



Great Barford Primary Academy
Admissions Policy
September 2018

Introduction

The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend the school. The School Standards and Framework Act 1998 introduced a new framework for admissions as of September 2000. This policy conforms to the regulations that are set out in that Act.

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All application will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available we enforce the procedure set out below in order to determine whether a child is accepted or not.

How Parents/Carers can apply for their child to be admitted to the Main School

As our school is a community school, Bedford Borough Council (LA) is the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. The LA publishes a composite admission prospectus each year, which gives information about how parents can apply for a place in the school.

Children enter school in the academic year they become five. There is one admission date per year in September. Therefore, parents/carers who would like their child to be admitted to the school during the year their child is five should ensure that they complete the necessary application following the admission timetable below. Applications for admission to the school should be made in accordance with the LA's admissions procedures. Forms can be obtained from the school or the LA. Parents can also apply online or a form can be downloaded from the LA website.

Admission timetable for starting schooling in September 2018 is:

Information to parents	October 2017
Return of application forms	October 2017 – 15 th January 2018
Notification of outcomes	16 th April 2018

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant Year Group. Requests for admission into other year groups should be made on the In-Year application form and in accordance with the LA's co-ordinated scheme for In-Year admissions.

Admissions Criteria

There are 30 places available in each year group, Reception to Year 6. If the number of children applying for entry exceeds the places available we enforce the procedure set out below in order to determine whether a child is accepted or not:

- All 'looked after' children
- Pupils living in the catchment area with siblings at the school
- Other pupils living in the catchment area
- 'Very exceptional' medical grounds
- Other siblings
- Any other children

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with which the child normally lives. 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 a majority of the school week (Mondays to Fridays) including nights.

In Year Admissions

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

Admissions Appeal

Parents/carers of pupils not offered a place at the school will have the right of appeal to an Independent Admission Appeal Panel and will receive an appeal form with the refusal letter.

Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal entry will be maintained until the end of the autumn term.

How parents/carers can apply for their child to be admitted to the Nursery

Children are entitled to start Nursery the term in which they become three if there are any places available. From the term after their third birthday children are entitled to 15 funded hours per week and, if eligible, a further 15 hours can be applied for. Any unfunded hours have to be paid for by the parent/carer. Your child must have turned three before the dates below to receive funding the following term:

- 31st August
- 31st December
- 31st March

Parents/carers can register their interest in a place at the Nursery at any time. Parents will be asked before the half term the child is due to start which sessions they would prefer their child to attend. Parents/carers requests will be taken into consideration when allocating places.

There are 30 places available in each session. If the number of parents/carers applying for places exceeds the places available we enforce the procedure set out below in order to determine whether a child is accepted or not:

- All 'looked after' children
- Pupils living in the catchment area with siblings at the school main school
- Other pupils living in the catchment area
- 'Very exceptional' medical grounds
- Other siblings of child at the main school
- Any other children

Policy Review

This policy will be reviewed annually in November.

