



# **ADMISSION POLICY**

## **2023 - 2024**

**Last reviewed: February 2022**

**Reviewed by: Miss K Hayward**

**New review date: January 2024**

## **PROPOSED ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2023**

If the number of places in a year group at the school is not sufficient to meet the requests of all the parents, then the following Local Authority criteria will be applied (in the rank order shown below) to determine how the places will be allocated:

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted
- 3) Pupils living in the catchment area with siblings at the school
- 4) Pupils living in the catchment area
- 5) Other children with siblings at the school
- 6) Children who live nearest to the school determined by straight line distance from the school site to the child's home address.

The admission number for each year group is 15.

### **Notes**

In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie-break will be distance from the school, measured in a straight line, using the Local Authority's computerised mapping system. The distance will be measured from the address point of the child's home to the entrance to the school main gate, with those living closer to the school being accorded higher priority. The Governing Body does not give priority within each criterion to children who meet other criteria. The Local Authority will measure all distances for the Governing Body. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, using the School Admissions Team database to allocate the place.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan.**

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Educational Needs or Education, Health and Care Plan in the allocation process. Thereafter, the admissions criteria for each academy/school will apply to those children without a Statement of Special Educational Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.

## Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of coordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Parents/guardians who want their child to transfer to the next phase of school outside of their normal age group, must make the request in sufficient time for it to be considered before the application deadline.

Parents/guardians need to make their request in writing to the Executive Principal and Governing Body, who will then consider the request, making their decision on what they determine is in the best interests of the child. The request should include the parent/guardians' reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent/guardian deems relevant, and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Governing Body to the parents/guardians in writing and will include reasons for the decision.

Requests which have been granted must be followed up with a formal application to the Local Authority using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

The Governing Body does not guarantee to offer places to students who live in the catchment area, or who move into the catchment area, outside the normal admissions round (or after the allocation has begun) if this would mean exceeding the admission number.

Parents/guardians not offered a place are kept on a waiting list to be reallocated if places become available. The waiting list for places in Reception will be maintained until the end of the spring term following the normal admission date of Reception children. **Parents/guardians wishing to remain on the waiting list beyond this point need to notify the school in writing no later than 30<sup>th</sup> March.** Parents/guardians applying for places in other year groups will have their applications kept on file until the end of the term in which the place has been requested. *Parents/guardians who wish for their children to remain on the waiting list beyond that time, will have to notify the School in writing.*

## **DEFINITIONS**

### **'Looked After' children**

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

### **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live with under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s).

### **Sibling**

A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/guardian's partner and, in every case, should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### **Home Address**

A student's home address will be regarded as the address of the parents/guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/guardians at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays), including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### **Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address**

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the Governing Body of the School, which is known as the designated measuring point.

Parents/guardians **must** apply to the Local Authority in which they live. Parents/guardians living in Central Bedfordshire or Bedford Borough can apply using the online application

system for the Local Authority in which they live. When completed, the form must be returned by the specified date.

The allocation of places will take place after this deadline and parents/guardians will be notified on the national offer day in March/April, by their home Local Authority of whether their applications have been successful. Parents/guardians, who make applications after the official deadline, even if they live in, or move into one of the catchment areas, will **not** be entitled to automatic places if this would mean exceeding the Published Admission number.

Whilst admission will normally be into Reception, children may be admitted to Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 where there are vacancies (i.e. less than 15 on roll in the year group concerned). The above criteria will apply in these circumstances. Requests for admission into other year groups should be made to the school on the In-Year Application Form. The form is available from the School or the Local Authority and can be downloaded from the Local Authority website. The published admission number for September 2023 is **15** places.

**Children who appear, to the Local Authority, to have been in state care outside of England and have ceased to be in state care as a result of being adopted.**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### **APPEALS**

Parents/guardians who may wish to appeal against non-admission, will have the right of appeal to an independent Appeal Panel. The decision of the Appeal Panel will be binding. Details of admissions and appeal arrangements will be published each year. In making these arrangements the Governors will, of course, refer to their Instrument of Government for Foundation Schools (Standards and Framework Act 1998).