

# **PULFORD CHURCH OF ENGLAND V.A. LOWER SCHOOL**

## **ADMISSION POLICY FOR SEPTEMBER 2018**

Admissions to Pulford School are arranged through the coordinate scheme operated by Central Bedfordshire Schools Admissions Service and the School Governors, who are the admission authority for the school. The school has no catchment area and children attend from all areas of the town of Leighton Buzzard and its local villages. Parents who are considering applying for a place for their child are encouraged to visit the school beforehand can arrange a time by telephoning the school.

Parents of children currently in our Pre-School must re-apply for a place in the Foundation Stage class. Attendance at our Pre-School does not guarantee a place in Foundation Stage.

To be considered for admission to the Foundation Stage pupils must have their 5th birthday between 1st September 2013 and 31st August 2014. This is a once a year entry which will be full time unless the parent/carer requests that the date their child is admitted to school is deferred until later in the academic year; but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, the children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Summer-born Children**

Parents of a summer-born (1 April – 31 August) child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Foundation Stage rather than Year 1.

Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

They must also take into account the views of the Head Teacher.

When informing parents of their decision on the year group to which the child should be admitted, the governors will set out clearly the reasons for their decision.

The statutory right to appeal does not apply if they are offered a place at the school but not in their preferred age group.

Admission to the Foundation Stage and all other year groups will be on the basis of a place being available in the relevant year group.

Applications for a place at the school for older children, up to the age of nine years, are accepted at any time.

Applications for admission in September 2018 should be made in accordance with the Local Authority's co-ordinated scheme. For parents living in Central Bedfordshire, the timescales for the application process are set out in the Starting School Booklet. Parents not living in Central Bedfordshire **must** apply to the Local Authority in which they live and return the application form to that authority by the date indicated on the application form. It is essential that the relevant Local Authority Application Form is completed and returned by the closing date. If the form is not returned by the date indicated we cannot guarantee that your application will be considered. Parents can also apply online using the online system for the Local Authority in which they live. Parents will be notified by the Local Authority in which they live of the outcome of their application.

The school has a Published Admission Number of 45 i.e. it can accommodate a maximum of 45 pupils in each of its 5 years groups. Should there are more than 45 applications; places in the school's Foundation Stage will be allocated in according to the following criteria, and in the priority order listed. The Governors are required to admit a child with a Statement of Special Educational Needs or Education, Health and Care Plan which names the school.

### **Admissions Criteria**

1. Looked after children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order – see note 1
2. Children who have a sibling who will be attending the school at the time of entry – see note 2
3. Children of practicing families of the Church of England who regularly attend All Saints Leighton Buzzard. - see note 3.
4. Children of practicing families of the Church of England who are members of one of the Anglican Churches within the Ouzel Valley Team Ministry. –see note 3.

5. Children of practicing families of other Church of England churches. – see note 3.
6. Children of practicing families of other Christian Denominations - see note 4.
7. Children of practicing families of other faiths.
8. Any other children.

### **Notes**

1. 'A 'looked after' child is a child who is in the care of the Local Authority, or being provided with accommodation by the Local Authority in the exercise of their Social Services functions (see section 22(1) of the Children's 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 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and families Act 2014. 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).
2. 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, 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.
3. A practicing family is defined as a family which attends public worship. Public worship means a congregational act of worship of the church or religious community at least once in each calendar month over the previous year. In respect of The Church of England this is interpreted as attendance at a service which takes place in the Parish Church, or authorised place of worship, on a Sunday, and applies to categories 3, 4 and 5. When applying under categories 3, 4,5, 6 and 7 the relevant priest, minister or faith leader will need to sign the application form to confirm this level of attendance.
4. For the purposes of this policy other Christian Denominations are those that are members, or are eligible for membership, of Churches Together in England or the Evangelical Alliance.

## **Twins and multiple births**

Where the last available place is offered to a twin or multiple birth the other twin or sibling(s) will be admitted as exceptions to the infant class size rule.

### **Tie Break**

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main entrance of the school. Priority will not be given within each criterion to children who meet other criteria

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 School Admissions Team database to allocate the place.

## **APPEALS**

### **Right Of Appeal**

Parents who have been refused a place for their child have the right of appeal via the Clerk to the Appeals Panel. Information about the appeals process will be given to you if an appeal becomes necessary.

### **Waiting List**

A waiting list will be put into operation when all the criteria of the admissions policy have been applied. If and when a place does become available, it will be offered in accordance with the above criteria. The waiting list will be maintained until the end of the autumn term 2016.

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.

### **In Year Admissions**

Requests for admission into other year groups should be made directly to the school as these are the responsibility of the Admissions Governors. Forms are available from the school office. Completed forms should be returned to the school. Admissions Governors will consider each application in line with this document and inform parents of the outcome of their application.

## **Changes to Admissions Arrangements**

The School will consult appropriate authorities about any future changes to these admission arrangements through the procedure as set out in regulations found within the relevant section of the School Standards and Framework Act.

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### **Further Information**

Further information on admissions to lower schools in Central Bedfordshire is available at

<http://www.centralbedfordshire.gov.uk/education-and-learning/schools/default.aspx>.

### **Notification of a change of circumstances**

The school office and Admissions at Central Bedfordshire Council, should be informed immediately, in writing, of any change in circumstances relevant to any application for a place, e.g. change of address. The school's address and contact number is:

Pulford Church of England VA Lower School

Pulford Road

Leighton Buzzard

Bedfordshire

LU7 1AB Tel: 01525 372188. Email: [office@pulford.cbeds.co.uk](mailto:office@pulford.cbeds.co.uk)

Admission- [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

**Signed** ..... **Signed** .....  
**Chair of Governors**                      **Head teacher**

**Date** ..... **Date** .....