



# Admissions Policy and criteria for 2021

Date reviewed	13 February 2020
Next review date	February 2021
Reviewed by	Full Governing Body

Signed:   
**Chair of Governors**

Dated: 13/02/2020

Signed:   
**Principal**

Dated: 13/2/2020

## **YEAR 7 ADMISSIONS**

The Published Admission Number (PAN) in YEAR 7 is 150

### **Oversubscription criteria**

If fewer applications than the stated PAN are received all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education Health and Care (EHC) plan, where the school is named in the statement or the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Proof will be required (see notes a and b)
2. 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 note c)
3. Children with siblings at the school (see note d)
4. Children from our traditional feeder schools: Brickhill Primary School, Castle Newnham School, Goldington Green Academy, Hazeldene School and The Hills Academy, Putnoe Primary School, Scott Primary School
5. Any Other Children

### **Tiebreaker:**

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school with those living closer to the school receiving the higher priority. The distance will be measured in a straight line, using the Local Authority's computerised mapping system, from the address point of the pupil's home address to the school library. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

### **Admissions Process**

Normal admissions to Goldington Academy for year 7 are arranged through the co-ordinated scheme operated by Bedford Borough Council and all applications must therefore be made to them on their standard application form, preferably online.

Parents not living in Bedford Borough should contact their own Local Authority for an application form.

Places are on an equal preference basis as explained in the Bedford Borough school transfer booklet in line with the Local Authority co-ordinated admissions process.

### **Appeals**

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

### **Waiting list**

The school maintains a waiting list for admission into year 7 until the end of the Autumn term in the year of entry. Children not offered a place are kept on the relevant waiting list which has been prioritised according to the oversubscription criteria. The waiting list will be re-prioritised according to the oversubscription criteria each time a child is added.

### **Casual Admissions**

Requests for admission into other year groups should be made to the Bedford Borough Council who, by agreement, manages these requests for admission on the school's behalf. Requests for casual admission into years 8, 9, 10 and 11 will be considered against a year group size of 150.

### **Admission Outside Normal Age Group**

In exceptional circumstances the Governing Body will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases decisions will be taken in the best interests of the child. All such requests should be made directly to the school at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process the application form should also be completed and submitted to the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place may be offered in the age-appropriate year group.

## Notes

- a. 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).
- b. 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).
- c. '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.
- d. 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. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.
- e. 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 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.
- f. Pupils who have a Statement of Special Education Needs or Education, Health and Care (EHC) plan are required to be admitted to the school which is named on the statement or plan, 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.