

Maple Tree Lower School



Policy
Committee
Review Date

Statutory Admissions Policy
Management
April 2017



Statutory Admission Policy – September 2017 Admissions

The Governing Body is the admission authority for Maple Tree Lower school.

Children will normally attend the lower school serving the area in which they live i.e. the school serving the local catchment* area. Parents may however apply for their child to be admitted to an alternative school, provided there is space available.

*(*for the definition of 'catchment area' see glossary)*

Parents of all children born between 01/09/12 and 31/08/13 and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the Common Application Form (CAF). The CAF will be available from any local lower or primary school or academy, from the School Admissions Service or it can be downloaded from the Local Authority website. The CAF or online application form will enable parents/carers to:

- express a preference for up to 3 schools / academies
- rank their preferences
- give reasons for their preferences

At Maple Tree Lower School children are normally admitted into the Reception year at the start of the academic year in which they become 5.

New legislation allows for parents to delay entry into school for children who are summer born (1st April – 31st August):

Delayed admission for summer born children

Parents have the right to request their summer born child's admission to the Reception Year is delayed until later in the academic year or until their child becomes statutory school age in the September following their fifth birthday. Parents/Carers do not have the right to insist that their child is admitted to a particular age group (reception or year 1), a decision will be made by the Governing Body in consultation with the Head teacher.

Parents/Carers need to make their request in writing, separately from the CAF, directly to the Head teacher and Governing Body of the school. The request should include the parents'/carer's 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 application should be made at the normal time i.e. the January of the year their child will be 4 years old by 31st August. The Governing Body, along with the Head teacher, 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 by the Governing Body 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.

For full details please refer to the guidance on the Central Bedfordshire admissions website, http://www.centralbedfordshire.gov.uk/Images/Determined%20Lower%2C%20Primary%20and%20Middle%202017-18%20co-ordinated%20scheme_tcm6-71456.pdf#False

Applications for a statutory place must be made in writing or on line and returned to the LA by the due date (see below). Forms may be obtained by telephoning or contacting the school office directly, contacting the Local Authority or by applying online at www.bedford.gov.uk/onlineadmissions . Full contact details may be found in appendix 1.

Parents may also apply for admission to other year groups as appropriate.

The admission number for any year group at Maple Tree Lower school is 45.

The Schools Admission Forum has agreed that the admission number may be exceeded under certain exceptional circumstances. These may be found in appendix 2.

If the number of places available for children is not sufficient to meet all requests, then the following criteria will be applied (in the rank order shown) by the Local Authority to determine how places are allocated (see appendix 3 for further information on the criteria):

- All 'children looked after' or those who were previously 'children looked after'
- Children living in the catchment area with siblings at the school
- Children living in the catchment area

- Other children with siblings at the school (including siblings of Children Looked After)
- Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Admission into Reception for September 2017

Parents **must** apply to the Local Authority in which they live. Parents living in Central Bedfordshire or Bedford Borough can apply using the online application system for the Local Authority in which they live. When completed, the form must be returned by the specified date. Appendix 4 gives a full time-table of dates for the admissions process.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in April 2016, by their home Local Authority of whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

Those parents not offered a place at the school of their choice will be advised of the appeal procedures by the Local Authority.

In-Year Admissions

Whilst admission will normally be into Reception, students may be admitted to Years 1 to 4 where there are vacancies (i.e. less than 45 on roll in the year group concerned).

The above criteria will apply in these circumstances. Requests for admission into other year groups should be made to the school on the In-Year Application Form. The form is available from the school or the Local Authority and can be downloaded from the Local Authority website. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

Attendance

In Reception children are able to attend school full time even if they are not of statutory school age i.e. the term after their fifth birthday.

See School's Attendance Policy

School Hours

Reception – 9.00am to 11.45am and 1.00pm to 3.30pm

Key Stage 1 – 9.00am to 12.15pm and 1.15pm to 3.30pm

Key Stage 2 (*years 3 and 4 only*) – 9.00am to 12.30pm and 1.30pm to 3.30pm.

All parents of children in the Reception year group will be invited to a parents meeting in the summer term in preparation for transfer to Key Stage 1.

Children transfer to Middle School at the beginning of the academic year in which they become 10 (i.e Year 5).

This policy will be reviewed annually by the Governors' Management committee and amendments advised to the full Governing body.

Signed.....

Chairperson of Maple Tree Lower School Governing Body.

- Revised June, 2003
- Revised January 2005
- Revised March 07
- Revised April 2008
- Revised April 2009
- Revised April 2010
- Revised April 2011
- Revised April 2012
- Revised April 2013
- Revised April 2014
- Revised April 2015

Glossary:

School Year – begins in September until August

School terms.

- Autumn – Sept to Dec
- Spring - Jan to Mar
- Summer – Apr to August

Pre Statutory Admission – parents may choose whether to apply for admission to a school/nursery/playgroup etc. from the term after a child's third birthday until the term before they become 5 – either part time or full time (dependant on admission arrangements).

Statutory Admission – parents must ensure their child attends school from the term after their fifth birthday on a full time basis.

Catchment area – the designated area from which the school admits children (see attached street list).

Foundation Stage

- Nursery – 3/4 year olds
- Reception – 4/5 year olds

Key Stage 1

- Year 1 – 5/6 year olds
- Year 2 – 6/7 year olds

Key Stage 2

- Year 3 – 7/8 year olds
- Year 4 – 8/9 year olds

LA – the local authority, advises on pre-statutory admission, designates catchment areas and manages statutory out of catchment admissions.

The Governing Body – responsible for pre-statutory admission arrangements and statutory catchment area admissions.

Definitions:

'Children Looked After'

A 'child looked after' 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 'child looked after' is a child in public care at the time of application to a school.

Previously 'children looked after'

A previously 'child looked after' 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. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling 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).

Catchment area

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, adopted brother or sister, step brother or sister or the child of the parent / carer's partner sister or brother of a child looked after, 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.

Maple Tree Lower School Catchment Area

The catchment area for our school street list:

Fallowfield Estate (all streets)
St Ivel Park Estate (all streets)
Rothbury Close

Appendix 1:

Contact details for Maple Tree Lower School:

Address:

Hawk Drive
Sandy
Beds
SG19 2WA

Tel: 01767 699806

Fax: 01767 699804

Email mapletree@cbc.beds.sch.uk

Contact details for Central Bedfordshire Council:

Address:

Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

Tel: 0300 300 8000

The Admissions team will be dealing with admissions for schools in both Central and Bedford Borough Councils and is available at Bedford Borough Council (School Admissions Service) on 01234 363222.

Appendix 2:

Exceptions which may result in the admission number for the school being exceeded:

- The admission of catchment area pupils, where the parent has expressed a preference for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements
- The admission of pupils who have a Statement of Special Educational Needs or an Education, Health and Care Plan which names the school
- The admission of 'hard to place' pupils e.g. excluded pupils
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance
- The admission of a looked after child outside the normal admissions round as a result of a direction by the local authority acting as corporate parent
- 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

Appendix 3:

Notes to accompany the admission 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.
- Pupils who have a Statement of Special Educational Needs or and Education, Health and Care Plan are required to be admitted to the school which is named on the document, 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.
- 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. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) 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, the local authority will offer a place at the nearest local authority maintained school to the pupil's home address which caters for pupils of the same age.

Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2015/16

September 2016 - Information about the transfer process issued

15 January 2017 - Closing date for receipt of applications

10 February 2017 - By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities

10 March 2017 - By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Service with ranked lists of applicants

13 March 2017 – 22 March 2017 - Between these dates information to be exchanged with other Local Authorities on potential offers

13 April 2017 - Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module

18 April 2017 - Notification to be posted to parents living in Central Bedfordshire and available online

2 May 2017 - Date by which parents reject the offer of a place if not required.

2 May 2017 - Late applications received between 16 January and 18 April 2017 will be logged onto the database by this date.

12 May 2017 - By this date foundation, trust and voluntary aided schools and academies provide School Admissions Service with ranked lists of applicants in the initial late allocation round.

5 June 2017 - Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.

6 June 2017 - Late applications received on or after 17 April will be processed from this date