



## Toddington St George Church of England School Admissions Policy 2019 - 2020

Central  
Bedfordshire

The Governing Body is responsible for the admission of pupils to Toddington St Georges Church of England Academy and admits 60 pupils to Reception each September. This admission number has been agreed by the Governing Body and applies to the year 2019.

The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the Academy 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 Governors co-operate with the LA's Fair Access Protocol for children who are hard to place and will admit such children even if the class is full.

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

All applications **must** be made on the **CBC** Local Authority common Application Form or online via [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions).

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

The school does have a Hearing Impaired Provision for pupils with hearing needs, but there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the entrance to the Year 4 access area and to the external huts. All classrooms may be entered without steps apart from two Year 4 classes. Should access be required to these classes, class arrangements will be changed to ensure access for all. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The school provides for the admission of all successful applicants who were born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015. However, please note the following:

- a) These arrangements **do not** apply to our Nursery intake.
- b) Parents of children currently in our Nursery **must** re-apply for a place in the Reception class.
- 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. **Summer born children may only have admission deferred until the start of the summer term.**
- e) Parents can request part-time attendance until the child reaches compulsory school age.

- f) 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 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 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.

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 Governors 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 Governors are required to admit a pupil with a Statement of Special Educational Needs or Education, Health and Care plan which names the school. When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.**

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria.

- 1) Children who are in public care (looked after children) or those who were previously looked after but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children whose parents are staff at the school,
- 6) Children who live nearest to the school determined by straight line distance from the school site to the child's home address.

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. If more applications for places are received than places available, then the above criteria will apply.

### **Definitions and notes:**

**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:** A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangement, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling 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).

### **Catchment area**

A geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on school catchment areas.

### **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, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### **Siblings**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, the 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.

### **Distance**

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.

### **Tie-breaker**

The distance criterion 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. 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 Tribal Admissions database to allocate the place.

### **Staff**

Staff definition: This applies to permanent, full or part-time, staff who have been employed at the Academy for two or more years at the time of application and/or staff 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 – Fridays. The definition does not include peripatetic staff.

### **Twins and multiple births**

Where a twin or multiple birth sibling has been offered the last available place then the other twin or sibling(s) will be offered a place as exceptions to the infant class size rule.

### **Waiting list**

Central Bedfordshire Council will maintain a waiting list for unsuccessful applicants until the end of December 2019. If a vacancy arises a place will be offered according to the oversubscription priorities above.

### **In year Admissions**

Application forms are available either from the CBC LA website or the school office. Completed forms should be sent directly to the LA. The LA will consider the application and inform parents directly of the outcome. If there is a waiting list in the relevant year group any in-year applications will be ranked according to the oversubscription priorities above.

### **Appeals**

Parents who have been refused a place for their child have a right to appeal to an independent panel. Parents wishing to appeal should complete the electronic form which is available on the Central Bedfordshire website or telephone to request a paper appeal form if preferred (0300 300 4032). The form should be sent to reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the Governors' decision not to offer a place.

Please note that a repeat application within the same academic year will not be considered (by the Governors) unless there has been a significant change in circumstances.