

Revised | 2022



Brecknock Primary School

Admissions Policy 2022-23

Committee	FGB
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Introduction

This policy details Brecknock Primary School's admissions procedure.

The *Starting School in Camden* booklet, which outlines all the different Camden schools and provides all the necessary information for completing the application, is available to download at <https://www.camden.gov.uk/school-admissions-general>

Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

We encourage parents who are interested in Brecknock to make arrangements with the office at the time of application to join one of the regular guided tours of the school. Appointments can be booked by telephoning our school office.

Nursery

Nursery admissions are handled internally by the school, abiding by Camden's admissions criteria. Please note that although attendance at two year-old provision guarantees a place in Nursery, if places are available – our capacity is 39; attendance at our Nursery does not guarantee admission to the Reception class. Children who attend Nursery at any Camden School need to apply for a Reception class place, through Camden central admissions.

Two Year Old Nursery – Caterpillars

Our early year's provision for two year olds has been in operation since January 2017. There are 24 part-time places at Brecknock Primary School and the child becomes eligible for a place the term after the child's 2nd birthday. The relevant dates are as follows:

Child born between:	Start date:
1 st January to 31 st March	Summer term – following 1 st April
1 st April to 31 st August	Autumn term – following 1 st September
1 st September to 31 st December	Spring term – following 1 st January

Free Early Education for 2 year olds

We offer eligible 2 year olds free early education and childcare places, for up to 15 hours per week during term time (570 hours per year) until the child reaches 3/4 year old funding eligibility age. Your 2-year old can get free childcare if you live in England and get one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- Child tax credits, and your income is £16,190 a year or less before tax
- The guaranteed element of Pension Credit
- The working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

You may have to pay for extra costs like meals, nappies or trips.

How to Apply

Parents can tell the school directly that they are interested in place and that they believe their child is entitled but they will need to make a formal application to the Local Authority in order to confirm that they meet the criteria. Please apply for this offer [here](#).

Once your application has been assessed, you will need to provide the school with a copy of your eligibility letter and your child's birth certificate or passport to secure a childcare placement. In the meantime, the school will put the child on our waiting list until eligibility confirmation has been received.

Session Preferences	Days and Times
Morning Sessions	Mon-Fri 09:00 – 12:00
Afternoon Sessions	Mon-Fri 12:20 – 15:20
Block A (2 full days and a half day)	Mon-Tue 09:00 – 15:20 & Wed 09:00 – 12:00
Block B (2 full days and a half day)	Wed 12:20 – 15:20 & Thus-Fri 09:00 – 15:20

If you are not entitled to Free Education for 2 year olds you can pay for your child's place. You can also purchase extra sessions above the 15 hours of free childcare.

3/4 Year Old Nursery – Butterflies

There are 39 full time nursery places available at Brecknock Primary School. All 3 and 4 year old are entitled to the universal offer of 15 hours free early education per week. Children will attend for 3 hours in the morning or 3 hours in the afternoon, Monday – Friday. Your child may also be entitled to an additional 15 hours early education per week. The school currently accepts applications for children eligible for the Department for Education (DFE) and Camden Enhanced Offer (CEO) 30 hours schemes. All parents and carers are required to complete eligibility forms prior to their child joining Nursery in order to ensure the appropriate funding can be claimed on behalf of the child.

How to Apply

Department for Education's (DFE) 30 hours free early education – Please apply for this offer [here](#)

Camden Enhanced Offer – Please apply for this offer [here](#)

Nursery places will be offered to children on either a part-time or full-time basis, depending on the child's entitlement. In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria.

The school currently has 3 intake points the term following the child's 3rd birthday:

Child born between:	Start date:	Offer Notification
1 st January to 31 st March	Summer term – following 1 st April	January
1 st April to 31 st August	Autumn term – following 1 st September	April
1 st September to 31 st December	Spring term – following 1 st January	September

If the year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above admissions criteria.

Attendance at Brecknock Primary School Nursery does not guarantee admission into Reception. Children who attend Nursery will still need to apply to Camden Admissions for a Reception place.

Camden School Admissions Criteria

- a) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order. From the 1st September 2021, this now includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children with a sibling at Brecknock Primary School who will still be on roll when they join. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- c) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

Nursery applications are available from the school office or on the school website at:
<https://www.brecknock.camden.sch.uk/our-school/admissions/>

Reception

Admissions into Reception at Brecknock are managed by Camden Education Authority. The closing date for Reception applications is during the January preceding the school year in which your child will start school aged 5 years old. Responsibility for Reception admissions is transferred from the Local Authority to the school in the autumn term. Please note the exact dates for the deadline and the transfer vary each year. Visit the local authority's admissions website for further information regarding Reception applications (<https://www.camden.gov.uk/school-admissions-general>)

Does your child have special educational needs?

There is a different process if your child has an education, health and care plan. Camden residents, please the SEN team by emailing sen.enquiries@camden.gov.uk or call 020 7974 6500.

Year 1 – Year 6

There are 2 classes per year group at Brecknock Primary School. Each class has 30 children, except for Year 5 which only has 1 class in the year group (30 children). Admissions for Year 1 – Year 6 are handled internally by the school, abiding by Camden's admissions criteria.

In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria.

Camden School Admissions Criteria

- a) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order. From the 1st September 2021, this now includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children with a sibling at Brecknock Primary School who will still be on roll when they join.
Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- c) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

If each year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above criteria. (Please see notes section on page 4 for further information regarding admissions criteria).

In-year applications for Year 1 – Year 6 are accepted throughout the year. Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

We encourage all prospective parents and carers to visit the school. Open days take place once a term and the dates for these will be published on the school calendar. If you would like to attend an open day, please contact the main office on 0207 424 0202. In-year applications are available from the school office or on the school website at: <https://www.brecknock.camden.sch.uk/our-school/admissions/>

Notes:

1. In order to be given highest priority for admission, a child has to fall within the definition of 'looked-after' in section 22 (1) of the Children Act 1989. As this act applies to England and Wales, a child has to be looked-after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the Camden School Admissions Code gives equal highest priority to 'previously looked-after children'. Given the definition of a looked-after child, a child will have to have been looked-after by an English or Welsh local authority in order to be considered previously looked-after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became a subject to a child arrangement or special guardianship order. Proof of looked-after status will be requested from the relevant local authority.
2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
3. Criterion e) will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.
4. Children with an education, health and care plan that specifies the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.
5. The school and council reserve the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been provided.
6. Multiple births: Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births the school will go over their published admission numbers to support the family. These children will be 'accepted pupils' under the Key Stage 1 class size legislation.
7. Multiple births: Key Stage 2 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births we will go over their published admission number in order to support the family.
8. Where one child of multiple birth has an education, health and care plan that names a specific school, the other children will be treated as having a sibling link for that academic year.
9. In the minority of cases when applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.
10. The school may give priority to children with exceptional social or medical needs. If you state a preference because of medical or social needs you must explain how the school meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why the school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues then you will be expected to accept a place at your nearest community school. Each application under this criterion will be considered by the social medical advisory panel, which includes a consultant paediatrician, admissions officer, senior social worker, educational psychologist and school inclusion officer.