



ADMISSION POLICY

SEPTEMBER 2018

Version	Date	Author	Change Description
2.0	09/02/17	Mr L Robichaud	Updated for new school year (Next review Summer 2018)

Introduction

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form. Parents who wish their children to start in the Autumn term 2016 will need to complete an LA common application form available from the child's nursery care provider or the Schools Admission Service from October 2015. The forms will need to be returned to the first preference school by January 2016 or parents can apply on line. The standard admission number for Wilstead Lower School is 30.

In the event of there being more applicants than there are places available, the local authority will apply the following criteria in the priority order of categories as listed.

CATEGORY 1. 'Looked after' children and children previously 'looked after' (see definitions);

CATEGORY 2. Children, who at the time of entry, are living in the catchment area of Wilstead with siblings at the school.

CATEGORY 3. Other pupils living in the catchment area.

CATEGORY 4. 'Very exceptional' medical grounds.

CATEGORY 5. Other siblings.

CATEGORY 6. Any other children.

Definitions:-

'Looked After' Children

A 'looked after' 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)

Previously 'looked after' children

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 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).

Siblings

A sibling is defined as a brother or sister, or any other child who permanently resides at the same address, for whom the applicant has parental responsibility. That sibling must be in the school at the time of application and be likely to remain in the school at the proposed time of entry.

Notes:-

1. If there is a situation where the application of the above 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. This will be measured in a straight line from the address point of the pupil's home to the main entrance of the school, using a computerised mapping system. Those living closer to the school as determined by this process will be accorded higher priority. Priority is not given within each criterion to children who meet other criteria.
2. There may be '**Very exceptional** occasions' when medical reasons make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. The application must be supported with reports from the medical services or health authority. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative / child minder.
3. Overriding priority will be given by the LA to the admission of pupils who have a Statement of Special Educational Needs, which names the school. Also in accordance with the Special Educational Needs Code of Practice 2001 and the Special Educational Needs and Disabilities Act 2001 the school will not discriminate unreasonably against disabled applicants. Pupils with Special Educational Needs but without statements will be treated as fairly as all other applicants for admission.
4. A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where the child spends time with parents 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 any query on the home address this will be checked against official documentation.
5. In the case of older children who apply to join the school, (in-year admissions) admission will be on the basis of places being available in the relevant class group. If there are more applicants for places than available, then the above admissions policy will apply. Applications for in-year admissions must be made through the school.

ADMISSION PROCEDURE

Parents who wish their children to start in the Autumn Term in 2016 will need to complete an LA common application form, this along with an information booklet will be available in October 2015. The forms will need to be returned to the first preference school by January 2016 or the forms can be completed on-line.

The order of receiving applicants has no bearing on the decision whether to admit a child or not. The forms will then be forwarded to the Bedfordshire School Admissions Service who co-ordinate the arrangements of the admissions to all Bedfordshire Lower Schools.

The LA will notify parents in the April prior to the year of entry. The date for confirmation of acceptance will be included with the notification letter.

Children who are refused a place, as part of the co-ordinated arrangements will receive an appeal form with the refusal letter. The Local Authority will forward any appeal forms to the Clerk of the appeals panel at County Hall.