

# Putnoe Primary School

## Admissions Policy and Criteria 2025-26

## School Admission Arrangements

We are able to admit up to 90 pupils in any one year group from years R to 6. If the number of places in a particular year group is not sufficient to meet the requests of all parents, the governors will admit pupils on the following basis.

1. All 'looked after' children or children who were previously 'looked after' including children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. Very exceptional medical grounds
5. Other siblings
6. Any other children

For further general admissions information and advice, please see the linked [admissions](#) pages on Bedford Borough's website.

### 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 determining factor 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. The Local Authority will measure the distance from the address point of the pupil's home to the Headteacher's office. The Governors will not give priority within each criterion to children who meet other criteria.
2. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have an Education Health Care Plan (EHCP) are required to be admitted to the school which is named on their EHCP, 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.

## Definitions

### **'Looked After' children**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

### **Previously 'looked after' children**

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

### **'Looked After' children from Abroad**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society).

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister where foster care has been arranged by a Local Authority or the child of the parent/carers 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.

### **Home Address**

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility, and 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 eg. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

## Admission into the Reception Classes

Those children whose **fourth** birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August are admitted into the Reception Classes in the September after their **fourth** birthday usually full-time following consultation with the school.

Those children whose **fifth** birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> March are admitted full-time in September (Autumn Term).

There is no obligation to send your child to school full-time at the stated time if you feel it is not in the best interests of your child to do so. **However, once your child reaches statutory school age (5 years), full-time attendance is compulsory.**

The Local Authority co-ordinates admission into the Reception year. Applications for admission in September (following a child's 4<sup>th</sup> birthday) should be made in accordance with the Local Authority's co-ordinated scheme. Parents **must** apply to the Local Authority in which they live and return the application form to that Authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live. Parents will be notified in writing by the Local Authority in which they live if they have been allocated a place.

## In Year Admissions

Requests for admission into other year groups should be made on the 'In Year' Application Form available from the school and parents should apply directly to the school for an 'in-year' place.

## Appeals/Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent admissions appeal panel. The Panel is made up of three panel members who are trained volunteers, independent of Bedford Borough Council and Central Bedfordshire Council and the schools involved.

At least one member will have some experience of education (normally as a teacher, governor or parent) and at least one member will have never been paid to work in education.

Any child refused a place at the school will be placed on the waiting list which is held by the Borough Council. When a place becomes available, all children on the waiting

list will be prioritised according to the admissions criteria and an offer made to the child with the highest priority.

Waiting lists for the normal year of entry will be maintained until the end of the Autumn Term. If parents wish to remain on the waiting list after the Autumn Term, they should write and confirm this decision to Admissions, Bedford Borough Council, Borough Hall, Cauldwell Street Bedford MK42 9AP

**Children are admitted into the 4+ Class on the following basis:**

**There is a maximum number of 30 places in the 4+ class which cannot be exceeded**

Those children whose **fourth** birthday falls between the 1<sup>st</sup> September and 31<sup>st</sup> December are admitted, if places are available, to the **4+ Unit** the **January** after their fourth birthday. This place is usually full-time but can be part-time if parents prefer.

Those children whose **fourth** birthday falls between the 1<sup>st</sup> January and 31<sup>st</sup> March are admitted, if places are available, to the **4+ Unit** in the **April** after their fourth birthday. This place is usually full-time but can be part-time if parents prefer.

Children do not have to attend the 4+ Unit before being admitted into Reception.

**The school administers applications into the 4+ Unit. This does not guarantee a place in the Reception Classes in September and parents must apply for a Reception Year place in accordance with the Local Authority's co-ordinated scheme for admissions.**