

# *Eaton Bray Academy*

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## ***ADMISSION POLICY 2022***

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# *Eaton Bray Academy*

## **Admission Policy**

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## AMENDMENT HISTORY

Issue	Author	Date	Description
V1.0(Draft)	SH	18/5/08	Initial draft
V1.1(Draft) V2.1	SH	12/10/09	Updated after pre-school playgroup joined
V1.2 V3.0	SH	16/03/10	Updated with County changes
V1.3 V4.0	SH	20/01/11	Reviewed for Academy
V1.4 V5.0	SH	20/09/12	Updated with PAN increase
V1.5 V6.0	SH	15/05/2013	Updated with County changes
V1.6 V7.0	SH	28/03/2014	Updated for 2015
V1.7 V8.0	SH	27/02/2015	Updated for 2016
V1.8 V8.1	SH	14/09/2015	Updated in accordance with ADA/2888
V1.9 V8.2	SH	25/11/2015	Updated in accordance with ADA/2888
V2.0 V9.0	SH	25/01/2016	Updated for 2017
V2.1 V10.0	SH	31/01/2017	Updated for 2018
V2.2 V11.0	SH	01/02/2018	Updated for 2019
V12.0	SH	04/01/2019	Updated for 2020 (note new numbering system)
V13.0	SH	21/11/2019	Updated for 2021
V14.0	LAM	20/11/2020	Updated for 2022



## **Introduction**

The School's admissions policy follows the standard priority guidelines put forward by the Local Authority.

**Mrs. L. Mercer**  
Headteacher



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## 1 ADMISSIONS

The Governors of this School have agreed an admission number of 30 children in each academic year in the main School. We will admit children full-time in the autumn term following their fourth birthday. Statutory education commences in the term following their fifth birthday.

Nursery children may start the term after they are two and leave Nursery in the autumn term following their fourth birthday.

There is no automatic transfer from Nursery to the Main School Reception class. Parents of children attending our Nursery will still need to make a Starting School 2020 application to Central Bedfordshire's School Admissions Team.

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

When there are more applications than places available, the Governors and Local Authority will allocate the places in accordance with the following priority order categories:

1. All "looked after" children or children who were previously looked after (see Definitions)
2. Pupils living in the catchment area with siblings at the School (see Definitions)
3. Other pupils living in the catchment area
4. On "very exceptional" medical grounds - applications on behalf of children under this category must be supported by professional recommendations from a medical practitioner
5. Other siblings
6. Children attending Eaton Bray Nursery who are eligible for Service Premium or Early Years Premium.
7. Any other Children.

### Notes

1. If applying these criteria results in there being more children with an equal right to admission to 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 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 (the School Main Entrance door). Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules. The Local authority will not give priority within each criterion to children who meet other criteria.

2. 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.
3. 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.
4. In the event that an application for admission is not successful, the School will keep the child's details on a waiting list for the academic year in which the place was requested, which will be prioritised according to the admissions criteria. If a place does not become available, the child's name will remain on the waiting list until such time as the child passes the school's age range, or we hear that the school place is no longer required. Each time a child's name is added to the waiting list, the list will be re-ordered/ranked according to the oversubscription criteria. Looked after children, previously looked after children and those allocated a place at the school in accordance



with a Fair Access Protocol, will take precedence over those on a waiting list. Should a place become available, the School or School Admissions Team will contact the parents in order of priority to advise them of this.

## 2 DEFINITIONS

### **‘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).

A previously ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, child arrangement, 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 settling the arrangements to be made as to the person with whom the child is to live under section 12 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).

### **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.

### **‘Very Exceptional’ Medical Grounds**

‘Very exceptional’ medical grounds refers to cases where there are **exceptional** medical reasons which 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. A medical report from the child’s doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority’s medical officer may be sought to decide



whether it is essential for a child to be admitted to the preferred school on medical grounds. Admissions on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

## **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 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 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.

## **3 PROCEDURES**

Parents who are considering applying for a place for their child are invited to make an appointment with the Head to view the school.

### **Admission to the Main School**

Starting School and In Year admission applications can be made online through the Central Bedfordshire Council website at

**[www.centralbedfordshire.gov.uk/school/admissions/landing.aspx](http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx)**

Alternatively application forms can be obtained from the School Office.

Children starting in Reception Class at the start of the school year will receive a home visit from Early Years staff where this is possible.

Children subject to In Year admissions are invited to make introductory visits to the school prior to entrance.

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

Parents have the right to request their summer born child's admission to Reception Year is 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.



Parents/carers need to make their request in writing, directly to the Academy Trust via the Head. 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, 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)/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 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 1<sup>st</sup> April to 31<sup>st</sup> August.

## **Admission to Nursery**

Applications to join Nursery should be made through the School Office.

Nursery children joining at the start of a term will be invited to attend an induction day with their parents in the term before entrance.

Children starting in Nursery at any point will receive a home visit from Early Years staff where this is possible.



## **4 ADMISSION APPEALS**

Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria.

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Parents wishing to appeal should do so online at

**[www.centralbedfordshire.gov.uk/info/5/school\\_admissions/500/school\\_admission\\_appeals](http://www.centralbedfordshire.gov.uk/info/5/school_admissions/500/school_admission_appeals)** or telephone 0300 300 8029 to request a form.

The appeals procedure is summarized on the central Bedfordshire website.