



Admissions Policy

Respect Honesty Perseverance Love Tolerance Compassion



Introduction

The headteacher and governors warmly welcome enquiries from parents who wish their child to attend Templefield Lower School. Visits to the school can be arranged by contacting the school office on 01525 713625.

Admissions to the school are arranged through Central Bedfordshire Council and the school has an agreed admissions number of 60 children in each year group.

Children are admitted into school full time at the start of the reception year ie. the September before their fifth birthday. Parents of children in our nursery class are not guaranteed a place in our reception class and must re-apply for a place to the reception year group. Admission is on a full time basis, however, in exceptional circumstances we will work with parents to support a child who finds the start to full time school too challenging.

How places are offered

In the event of there being more applications than available places, the local authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated.

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:

Children with a statement of Special Educational 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 school named in the statement or plan and will be allocated a place ahead of those without a statement of Special Educational Needs or Education, Health and Care Plan in the allocation process. Thereafter, the admissions criteria will apply for those children without a statement of Special Educational 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, children 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 to ensure unplaced children, especially the most vulnerable, are offered a suitable school place. Children identified for admission through the fair Access Protocol will be admitted even if the school is full.

Admissions Criteria

The admission 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 (eg. children 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.

Definitions of Admissions Criteria

‘Looked after’ children

A ‘looked after’ child is a child in the care of the 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 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 whose 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 child’s home address

The distance the child 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 child’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.

How to apply

All applications must be made to Central Bedfordshire Council using their Application Form. This is available online at www.centralbedfordshire.gov.uk/learning/schools/schools-admissions or by calling the Schools Admissions Team on 0300 300 8037.

For further information about the application procedure, please contact the Schools Admissions Team on 0300 300 8037 or email admissions@centralbedfordshire.gov.uk .

In-year admissions

Applications for an admission mid-year into any year group need to be made to Central Bedfordshire Council using the In-Year Application Form. This is available online at www.centralbedfordshire.gov.uk/learning/schools/schools-admissions or by calling the Schools Admissions Team on 0300 300 8037.

Waiting lists

All unsuccessful applicants will automatically be added to the school’s waiting list. Any places which become available will be allocated in accordance with the admissions criteria set out in this policy. Parents are requested to inform the local authority whether or not they wish their child’s name to remain on the waiting list.

Right of Appeal

Parents who have not been allocated a place for their child have the right to appeal to an independent panel. The local authority will explain this procedure to you should the situation arise.

Admissions above the published admission number

The Central Bedfordshire Admissions Forum has agreed the following exceptions which may result in the admissions number for a school being exceeded.

For in-year admissions:

- The admission of children who have a statement of Special Educational Needs or Education, Health and Care Plan which names the school, when that child has either been assessed or moved into the area outside the normal admissions round.
- The admission of children in accordance with the Fair Access Protocol.
- The admission of children who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources.
- The admission of a 'looked after' child or a previously 'looked after' child outside of the normal admissions round.
- The admission of a twin or children from multiple births.
- The admission of service children.
- The admission of a child in very exceptional circumstances in which the local authority and the headteacher are in agreement that not to agree to admit the child would be perverse.

The Governing Body of Templefield Lower School adopted this policy on 29th November 2016. It will be reviewed in November 2017 or earlier if changes need to be made.