



ADMISSIONS POLICY 2016/17

Starting School

- For first admission, children will be admitted in the term following their 4th birthday as in the chart below.
- Children starting school in the Spring term will attend mornings only (5 morning sessions of 3 hours) for two terms. In the Autumn term they will attend full time.
- Children starting school in the Summer term will attend mornings only (5 morning sessions of 3 hours) for one term. In the Autumn term they will attend full time.
- Children starting school in the Autumn term will attend full time. Any decisions to vary the sessions attended will be made through consultation between the school and parents.
- All children must attend full time in the term following their 5th birthday.
- Parents will be invited to visit the school prior to admission.

4 th birthday between	Start school at the beginning of the term after 4 th birthday
1 st April – 31 st August	Autumn term
1 st September – 31 st December	Spring term
1 st January – 31 st March	Summer term

Applying for a place

You must apply for a place via the School Admissions Service, Central Bedfordshire Council. You can apply online via the internet: www.centralbedfordshire.gov.uk/onlineadmissions or collect an application form and admissions booklet from any Lower School or Pre-School. It should however be noted that children admitted on a part time basis at the beginning of the Spring and Summer terms will not formally be admitted to the school on a full time basis until the following September and they will not automatically be guaranteed a place in the full time reception class. Parents will still need to complete an Admissions Application. You will receive a letter from the School Admissions Service on the National offer date (18th April 2016) telling you at which school your child has been given a place.

If you need further information contact either the School Admissions Service on 01234 718120 or the school.

If the number of places in a particular year group at the school is not sufficient to meet the requests of all the parents, then the following County criteria will be applied (in the rank order shown) to determine how the 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

If applying these criteria results in there being more children with an equal right to admission to the school than the number of places available, the tie break will be the distance the pupil lives from the school, measured in a straight line, using a computerised mapping system, with those living closer 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 determined by the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.

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 maintained school which caters for pupils of the same age and has places available.

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.

'Looked After' Children'

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted 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. That 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.

Home address: A pupil's home address will be regarded as the address of the parent / carer with parental responsibility 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 a query on a 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, a child benefit annual statement or family tax credit information.

Equal opportunities: Hockliffe Lower School is committed to ensuring that every individual is offered the same opportunities and access to all aspects of its provision. Every effort will be made to cater for the needs of any child in conjunction with the Special Educational Needs Policy, the Inclusion Policy, the Equal Opportunities Policy and the Race Equality Policy.

Transfer:

From the Lower School, children normally transfer to a local Middle School in the September following their 9th birthday, and then on to Upper School at 13 years.

Adopted by the Governing Body (Chair person)..... (Date)