



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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## ADMISSIONS POLICY 2022-2023

### Summary of Key Points

**(Please refer to the full policy document  
for more detailed information)**

All admissions to the Brookvale Groby Learning Campus  
for Key Stage 3 and 4 are processed by the  
Schools Admission Service at Leicestershire County Council



Within this document BGLC relates to Brookvale Groby Learning Campus  
and LCC to Leicestershire County Council.



## **Principles**

BGLC has adopted Leicestershire County Council's policy. This summary document of key points should therefore be read in conjunction with the full LCC policy.

The purpose of the policy is to ensure that places at BGLC are allocated in an open and fair way.

## **Application Process**

All applications should be made to Leicestershire County Council or Leicester City Council, dependant on the home address of the student. The School Admission Team at the local authority will then notify BGLC about applications made.

Places will normally be allocated up to the Admission Number (AN) for each year group.

## **Admission Number (AN)**

The admission number (AN) for BGLC is 240. This applies to all year groups and will usually only be exceeded if a student moves into our catchment area mid-year.

## **Oversubscription criteria**

If there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances.

If there are more requests for places than available with the AN, places will be allocated up to the AN in accordance with the priority criteria below:

1. A "looked after child", included in these categories:
  - (a) in the care of a local authority
  - (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school
  - (c) in State care ( a child adopted by a public authority, a religious organisation, or other provider eg. charity group that benefits society. This does not include private fostering.)

- d) adopted from outside of England
- (e) subject to a child arrangement order or special guardianship order

2. Students who live in the catchment area.
3. Students who will have an older brother or sister attending BGLC at the same time. (This includes half brother or sister or legally adopted child being regarded as the brother or sister.)
4. Students who have a serious medical condition or exceptional social or domestic needs that make it essential they attend BGLC. (Professional documentation confirming the situation must be submitted with the application.)
5. Students who are attending a feeder school at the time of application. The feeder schools for BGLC are:
  - Elizabeth Woodville
  - Lady Jane Grey
  - Martinshaw
  - Ratby
  - Newtown Linford
  - Kirby Muxloe
6. Students living nearest to BGLC. Measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding) and is calculated by Leicestershire County Council, not BGLC.

### **Waiting List**

If BGLC is oversubscribed, LCC will maintain a waiting list on behalf of the school, until the end of the Autumn Term. After that time, parents/carers would need to re-apply if they are seeking a place at BGLC for their child.

### **In-Year Applications for any Year Group**

It is recommended that parents/carers contact BGLC before making an application. This is to establish if there are any places available and if the address of the student is in our catchment area. If the Admission Number is reached, an application will usually be refused.

As all in-term transfer requests are co-ordinated through the School Admissions Service at LCC, parents should complete LCC's online Application Form (paper forms are available on request).

## **Notes**

### **1. Exceeding the Admission Number**

These categories will not be accepted when requesting a place if BGLC is over-subscribed:

- a) purchase of a second property by a family, while the first property is retained;
- b) rented accommodation, while a previous property is retained;
- c) offers or exchange of contracts on intended purchases or sales of properties;
- d) informal accommodation arrangements with friends or relatives.

### **2. Appeals**

Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding, except for children with Education, Health & Care Plans whose parents can appeal to the Special Educational Needs Tribunal.

Where a mid-term application is made via LCC the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

### **3. Fair Access**

BGLC participates in full with LCC's Fair Access Protocol in order to ensure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This may include admitting a child above the planned admission number even if BGLC is full.

### **4. EHCP**

Students with an Educational Health Care Plan (EHCP) will be admitted to BGLC, irrespective of whether the admission number has been reached. Such applications are processed via the SEND team at LCC.

## **Catchment Area Map**

This is the catchment area for BGLC. If the school is full, a place will not be offered unless the main residence of the student falls inside our catchment area.

