



ASPLEY GUISE LOWER SCHOOL  
*Growing Together, Aiming High*



ADMISSION POLICY 2020-2021

We adhere to the CBC co-ordinated scheme for admissions.

The Local Authority (LA) is ultimately the Admissions Authority and all parental requests are subject to its adjudication. Normally all lower school age pupils residing within the school's delegated catchment area of Aspley Guise village, are entitled to attend the school unless allocated to an alternative provision, or home care.

The School has a designated pupil number of 27 per year group. Parents living outside the School's traditional catchment area may indicate a desire to enrol their child at Aspley Guise Lower School. This desire is forwarded to the LA.

If the number of places in a particular year group is not sufficient to meet the requests of all parents, then the following criteria will be applied (in the rank order shown) to determine how places will be allocated:

- a) To 'looked after' children or children who were previously 'looked after'
- b) To pupils living in the catchment area with siblings at the school
- c) Other pupils living in the catchment area
- d) Other siblings
- e) Distance (measured in a straight line, between the pedestrian gate of the main school site and where the pupil lives with those living closer to the school being accorded higher priority).

**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 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. The Local Authority will not give priority within each criterion to children who meet other criteria.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. 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 places available.
3. Pupils who have a Statement of Special Educational Needs 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.
4. Parents must apply to the Local Authority in which they live. Parents living in Central Bedfordshire can apply using the on line application system at:  
[www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) .

The application process for Reception entry is available from September 2019 and closes 15th January 2020. The allocation will take place after this deadline and parents will be notified on the national offer day in April. Parents who make applications after the official deadline, even if they live in, or move into, one of the catchment areas will not be entitled to an automatic place if this would mean exceeding the published admission number. Whilst admission would normally be in Reception children may be admitted to Years 1 – 4 where there are vacancies. In respect of in year admissions parents are required to contact the Local Authority and the set criteria will apply in these circumstances.

### **Delayed Admissions for Summer Born Children**

Parents of a summer born child (1st April – 31st August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of the age range group, to Reception rather than Year 1. However, parents and carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the admission authority for the school in consultation with the Headteacher. Please refer to the guidance on the Central Bedfordshire admissions website:

<http://www.centralbedfordshire.gov.uk/school/admissions/arrangements-2020-2021/overview.aspx>

### **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 a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989) in relation to the schools admission 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 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, 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 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 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 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.

## **Catchment Area**

A catchment area is a geographical area from which children are given priority for admission to a particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

## **Admissions above the published admission number**

The Central Bedfordshire Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded.

For the normal admissions round:

The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place.

For in-year admissions:

- The admission of pupils who have a Statement of Special Educational Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admission of pupils in accordance with the Fair Access Protocol
- 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. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies.
- The admission of a looked after child outside of the normal admissions round
- The admission of a twin or children from multiple births
- The admission of service children
- The admission of a child in very exceptional circumstances in which the Local Authority and the headteacher are in agreement that not to agree to admit the child would be perverse.

This policy will be reviewed in Spring Term 2021.

The Governors of Aspley Guise Lower School admit children full time in the September after their fourth birthday.