

Houghton Conquest Lower School

Admissions Policy

When will your child start school?

Children born between 01/09/13 and 31/08/14 should apply for a Reception Year place in the Starting School 2018 round. Schools must offer your child a full time place in September following your child's fourth birthday if that is your wish. However your child does not have to attend school full time until he or she is of statutory age.

How to apply

Houghton Conquest is a Community school and so has a Standard Admissions Policy: Determined Admission Arrangements for Academic Year 2018/19 set by Central Bedfordshire Council.

<http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>

The Local Authority will normally offer a place at the school to all catchment area pupils whose parents apply for a place during the normal admissions round. However, there will be no guarantee of a place at the school if application is made once the allocation of places has been completed if that would mean exceeding the school's standard number (currently 20).

Parents from outside the catchment area must apply for a place to the Local Authority tel: 0300 300 8037 and ask for Admissions. If there are spare places, children from outside the catchment area will normally be admitted. It is essential that the Local Authority's Application Form is completed and returned by the closing date. If the form is not returned by this date we cannot guarantee that the application will be considered.

Parents will be notified by the Local Authority's School Admissions Service of the outcome of their application. Forms may also be obtained by contacting the school office directly or applying on line at <http://www.centralbedfordshire.gov.uk/school/admissions/2018/starting-school/apply.aspx>.

Please speak to our School Administration staff (tel: 01234 740202) if you require further information or have any queries.

Oversubscription

In the unfortunate event of oversubscription, and there are more requests from parents than the number of available places, the Governors and Local Authority will apply the following criteria (in this order of priority) to decide the allocation of places.

Criteria for admission

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

Definitions

Children who are 'looked after', 'adopted', or subject to a 'residence' or 'special guardianship' order.

The Children's 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).

An 'adoption order' is an order under section 46 of the Adopted and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 18 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).

Catchment area

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions

Sibling

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister of 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.

Home Address

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 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 original official documentation such as a council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information.

1. Exceptions

The following exceptions to the admissions rules may result in the school's standard number being exceeded. The exceptions have been agreed by the local authority admissions forum.

- The admission of children from the catchment area, where the parent has expressed a preference for the catchment school as part of the normal admissions round and in accordance with published admissions arrangements. This does not, however, constitute a guarantee of a place.
- The admission of pupils who have a Statement/Education, Health and Care plan (EHCP) of Special Educational Needs that names the school, when the pupils have either been assessed or have moved into the area outside the normal admissions round, 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.

EHCP

On 1 September 2014 government legislation introduced the Education Health Care Plan to replace the Statement of Special Educational Needs for all pupils assessed after that date. The term Statement of Special Educational Needs will continue to be

used for a period of 3 years (Aug 2017) for pupils who already have a Statement.

- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. The local authority will be able to advise whether these conditions apply.
- The admission of a looked after child outside the normal admissions round as a result of a direction by the local authority acting as corporate parent.
- The admission of a child in very exceptional circumstances in which the local authority and the head teacher agree that to refuse admission would be perverse.
- The admission of a twin or children from multiple births provided the admission would not cause a breach of infant class size rules.

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 computerized measuring 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 school. 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 School Admissions Team database to allocate the place. Priority will not be given within each criterion to children who meet other criteria.

Right of Appeal

Parents who have been refused a place for their child have a right of appeal via the Clerk to the Appeals panel. Information about the appeals process will be provided if an appeal becomes necessary.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy /school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Houghton Conquest pre-school on the school site (Early Years Centre)

Please note attendance at this does not form part of the admissions criteria. Therefore even if your child attends the pre-school it will not have any bearing on your application. Even if your child attends the pre-school, you must still make a 'Starting School 2018' application to the School Admissions Team as there is not automatic transfer to the Reception Year.