



# ADMISSIONS POLICY FOR NEW INTAKE 2026-2027

**Date of Review:**

January 2025

**Approved by Full Governing Body:**

February 2025

**Next Review Date:**

January 2026

**Staff responsible:**

Head Teacher

Admissions Lead

## Admissions Policy

The school has an agreed admission number of 210 for entry into Year 5.

The Governing Body will apply the following criteria (in rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children and all previously looked after children, including 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 (see definition);
2. Pupils living in the catchment area with siblings at the school (see definition of sibling);
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds (see definition);
5. Other siblings (see definition);
6. Any other children

## Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closest to the school receiving the higher priority. The Local Authority, on behalf of the Governing Body, 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. Priority will not be given within each criterion to children who meet other criteria.
2. The Governing Body will normally offer a place at the catchment school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

## **Definitions**

### *'Looked after' children*

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.

### *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 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 (or special guardians).

### *Sibling*

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister of the child of the parent / carer's partner, and in every case, the child 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.

### *'Very exceptional' medical grounds*

'Very exceptional' medical grounds refer to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

### *Home address*

A pupil's home address will be regarded as the address of the parent / carer 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 / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. Where there is a dispute about which is the main residential address the address to which Child Benefit is paid will be considered the main one for these purposes. 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.

## **Applying for a School Place**

The parents of Year 4 students due to transfer to a Middle School in September will receive information about applying for a school place from the Local Authority in which they live. Parents must apply using the system for the Local Authority in which they live, for Central Bedfordshire this is an online system, but a paper application form is available from the Local Authority on request. The application form must be completed and submitted to the Local Authority by the date published in the information pack.

The allocation of places will take place after this date and parents will be notified in early April by their Local Authority.

## **Admissions above the published admission number**

The Central Bedfordshire Admissions Forum has agreed the following exceptions which may result in the admission number being exceeded:

*For the normal admissions round:*

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place

*For in-year admissions:*

- The admission of pupils who have a Statement of Special Educational Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admissions of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies
- The admission of a looked after child outside of the normal admissions round
- The admission of a twin or children from multiple births
- The admission of service children
- The admission of a child in very exceptional circumstances in which the Local Authority and the Head Teacher agree refusal to admit the child would be of proven significant detriment.

## **Admission of children outside their normal age group**

Parents 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/carers need to make their request in writing to the academy trust via the head Teacher who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parents' reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parents deem relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the academy to the parents/carers in writing and will include the reasons for the decision.

Requests that have been granted must be followed up by 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.

## **Waiting list**

Pupils not offered a place are kept on a waiting list to be reallocated should places become available. The waiting list will be ranked in accordance with the Admissions Criteria. The school will contact parents as soon as a place becomes available.