



Great Barford Church of England Primary Academy ADMISSIONS POLICY YEAR OF ENTRY 2019

INTRODUCTION.

Great Barford Primary Academy is a Church of England Academy within the Diocese of St Albans. The Board of the Unity Church of England Multi Academy Trust is the admission authority. The Board will admit up to the planned admission number of 30 children into the reception year.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2019.

However please note the following:

- a. These arrangements do not apply to our nursery intake.
- b. Parents of children currently in our nursery must reapply for a place in reception.
- c. Attendance at our nursery does not guarantee a place in reception
- d. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age.
- e. Parents of a summer-born (1 April-31 August) child **may** choose not to send that child to school until the September following their fifth birthday and **may request** that they are admitted out of their normal age group to Reception rather than Year 1. The Trust **will** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They **will** also take into account the views of the Head Teacher of the school.
- f. Parents can request part time attendance until the child reaches compulsory school age.

If parents do not take up the offered place before the end of the academic 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 Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the Trust 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.

All such 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 trust will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.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 Y1 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 (Bedford Borough) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The Trust, as the admission authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the applicant's **home** LA common application form.

Please note that the information in this policy is correct for the year shown. Policies for future years may be different.

HOW PLACES ARE OFFERED

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, even if the school is full.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

- Category 1** All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions)
- Category 2** Children living in the catchment area with siblings at the school.
- Category 3** Other pupils living in the catchment area.



- Category 4** Children eligible for Early Years Pupil Premium, Pupil Premium or Service Premium Funding who currently attend Great Barford Primary Academy nursery class.
- Category 5** Other Siblings.
- Category 6** Children whose home address is outside the catchment area, but one or more of whose parents/guardians have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. A clergy signature will be required to verify this level of attendance.
- Category 7** Children of staff members
- Category 8** Any other children

The governors cooperate with the fair access policies of the LA. In the case of twins or multiple births, if the eldest sibling has been admitted to the class, the second twin or remaining multiple birth siblings may then be admitted as exceptions to the rule of maximum class size, and remain so for the duration of their time in Reception/KS1.

DEFINITIONS

*** Looked After**

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who 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).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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)

*** Home address**

A pupil's home address will be regarded as the address of the parents or guardians 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 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 – Fridays) including nights. If there is any query on the home address this will be checked against 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.



*** Early Years Pupil Premium**

The Early Year's Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for disadvantaged 3- and 4-year-olds.

*** Pupil Premium**

The Pupil Premium was introduced by the Coalition Government in April 2011 to provide additional support for looked after children and those from low income families. The extra funding is made available to schools to help them narrow the attainment gap that still exists between pupils from disadvantaged and more affluent backgrounds

*** Service Premium Funding**

State Schools, Academies and Free Schools in England, which have children of service personnel in Reception to Year 11, can receive the funding, which is designed to assist the school to provide mainly non-educational support (known as pastoral care) to these children.

*** Christian Church**

The Trust defines a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

*** Siblings**

A sibling refers to a brother or sister, half brother or 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 school at the time of application and be likely to remain in the school at the proposed date of admission.

***Children of Staff Members**

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

***Catchment area**

The catchment area for the school is defined as being the parish of Great Barford. Please see map below.

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 mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the front school gate. Priority will not be given within each criterion to children who meet other criteria.
2. 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 class group. If there are



more applicants for places than available, then the above Admission criteria will apply.

Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. *(Bedford Borough residents only). Parents not living in Bedford Borough should contact the Local Authority in which they live for an application form.* Should the year group be at capacity, the Trust will make the final decision.

3. 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, 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
4. Parents who have not been allocated a place for their child in the reception class have the right of appeal to an independent panel. The LA will explain the procedure to you if this situation arises.
5. In the event of more applications than available places the Trust will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. The Trust will maintain the list until the end of the autumn term. Parents are requested to inform the governors if they wish their child to remain on a waiting list after this date.

This policy has been ratified by the Unity Church of England Multi Academy Trust and will be reviewed annually.

Head Teacher..... Date.....

Approved on behalf of the Trust:
Chairman..... Date...



Cambridgeshire County Council

Great Barford Catchment Area

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