



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

PRIMARY ADMISSIONS POLICY 2019-2020

(with effect from September 2019)

Policy	Primary Admissions
Date reviewed	September 2017
Next review date	September 2018
Reviewed by	Full Governing Body
Type of policy	School
Location	School website
Related policies / documents:	

The Castle Newnham Primary School caters for pupils between the ages of 4 and 11. The Governors will admit up to the Admission Number of 90 pupils in any one year.

The Governing Body, as the admission authority, determines the school's admission policy and arrangements and is responsible for taking decisions on applications for admission. The Governing Body works with the Local Authority in order to ensure admissions are co-ordinated within the Borough.

Method of Allocating Reception Places:

Should the number of applications for admission exceed 90; the Governors will apply the following criteria (in the rank shown) to decide the order in which places will be allocated. This will also apply to waiting lists. The Local Authority will keep a waiting list on behalf of the School for the normal-round of admissions.

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children with siblings attending the school (primary phase).
- 3) Children who live nearest to the school determined by straight line distance from a central point on the school site to the pupil's home address using the Local Authority's computerised mapping system.

Definitions:

1 'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

1 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).

2 A sibling is defined as a brother or sister, half brother or half sister, adopted brother or sister, step brother or sister 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 primary school at the time of application and be likely to remain in the school at the proposed date of admission.

3 The address of the parent(s) or carer(s) with whom the child normally lives and spends the majority of the school week (Mondays to Fridays) including nights. This will not usually include other relatives and if there is a query this will be checked against original official documentation with proof of address. Official documentation will be a council tax bill and a recent utility bill, dated within three months (gas, electricity or water).

Oversubscription criteria:

In the event of there being an over subscription in any one of the above categories, the determining factor in that category will be the geographical proximity to the school as defined below:

Geographical proximity will be determined, as the shortest distance measured in a straight line from the address point of the pupil's home to the centre of the school grounds using the Local Authority's computerised mapping system. Those living closer to the school as determined by this process will be accorded higher priority. Priority will not be given within each criterion to children who meet other criteria. The Local Authority is Bedford Borough Council.

All applications made within the application period (October to January) will be considered by the School Governors and places allocated up to our standard number. Applications that are made after the application period has closed will be classed as late and considered after places have been allocated. If all places have been allocated the Local Authority will normally offer a place at the next nearest school or academy which caters for children of the same age and has places available.

Children who have an Education Health Care Plan are required to be admitted to the school which is named on the plan, even if the school is full. Children identified for admission through the Fair Access Protocol⁵ will also be admitted even if the school is full.

Admissions above the published admission number may also occur where the school is admitting a child whose twin or sibling from a multiple birth is admitted as the 30th child.

In Year Admissions

Requests for admissions to the school into other year groups should be made to the Local Authority on the In-Year application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

Admission Appeals

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools) who is refused a school place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Governing Body

and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the school. The panel will consist of people who have experience in education and are acquainted with the area.

Waiting List

In the event of more applications than available places a waiting list will be maintained. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered in accordance with the waiting list priority. The waiting list for the normal year of entry will be maintained until the end of the Autumn term. Parents are requested to inform the Local Authority if they wish their child's name to remain on the waiting list. The waiting list for other year groups will be maintained for the full academic year of admission.

5 The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.

Deferred Entry

All children with birthdays between 1 September 2014 and 31 August 2015 will be offered a full-time place to start in September 2019. However, if parents feel their child is not ready to start full-time school at this time, they can:

- a) defer the date their child is admitted to school until later in the academic year or until the term in which the child reaches compulsory school age, or

- b) take up the place part-time until the child reaches compulsory school age, or

- c) where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the Autumn Term following their fifth birthday, the Governors will consider the request. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1. However, if parents wish such a child to be educated "out of year group" i.e. in the Reception Year rather than Year 1 they may request this and should discuss it with the School as soon as possible.

Such applications will be considered by the Governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. In such cases, parents should apply for their child's normal age group at the usual time and may submit a request for

admission out of the normal age group at the same time. The Governors will respond to this request prior to the offer of a place being made.

If the request is agreed, the application can be withdrawn for that year before the place is offered. If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday. Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

The Local Authority operates a timetabled co-ordinated admissions procedure in line with government legislation. The Local Authority will co-ordinate the process on behalf of the School according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received is shown on the application form. Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

Should you have a query regarding our admissions policy please contact the school office.