Stondon Lower School



Value everyone, value every chance, value every day!

ADMISSIONS POLICY

Author, date and title	Reviewed on	Next review due date
Jill Davies 2010	October 2015	October 2015
Angela Phillips	September 2017	September 2018
Angela Phillips	September 2018	September 2019
Scarlett Greenman	September 2019	September 2020
Angela Phillips	September 2020	September 2021

As a Values School, Stondon Lower ensures that all its policies, principles and practices adhere to the Values Education ethos.

We are committed to recognising, valuing and respecting the diversity of our school community. We adhere to the Local Authority's Equal Opportunities Policy and the Equality Duty 2010. We welcome all members of the school community irrespective of race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. We will ensure equality and value diversity, and address any unfair treatment, discrimination and prejudice.

All our school policies include the breakfast and after school club provision.

Head teacher: …… Date: ……..

Chair of Governors:…… Date: ……..

Introduction

The Local Authority is the admission authority for all community and voluntary controlled schools.
Children will normally attend the lower school serving the area in which they live i.e. the school serving the local catchment area. Parents may however apply for their child to be admitted to an alternative school, provided there is space available. *(For the definition of 'catchment area' see glossary)*

Equality Duty

Under the Equality Duty 2010, it is unlawful for schools to discriminate against, harass or victimise a pupil, potential pupil or other members of the school community:

- in relation to admissions
- in the way it provides education for pupils
- in the way It provides pupils access to any benefit, facility or service, or;
- by excluding a pupil or subjecting them to any other detriment.

The Governing Body must take steps to ensure that the above is being adhered to. Therefore, we will ensure we adhere to the current Department for Education Guidance to ensure that we meet the needs of our children and school community.

Aims and objectives

- We are an inclusive, values based school that welcomes children from all backgrounds and of all abilities.

- All applications will be treated on the Local Authority agreed criteria.

- The first restriction is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure, agreed by the Local Authority, set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. In line with the LA it is the policy for the school to integrate children with special needs into mainstream provision whenever possible. The school does not discriminate against pupils because of their sex, race, disability, religion or belief or sexual orientation.

How parents can apply for their child to be admitted to our school

The Local Authority determines the admission arrangements in agreement with the school. The LA is therefore the 'Admissions Authority' for our school.

Parents of all children born between **01.09.2016 and 31.08.2017** and living in Central Bedfordshire will be able to apply for a school place on line www.centralbedfordshire.gov.uk/admissions or by using the Common Admission Form (CAF), available from school. The CAF will be available with the Starting School booklet from any local lower school from the School Admissions Service or it can be downloaded from the Local Authority website. Parents will be able to state their preference for up to three schools.

At Stondon Lower School children are admitted into the Reception year at the start of the academic year in which they become 5. Parents may also apply for admission to other year groups as appropriate.

Applications for a statutory place must be made in writing using the Common Application Form or online at admissions@centralbedfordshire.gov.uk and returned to the LA by the due date (see below).

Contact details for Central Bedfordshire Council Admissions:

Central Bedfordshire Council Admissions
Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

Tel: 0300 300 8037
Email: admissions@centralbedfordshire.gov.uk

Admissions number

The admission number for any year group at Stondon Lower is 30

The Schools Admission Forum has agreed that the admission number may be exceeded under certain exceptional circumstances. These may be found in the section below headed “Exceptions which may result in the admission number for the school being exceeded”

If the number of places available for children is not sufficient to meet all requests, then the following criteria will be applied (in the rank order shown) by the Local Authority to determine how places are allocated:

1. All ‘Looked after’ children (see definition)
2. Previously “looked after” children
3. Other pupils living in the catchment area Children who appear to the Local Authority to have been in a state care outside of England and have ceased to be in care as a result of adoption
4. Children of staff
5. Other siblings (see definition) Catchment area
6. Sibling
7. Any other children. (On the shortest distance, measured in a straight line, between the school and the child’s home address, with those living closer to the school being accorded higher priority.)

Additional information regarding the allocation of statutory places can be found in the notes in appendix 3.

Admission into Reception for September 2021

Parents and Carers need to register their child for admission into the Reception year with the Local Authority by 15.1.2021 using the appropriate application form.

The timescale for applications is as follows:

September 2020 – the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority**.**

15.01.2021 - Completed online applications and CAFs are to be submitted to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

16.04.2021 Parents and Carers will be notified of allocated places

30.04.21 – deadline for parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place. Parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

Late Applications

16.01.21 – 30.04.21 Late applications received during these dates will be processed in the late allocation round and will be logged onto the database by 04.05.2021.

10.05.2021- the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

07.06.2021 - School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their Lower and Primary School applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.

08.06.2021 - Late applications received on or after the 01.05.2021 will be processed from this date.

Tiebreaker

Straight line distance will be used as a tiebreaker in each criterion where required to determine the allocation of places. 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. 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 tie-breaker will be random selection, using the Synergy Admissions database to allocate the place.

Pupils with an Education, Health and Care Plan

In accordance with the Education Act 1996, children with an Education, Health and Care Plan are required to be admitted to the academy/school named in the Plan and will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an 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 an Education, Health and Care Plan are required to be admitted to the school which is named on the Plan, even if the school is full.

Fair Process Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated 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.

Waiting Lists

Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list maintained by the admission authority to be re-allocated if places become available. The Council, as the Admission Authority, will maintain waiting lists until the end of the academic year for 2021/22 for Community and Voluntary controlled schools. Allocation will be on the basis of the published oversubscription criteria. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

In Year Admissions

An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within the school.

The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.

Attendance at Stondon Lower School

In Reception, children are able to attend school full time even if they are not of statutory school age i.e. the term of their fifth birthday. *See School's Attendance Policy*

Children transfer to Middle School at the beginning of the academic year in which they become 10 (i.e. Year 5).

Policy review arrangements

This policy will be reviewed annually by the Governing Body

Exceptions which may result in the admission number for the school being exceeded:

- All 'looked after' children or children who were previously 'looked after'
- Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children of Staff
- Children in living in the catchment area with siblings at the school
- Children living in the catchment area
- Children living outside the catchment area with siblings at the school
- Any other children

Notes to accompany the admission criteria

• 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 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. The Local Authority will not give priority within each criterion to children who meet the criteria.

• The Local Authority will normally offer a place at the catchment area 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 maintained school which caters for pupils of the same age and has places available.
All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated 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.

In accordance with the Education Act 1996, children with a Statement of SEN 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 Education 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 Education 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 inyear 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.

Glossary of terms used	
School Year	Runs from September until August
School terms	Autumn term – September to December Spring term - January to March Summer term – April to August
Pre Statutory Admission	Parents and Carers may choose whether to apply for admission to a school, nursery/playgroup etc from the term after a child's third birthday until the term before they become 5 – either part time or full time (dependent on admission arrangements)
Statutory Admission	Parents and Carers must ensure their child attends school from the term after their fifth birthday on a full time basis.
Catchment area	A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.
Foundation Stage	(includes Nursery but not at Stondon Lower – 3/4 year olds) Reception – 4/5 year olds
Key Stage 1	Year 1 – 5/6 year olds Year 2 – 6/7 year olds
Key Stage 2	At a Lower school is Year 3 and 4 - 7/8 and 8/9 year olds

	(Also includes year 5 and 6 at middle school)
Local Authority (LA)	The Local Authority, advises on pre-statutory admission, designates catchment areas and manages statutory out of catchment admissions.
The Governing Body	Responsible for pre-statutory admission arrangements and statutory catchment area admissions.
Looked after child	A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.
Previously 'looked after' children	A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.
Children of staff	Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday –Friday.
Brothers and sisters (current sibling)	A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or fostered brother or sister where foster care has been arranged by a Local Authority or 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. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.
'Very Exceptional' Medical Grounds	Refers 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, 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. 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, electric, or water) a rental agreement, child benefit annual statement or family tax credit information. Moving address – If you move house after submitting your application it is your responsibility to inform the LA in writing of your new address and the exact date you moved. It is not sufficient to put details of pending moves in the additional details section on you application form/online account
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.