



Admissions Policy

Signed:	
	Scott Metcalfe- Chair of Governors

Signed:	
	David Walton-Jonas - Headteacher

Reviewed – September 2025	Next Review – September 2026
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Admission arrangement

Broadway Junior School operates a two-form entry system, meaning children will be allocated into two classes per year group with the exception of Year 4 who operate a three form entry arrangement due to high pupil numbers. The September intake into Year 3 is made mainly up by children from Grindon Infant School, but parents can apply to transfer their child to us at any stage of the school year from any other school, either within the Local Authority or from elsewhere.

Applying for a school place

Broadway Junior School strictly adheres to the admissions legislation as set by our Local Authority, (LA), City of Sunderland. We admit children from the age of 7 to 11 years. Admission information is supplied to parents by the LA in the Autumn Term when children are still in Year 2; parents must complete the online application form, expressing three preferences. The preference period for choosing a school normally runs from October to January; applications received after this date **will** be considered after those received on time so parents are advised to apply promptly when the preference window opens.

Every parent **must** apply for a school place if they wish their child to attend Broadway Junior School – transition is NOT automatic. We are also governed by the legal PAN (Published Admission Number) limit, and as such cannot guarantee every child in Y2 will be successful in gaining a place at Broadway Junior School. The current admission number is 60 in each year group.

How school places are allocated

The admission criteria for Community and Voluntary Controlled Schools are allocated in the following order:

1. 'Looked-after' child – a child that is 'looked-after' by a Local Authority (LA), in accordance with Section 22 of the Children's Act 1989(b) and a child who was looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order).
2. Attendance in Key Stage 1 (age 4 to 6+) at the named feeder infant school. (This applies to Infant-Junior transfers only).
3. A sibling link – an older brother/sister or older child (including adoptive or stepchildren) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
4. Exceptional medical or psychological reasons (parents must include a medical or psychological report, prepared by a professional, to confirm information which you include in the appropriate section of the application form. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If a parent intends to use this criterion when expressing a preference, we will direct them to the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
5. Pupils for whom preferences are expressed on grounds other than those outlined above.

Within each of the above categories, places will be offered on the basis of distance from the centre of the home to the main entrance(s) of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Where a pupil has an Educational and Health Care Plan naming the school, a place will be offered at the school (subject to confirmation by the SEND Department – Together for Children). Parents, if required, have opportunity to express their parental view with caseworks at the SEND department and have a statutory right of appeal.

Further details of the general appeals process will be included with the notification letter provided by the School Admissions Team.

Oversubscription

In instances where places are oversubscribed, the Local Authority Admissions Team will intervene to determine final allocations. They will consider the factors included in the admissions criteria and will liaise with the parents on the school's behalf to advise on the right to appeal.

Right to Appeal

If a parent applies for a place at Broadway Junior School for a child, and the year group required is oversubscribed, the parent will be informed of this by us at the first point of contact. If, however, the parent wishes to pursue the possibility of transferring a child to us, there is an appeals process in operation that they may choose to follow. However, the Governing Body have a clear Statement of Intent regarding admission appeals, which will be made known to an appeals committee.

Waiting list

Where an appeal is heard and is unsuccessful, applications are automatically placed on a waiting list.

Mid-year transfers

If a parent applies to move their child to Broadway Junior School at any other time than through the Year 2 to 3 transfer, there is a protocol to follow before the move can be approved.

In the first instance, the parent should meet with the Headteacher of the school the child is transferring from to advise them that a move is being considered.

Parents will be required to complete and sign a Pupil Transfer Application Form, available via the link on our school website, which will also be signed by the Headteacher. This form will then be sent to Broadway Junior School.

Parents are advised to make an appointment to meet with our staff in order to discuss:

- Whether places are available
- When the move can take place
- Our transition information

Statement of Intent: appeals

The PAN for Broadway Junior School is currently set at 60.

The Governing Body has given consideration to the possibility of appeals for places, which would take our number above 60 in any year group. Our rationale for maintaining a PAN of 60 is as follow:

- The layout of the school building does not lend itself to larger class sizes. Overcrowding within the classroom could therefore have a detrimental impact on teaching and learning.
- The school dining hall can only accommodate so many children per sitting. Larger class sizes could impact on the length of the lunch period owing to the volume of children that would require service at any one time.
- Pupil supervision ratios would be compromised.

This statement will be considered by the Independent Appeals Panel if applications are received.