



## Thomas Johnson Lower School Admissions Policy 2018-19

### Policy and practice

The school currently has an Early Years Unit which consists of a combined Nursery for pupils aged 3 and above and a Reception class; a mixed Year 1 and 2 class; and a mixed Year 3 / 4 classes. On average, the whole school has just below 100 pupils. Class numbers are set at 18 pupils per year group in agreement with the Local Authority. Children who live in the catchment area (Parish of Lidlington) are normally guaranteed a place at the school. The standard number may be exceeded in order to accommodate children who fall within the exceptions agreed by the Local Authority Admissions Forum (see below).

### How to apply

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 [www.centralbedfordshire.gov.uk/onlineadmissions](http://www.centralbedfordshire.gov.uk/onlineadmissions)

Please speak to our School Secretary, Ms Barron (tel: 01525 402377) 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 - (see notes below)

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 a straight line distance from the school site to the child's home address.

### **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 in-year 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.

**Admissions Criteria** The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. 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.

#### **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](http://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.