

# THE HARLINGTON AND SUNDON ACADEMY TRUST



## **SUNDON LOWER SCHOOL** **MAIN SCHOOL ADMISSION POLICY 2023-2024**

**Approved by the Curriculum Trustee Committee: November 2021**

**Approved by Board of Trustees: January 2022**

**Next review: November 2022**

### **1. Admission to Main School**

Admission to Sundon Lower School is arranged through the co-ordinated scheme operated by the Academy Trust and the Local Authority School Admissions Service who will act in an administrative capacity to ensure that parents are not offered multiple places. These arrangements follow the general principles laid down in the School Standards and Framework Act.

Applications for admission in September 2021 should be made in accordance with the Local Authority's co-ordinated scheme. The timescales for the application process are set out in the Starting School Booklet available with the application form from the school or the Local Authority.

Sundon Lower School admits children into the Reception class at the start of the academic year during which the child becomes five.

### **2. Inclusion Statement**

As an inclusive school, children who experience difficulties accessing the school and curriculum will be treated as fairly as other applications for admissions.

### **3. Admission Number**

The Published Admission Number (PAN) for Sundon Lower School is 15, which means that a maximum of 15 children can be admitted in any one year group.

The number can **only** be exceeded in **exceptional circumstances** and these have been agreed by the Local Authority Admissions Forum (see Notes).

### **4. Allocation of Places**

Where the number of requests for places exceeds the Admission Number, the places will be allocated (in the rank order shown) to determine how the places will be allocated to:

1. All "looked after" children or children who were previously 'looked after' (see definition)
2. Children living within the Parish of Sundon with siblings at the school (see definition)
3. Other children living in the catchment area
4. Other children with siblings at the school (see definition)
5. Children who live nearest to the school determined by a straight line distance from the school site to the child's home address.

### **NOTES**

Pupils who have a Statement of Special Educational Needs or an Education, Health and Care Plan are required to be admitted to the school which is named on the statement/plan, 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 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.

## **DEFINITIONS**

### **Looked After Children**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children's Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the same time of application to a school.

### **Previously 'looked after' children**

A previously 'looked after' child 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.

### **Catchment area**

A geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://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, 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 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 Academy Trust of the school.

### **Home Address**

A child'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 a 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 child 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, child benefit annual statement or family tax credit information.

## **5. Transferring from the Nursery to Main School**

Even if your child attends the Nursery on the school site, you must still make a Starting School 2020 application to the Schools Admissions Team in accordance with the co-ordinated admission arrangements as there is no automatic transfer from the Early Years Foundation Unit to the Reception class in the Main School

As an inclusive school, children will be treated fairly, without reference to ability, aptitude, race or culture.

Admission will be on the basis of places being available in the relevant age group. If there are more

applications for places than available then the over-subscription criteria will apply.

## **6. Admission Appeals**

### **Appeals/Waiting Lists**

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained throughout the whole of the academic year.

### **In Year Admissions**

Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions.

### **Delayed admission for summer born children**

Parents have the right to request their summer born child's admission to Reception Year in the September following their fifth birthday however parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the Academy Trust in consultation with the Head Teacher.

Parents/carers need to make their request in writing separately from the CAF, directly to the Academy Trust via the Head Teacher. 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 Academy Trust, 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 academy to the parent(s) carers(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 academy and in the case of oversubscription, places are offered in accordance with the academy's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

\*A summer born child is one born between 1st April to 31st August.



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.