



ADMISSION POLICY

2019/2020

Version 1.5

This is a policy which governing bodies and proprietors are required to have by law:
Category C – Other statutory documents – Admissions arrangements.

Review Frequency: Arrangements to be determined annually. Any changes must be consulted on and where no changes are made, consultation is required at least every 7 years.

Approval: Full Governing Body.

Document Location:

- Paper copy available in the school office policy file.
- O:\UPDATED POLICIES\STATUTORY\SPS ADMISSIONS POLICY V1.5.doc

Document History:

Version Number	Description	Date	By
-	Initial version – adopted from Cotton End Primary School.	September 2010	
0.1	Updated – current year dates.	September 2013	Ann Parish
0.2	Formatting changes.	15 January 2014	Karla de Visser
1.0	Issued for approval.	16 January 2014	Karla de Visser
1.1	Formally approved and adopted by the governing body on 25 March 2014.	30 April 2014	Karla de Visser
1.2	Fixed a couple of formatting problems and added header for “Exceptions”. (This section was taken out of the Prospectus.)	8 July 2014	Karla de Visser
1.3	Reviewed Admissions Criteria and approved by 19 May 2015.	19 May 2015	
1.4	Reviewed and amended dates & formally approved and adopted by the Governing Body	21 March 2017	Jacqui Gibson
1.5	Reviewed and amended dates & formally approved and adopted by the Governing Body	17 January 2018	Jo Shillington

Introduction

Shackleton Primary School (SPS) is a 630 place Community School. We have an agreed admission number of 90 per year group. Children will be admitted into our Reception class in the September following their fourth birthday. Parents wishing their child to attend Shackleton Primary School in September 2019 need to apply to the Schools Admission Service at Borough Hall.

When there are more applications than places available, places will be allocated using the following priority order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions in Appendix A)
2. Pupils living in the catchment area with siblings at the school (see definition of sibling in Appendix A)
3. Other pupils living in the catchment area
4. Other siblings (see definition of sibling in Appendix A)
5. Any other children.

Notes:

- If the application of the above criteria results in a situation where there are 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. Priority is not given with each criterion to children who meet other criteria.
- Overriding priority will be given by the LA to the admission of pupils who have a Statement of Special Educational Needs which names the school. Priority may also be given to the admission of 'hard to place' pupils, e.g. excluded pupils, normally in accordance with any protocols which have been agreed with groups of schools.
- Parents applying for a place during the normal admissions round will be offered a place. However, if a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) there will be no guarantee of a place if this would mean exceeding the admission number. In such cases, parents will be referred to the local education authority.

Procedure for Admissions

There is a standard form known as the Starting School Application Form. This form is used for the purposes of admitting pupils into the intake year. Parents will be invited to request the form and the Guide for Parents, which contain information on:

- The schools in Bedfordshire
- Schools' admission numbers and criteria
- How to complete the application form
- How places are allocated
- Timetable for the application and allocation process
- School transport
- Who to contact for advice.

The form enables parents/carers to:

- Express a preference for up to 3 schools plus their catchment school (if the catchment school is in Bedfordshire and it is not one of the 3 preferences)
- Give reasons for their preferences
- Rank their preferences.

The timetable:

1. In October 2018, the Local Authority will publish its booklet on lower/primary school admissions.
2. Completed forms are to be returned to the School Admissions Service by the January 2019.
3. The admission authority will consider all applications for the school, apply the school's oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.

- Where the child is eligible for a place at two or more of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is a Bedfordshire resident. If the child does not reside in Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.

In April 2019 the School Admissions Service will inform all lower/primary schools of the pupils to be offered places at their schools and notify parents of the outcome of their applications.

Parents not offered a school place will be allocated a place at the nearest school with vacancies.

Parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by the given date it will be assumed that they have accepted the place.

Late Applications

The closing date for applications in the normal admissions round is 15th January.

Applications received after 15th January but before the normal time of admission, will be considered as part of the coordinated arrangements and a place offered at the highest preference school that has a place available. However, it may be necessary to make a priority placement available for Bedfordshire children in rural areas whose application is late for good reason.

In-year or Casual Admissions

If a parent wishes to apply for a school place after the start of the academic year or during the academic year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school, they are to make contact with either the school or the Local Authority.

If one of the alternative preferences is for a foundation or voluntary aided school, the School Admissions Service will liaise with the school to determine if a place is available. A place will be offered by the School Admissions Service at the next highest preference that can be met.

If all preferred schools are full and the pupil lives in Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority place available for Bedfordshire pupils in rural areas.

Exceptions

The Bedford Borough Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded:

- 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.
- 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 admission of pupils in accordance with the In-Year 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 as a result of a direction by the local authority acting as corporate parent.
- The admission of a child in very exceptional circumstance in which the Local Authority and the Headteacher are in agreement that not to agree to admit the child would be perverse.

Appendix A - Definitions

‘Looked after’ children

The Children’s 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).

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 a parent or carer’s partner, and in every case, the child should be living at the same address. The sibling must be in school at the time of application and be likely to remain in the school at the proposed date of admission.

Home Address

A pupil’s home address will be regarded as the address of the parent or 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 or carers at more than one address, the address used to allocate a school place will be the one at which a 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, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.