

Putnoe Primary School

ADMISSION POLICY 2019-2020

Approved by the Governors 27.2.18

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'
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

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 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. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. 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 a Statement of Special Educational Needs 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.

September 2018

Definitions

'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, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

Sibling

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/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.

'Very exceptional' medical grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

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 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.

Admission into the Reception Classes

Those children whose **fourth** birthday falls between 1st April and 31st 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 1st September and 31st 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 and applications for admission in September 2017 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 the Reception Year for 2017.

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 1st September and 31st 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 1st January and 31st 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.