



## **Admissions policy for 2024**

The governors of this school have agreed an admission number of 30 children in each academic year. Children will be admitted into the Reception class in the September following their fourth birthday. The admissions team at the local authority assign places.

When there are more applications than places available, the governors, following guidance from the admissions department at the local authority, will allocate the places in accordance with the following priority order categories:

1. All 'looked after' children and all previously 'looked after' children, including those children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions);
2. Pupils living in the catchment area with siblings at the school (villages of Sharnbrook, Souldrop and Knotting);
3. Other pupils living in the catchment area;
4. Other siblings (see definition);
5. Any other children.

### **Notes**

1. 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 front door of the main entrance to the school. Priority will not be given within each criterion to children who meet other criteria.
2. 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.
3. The governors will normally offer a place at the school if parents apply for a place during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. The local authority will notify the parents if their application has been successful. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been begun) there will be no guarantee of a place at the school if this would mean exceeding the admission number. In this case, the local authority will normally offer a place at the nearest local authority-maintained school to the pupil's home address which caters for pupils of the same age and has places available.
4. Parents should submit their application to the local authority in which they live, including in-year admissions. Application forms are available from the school or Local Authority. The form can also be downloaded from the Local Authority website. Parents can make an on-line application for first admission to the Reception year.
5. Families moving into rented accommodation in the catchment area must provide evidence of a rental agreement for more than 12 months.

## **Sharnbrook Primary**

### **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).

### **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).

### **'Looked after' children from Outside of England**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **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. That 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.

### **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 / 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.

### **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 until the end of the autumn term. If parents wish to remain on the waiting list after the Autumn Term, they should write and confirm this decision to Admissions, Bedford Borough Council, Borough Hall, Cauldwell Street Bedford MK42 9AP.

Please refer to the Bedford Borough Council admission website for a timeline of appeals.

This policy will be reviewed annually.