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## **Springfield Primary school**



# **Admission Policy**

Version: 1

Approved July 2019

## **Academic Year – 2020 – 2021**

Challenger Multi Academy Trust (CMAT), the Admissions Authority for Springfield Primary School, has agreed an admission number of 60 children for entry into the Early Years Foundation Stage (Reception Year Group) for September 2020. The School will therefore admit up to the planned admission number of 60 children to the Reception year group during each academic year. The School required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

### **How to apply for a place at Springfield Primary School**

Applications for admission in September 2020 should be made in accordance with the Local Authority (LA) co-ordinated scheme. The timescales for the application process are set out in the 'Starting School' booklet available from the School or the LA.

Applications for places can be made online at [www.bedford.gov.uk/onlineadmissions](http://www.bedford.gov.uk/onlineadmissions) (Bedford Borough residents only). Parents not living in Bedford Borough should contact the LA in which they live for an application form.

Successful applications for children with birthdays between 1 September 2015 and 31 August 2016 will be offered a full-time place to start in Reception in September 2020. However, if parents feel their child is not ready to start full-time school at this time, they can:

- a) defer the date their child is admitted to school until later in the academic year or until the term in which the child reaches compulsory school age, or
- b) take up the place part-time until the child reaches compulsory school age, or
- c) where a parent of a **'summer-born' child (1 April – 31 August)** wishes their child to start school in the autumn term following their fifth birthday, the School will consider the request. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they have to re-apply for a place in Year 1. However, if parents wish such a child to be educated "out of year group" - ie in the Reception Year rather than Year 1 - they may request this and should discuss it with the School as soon as possible.

Such applications will be considered by the School on a case-by-case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time. The School will respond to this request prior to the offer of a place being made. If the request is agreed, the application can be withdrawn for that year before the place is offered. If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

The Department for Education has published guidance giving general advice about the principles of parents being able to request that the admission authority of a school considers their request for delayed admission <https://www.gov.uk/government/publications/summer-born-children-school-admission>, but it does not give enough practical advice about the application process and timescales. The information on the LA website ([www.bedford.gov.uk/admissions](http://www.bedford.gov.uk/admissions) - click on Delayed Entry) considers the issues not covered in the DfE advice and how to go about this in practical terms.

## **How Places Are Offered**

The LA will apply the following criteria (in rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' (see definitions);
2. Pupils living in the catchment area with siblings at the school (see definition of sibling);
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 computerized 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 (published in the 'Starting School' and 'School Transfer' admissions booklets). The Local Authority will not give priority within each criterion to children who meet other criteria.
2. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has place available.

3. Pupils who have a statement of Special Educational Needs or an Education Health and Care Plan 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.

## **Twins and Multiple Births**

Every effort will be made to accommodate twins and multiple births and where the 30<sup>th</sup> child admitted to the class is either the first twin or a multiple birth the other twin or multiple birth sibling(s) will be admitted as permitted exceptions to the Infant Class Size rule.

## **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 the local authority in the exercise of their social services function (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).

## **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 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 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 official documentation e.g. council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit.

## **Catchment area**

Details of the catchment area for the school are shown on the LA's website.

## **In Year Admissions**

Requests for admission into other year groups should be made to the School. The form is available from the School or Local Authority and can also be downloaded from the Local Authority website.

## **Unsuccessful Applications**

### **Appeals**

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. If they wish to take this step they should complete the appeal form and return it to the clerk at Borough Hall within the timescale set out.

### **Waiting List**

In the event of more applications than available places the School will maintain a waiting list until 31 December 2020. These and late applications will go onto this list in a position determined by the criteria. Parents are requested to inform the School if they wish their child's name to remain on the waiting list after 31 December 2020

