender: Boy <input type="checkbox"/> or Girl <input type="checkbox"/>
Home address: _____	
Town: _____	Postcode: _____
Child is a multiple birth (e.g. twin or triplet): Yes <input type="checkbox"/> or No <input type="checkbox"/> <i>If yes, name of sibling(s):</i> _____	

2. Children with Special Educational Needs

Does the child have an Education and Health Care Plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Does the child have a Statement of Special Educational Need?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Does the child have an IPRA?	Yes <input type="checkbox"/> or No <input type="checkbox"/>

3. Looked after and previously looked after children

Is the child currently in local authority care?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Has the child been adopted from local authority care?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Has the child left local authority care under a special guardianship order?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Has the child left local authority care under a child arrangements order or a residence order?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
<i>If you have answered yes to any of the above please provide the following:</i>	
In care to which local authority: _____	
Name of social worker: _____	Contact telephone: _____
<i>You will need to enclose a copy of the adoption certificate or child arrangements/residence order or special guardianship order.</i>	

4. Statement of preferences

You are strongly advised to indicate a second or third preference school in case a place at your first preference school is not available. Your list of preferences can include schools in this and other council areas. Do not indicate independent schools, as the Council cannot consider applications for independent fee-paying schools.

Please state the name of your preferred schools:	
First preference: _____	
Second preference: _____	
Third preference: _____	

Closing date for applications: 15 January 2021

Junior School Admission Form Academic Year 2021/2022

5. Sibling information

If you want your child's application to be considered under the sibling criterion (as detailed in the school's oversubscription criteria) complete the following:

Sibling full name	Sibling date of birth	School attending
	<input type="text"/>	
	<input type="text"/>	

6. Medical/social/welfare information

Does the child have any exceptional medical or social or welfare needs? Yes or No

If yes, you must provide appropriate written supporting evidence for your application from a doctor, consultant, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

7. Parent or carer details

Title:	Forename: _____	Surname: _____
Home address:	_____	
Town:	Postcode: _____	
Telephone number:	_____	
Email address:	_____	
Relationship to child:	_____	

8. Disclaimer

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application you are confirming that you have legal responsibility for the child detailed in the application and that all details are correct to the best of your knowledge.

Admission authorities reserve the right to verify the information given in this form, any offer of a place will be on the basis that the information is accurate. They reserve the right to withdraw the offer of a place if such an offer has been made as the result of inaccurate information given on this form.

I confirm that I have read the 'Primary School admissions for September 2021' booklet and certify that the information given in this application is correct:

Signature:	_____
Print name:	_____
Date:	_____

Please return the completed form to the Headteacher of the school at which a place is required or to the School Admissions team by 15th January 2021:

Post: School Admissions Team, Children's Services, 10 Duke Street, Blackburn, BB2 1DH

Email: admissions@blackburn.gov.uk

Closing date for applications: 15 January 2021

Junior School Admission Form Academic Year 2021/2022

10. Data Privacy

The information provided on this form will be treated as confidential and used for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014. Blackburn with Darwen Borough Council is authorised to collect this data pursuant to the Education Act 2011 and Section 50 School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007.

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities and schools. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact Blackburn with Darwen Borough Council. For further information visit <http://www.blackburn.gov.uk/Pages//Privacy-policy.aspx>.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.