

Swallowfield Lower School 2018 admission policy

Published Admission Number: 60

Oversubscription criteria:

- 1) All 'looked after' children or children who were previously 'looked after'
- 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 who live nearest to the school determined by straight line distance from the school site to the child's home address

Notes:

Pupils with a Statement of Special Education Needs or Education, Health and Care Plan.

In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, 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 or Plan, even if the school is full.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Admissions Criteria

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. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. 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.

Waiting list

Unsuccessful applications will be added to the school's waiting list which will run until the end of the academic year. Waiting lists are prioritised according to the school's oversubscription criteria.

Appeal

All parents/carers of children who have been unsuccessful in gaining a place at the school will have the right of appeal which is considered by an independent panel. Details of this will be sent at the appropriate time.

Definitions of Admissions Criteria:

'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 residence order or a special guardianship order.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

Sibling

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority 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 who live nearest to the school determined by straight line distance from the school site to the pupil's home address

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, which is known as the designated measuring point.

Delayed admission for summer born children*

Parents have the right to request their summer born child's admission to Reception Year in the September following their fifth birthday, however parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the Council in consultation with the Headteacher and Governing Body.

Parents/carers need to make their request in writing, separately from the CAF, directly to the School Admissions Team who will liaise with the Headteacher and Governing Body. The request should include the parents'/carers' reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date.

The Council, along with the Headteacher and Governing Body, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the school Admissions Code. Once determined, the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

If a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at the school and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

* A summer born child is one born between 1 April to 31 August.