



Date of Issue	Admissions Policy 2019	Policy Number
March 2018		1
Review Date		Policy Owner
December 2018		Trust Board

1. Purpose

The purpose of the policy is to ensure Elstow School as part of Advantage Schools complies with all the relevant provisions of the statutory School Admissions Code, as they apply at any given time to maintained schools and with the law on admissions as it applies

2. Vision and Values

Elstow School is a part of Advantage Schools. We believe that given the right circumstances, all children are capable of extraordinary things. Elstow's motto 'We Care, We Share, We do our best' underpins the outlook for the whole school community.

3. CONTEXT

The school will comply with all relevant provisions of the statutory School Admissions Code, and the School Admissions Appeals Code.

Notwithstanding these arrangements, in exceptional circumstances the Secretary of State may direct the Elstow School to admit a named pupil; before doing so the Secretary of State will consult the Trust.

4. OPERATION

The admission arrangements for the Elstow School for the year 2019/2020 and, subject to any changes approved by the Secretary of State, for subsequent years are: -

- Elstow School has an agreed admission number of 60 pupils and a combined total pupil number of 420 pupils. Elstow School will accordingly admit up to 60 pupils in the relevant age group each year, if sufficient applications are received.

In-year Admissions

- If a parent wishes to apply for a school place on or after the start of the school year, or during the school year, they should complete an application form. These are available from the school or online. The application

is sent to the local authority, Bedford Borough and the authority notifies the school and the applicant, if a place is available.

- Subject to any provisions in the national co-ordinated admission arrangements and agreements the School will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than places available at the School the over-subscription criteria shall apply. Parents whose application is turned down are entitled to appeal.
- In relation to difficult to place pupils, the School will work within the Bedford Borough Council's In Year Fair Access Protocol.

Procedures where Elstow School is oversubscribed

- Where the number of applications for admission is greater than the published admissions number and after the admission of pupils with special educational needs where the school is named on the statement, applications will be considered against the criteria, and in the order, set out below: -
 - All looked after children or children that were previously looked after
 - Pupils living in the catchment area with siblings at the school
 - Other pupils living in the catchment area
 - Other siblings
 - Any other children
- Within each of the over-subscription categories, priority is given to those who live nearest the School, as measured by the straight line distance using the Local Authority's computerised measuring system. The distance will be measured from the address-point of the pupil's home to the front gate of the School on Abbeyfields Road, Elstow regardless of the distance of travel. Where a pupil lives for part of each week at different addresses, the 'home' address shall be that address at which the pupil spends the majority of the school week. Where time is evenly split, the address of the mother shall be used.
- 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). 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.
- For the purposes of criterion above, a sibling is a brother or sister, half brother or sister, adopted brother or sister, step 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.
- Notwithstanding the above arrangements, The Secretary of State may direct the School to admit a named pupil on application to the LA; before doing so the Secretary of State will consult the School.

Operation of waiting lists

- The Local Authority will operate a waiting list for places in any year, where there are more applications for places than there are places available in that year. In the normal year of admission, the waiting list is maintained until the end of the autumn term. For other year groups, the waiting lists are maintained for a minimum of one term. Any places that become available are allocated in accordance with the waiting list. If parents and carers wish to remain on the waiting list after one term they may request to stay on the list for the remainder of the academic year.
- A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. However, pupils directed to attend the School, by the Borough or Secretary of State, will take precedence over those on a waiting list.

Arrangements for appeals panels

- Parents will have the right of appeal to an Independent Appeal Panel, established by Bedford Borough Council, if they are dissatisfied with an admission decision of the school. The arrangements for appeals will be in line with the Code on School Admission Appeals, published by the Department for Education, as it applies to academies. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The School will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.
- Within each of the over-subscription categories, priority is given to those who live nearest the School, as measured by the straight line distance using the Local Authority's computerised measuring system. The distance will be measured from the *address-point* of the student's home to the front gate of the school regardless of the distance of travel. Where a pupil lives for part of each week at different addresses, the 'home' address shall be that address at which the pupil spends the majority of the school week.
- 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). 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.
- For the purposes of criterion above, a sibling is a brother or sister, half brother or sister, adopted brother or sister, step 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.
- Notwithstanding the above arrangements, the Secretary of State may direct the school to admit a named pupil on application to the LA; before doing so the Secretary of State will consult the school.
- If there are more applicants than there are places remaining within a particular category and where there is no difference in distance from home to school for two or more children, children of multiple birth (twins, triplets etc.) will be given priority. If this tie-break still does not differentiate between children for the last place available the School will admit slightly above its admission number to accommodate all children tied for the last available place.

5. Where a place is not offered because the PAN has been reached, students may be placed on a waiting list. The borough will offer a place when one becomes available in accordance with the admissions criteria.

6. MONITORING, EVALUATION AND REVIEW

Elstow School will consult on its proposed admission arrangements as required by law, or earlier if an alteration is proposed to the arrangements, with the following:

- a) Advantage Schools Trust Board
- b) Bedford Borough Council;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph b) located within the relevant area for consultation;
- e) Parents living in the relevant area for consultation whose children are between 3 and 11 years of age
- f) Community groups which the Trust considers relevant;

Determination and publication of admission arrangements

Following consultation, the Trust will consider comments made by those consulted. The Trust will then determine the school's admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

Once the admission arrangements have been determined, the school will publish them each year on the website, by request to parents and to Bedford Borough Council and primary and secondary schools in the area.

The published arrangements will set out: -

- a) The name and address of the School and contact details
- b) A summary of the Admissions' policy, including oversubscription criteria
- c) Numbers of places and applications for those places in the previous year
- d) Arrangements for hearing appeals.