



Admissions Policy

Amended by:	Laura Willcocks
Date agreed by Headteacher/Governing Body:	September 2016
Next review date:	September 2017

The Potton Federation's Governing Body is the admissions authority for Potton Lower School and Potton Middle School.

The Governing Body will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' (see definitions);
2. Pupils living in the catchment with siblings at the school (see definition of sibling)
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds (see definition)
5. Other siblings (see definition)
6. Any other children

Application for places at both schools must be submitted via the Local Authority in which the parents/carers reside and the Admissions procedures will be in line with the Central Bedfordshire Co-ordinated Scheme.

Notes:

- 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 measuring system, 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 front door of the relevant school. The Governing Body 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 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 school or academy which caters for pupils of the same age and has places available
- Pupils who have a Statement of Special Education 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

DEFINITIONS

'Looked After' Children

A 'looked after' child is a 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)

Other '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).

Sibling

A sibling is defined as a brother or sister, or 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 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 Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds.

Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/child minder.

Home Address

A student's home address will be regarded as the address of the parents/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 any query on the 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.

Parents **must** apply to the Local Authority in which they live. Parents living in Central Bedfordshire or Bedford Borough can apply using the online application system for the Local

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Authority in which they live. When completed, the form must be returned by the specified date.

The allocation of places will take place after this deadline and parents will be notified on the national offer day, by their home Local Authority of whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

Whilst admission will normally be into Reception in Potton Lower School and Year 5 in Potton Middle School, students may be admitted to Years 1 to 4 and Years 6 to 8 where there are vacancies.

The above criteria will apply in these circumstances. Requests for admission into other year groups should be made to the relevant school on the In-Year Application Form. The form is available from both school offices and the Local Authority and can be downloaded from the Local Authority website.