



Houghton Conquest Lower School

Admissions Policy **(Starting school September 2019)**

When will your child start school?

Children born between 1st September 2014 and 31st August 2015 should apply for a Reception Year place in the Starting School 2019 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 Central Bedfordshire Admissions Policy: 'Determined Admission Arrangements for Academic Year 2019/20' 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/Tiebreaker

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

Tiebreaker: Straight line distance will be used as a tiebreaker in each criterion where required to determine the allocation of places. The distance the pupil lives from the school which 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 governing body of the school, which is known as the designated measuring point. 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.

Notes:

Pupils with a Statement of Special Education Needs or Education, Health and Care Plan.

In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the inyear process, pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.

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.

Definitions of Admissions Criteria:

'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 Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the 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 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 for more information on school catchment areas.

Sibling

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority 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 which 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 governing body of the school, which is known as the designated measuring point.

Unsuccessful applications

Waiting List

All unsuccessful applicants will be added to the waiting list which will run until the end of the academic year (July 2020). Waiting lists are ranked solely by the published oversubscription criteria for the school. The list will be ranked each time a child is added to the waiting list.

Appeals

If a place cannot be offered at a Central Bedfordshire Community or VC school the applicant(s) have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application.

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 2019' application to the School Admissions Team as there is not automatic transfer to the Reception Year.

Monitoring and Evaluation

This Policy will be reviewed annually by the headteacher and Governors