



## Admissions Policy 2023/2024

<b>Amended by:</b>	Charlotte Coppenhall
<b>Date agreed by Headteacher/Governing Body:</b>	February 2022
<b>Next review date:</b>	July 2022

The Potton Federation is the admissions authority for Potton Lower School. The Local Authority is the admissions authority for Potton Middle School.

### **Potton Lower School**

#### **The published admissions number for the school is 60**

If there are fewer applications than places available at the school all applicants will be admitted. If there are more applications than places available, the criteria below will be used to prioritise applications. 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.

1. All 'looked after' children or children who were previously 'looked after'
2. Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children living in the catchment area with siblings at the school
4. Children living in the catchment area
5. Children living outside the catchment area with siblings at the school
6. Any other children

### **Potton Middle School**

#### **The published admissions number for the school is 90**

If there are fewer applications than places available at the school all applicants will be admitted. If there are more applications than places available, the criteria below will be used to prioritise applications. 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.

1. All 'looked after' children or children who were previously 'looked after'
2. Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children living in the catchment area with siblings at the school
4. Children living in the catchment area
5. Children living outside the catchment area with siblings at the school
6. Any other children

Application for places at both schools must be submitted via the Local Authority in which the parents/carers reside and the Admissions procedures will be in line with the Central Bedfordshire Co-ordinated Scheme.

### **Notes:**

#### **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 sys-

tem, 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 Synergy Admissions database to allocate the place. Pupils who have a Statement of Special Education Needs or a EHCP are required to be admitted to the school which is named on the statement, even if the school is full.

#### **Pupils with an Education, Health and Care Plan**

- In accordance with the Education Act 1996, children with an Education, Health and Care Plan are required to be admitted to the academy/school named in the Plan and will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an 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 an Education, Health and Care Plan are required to be admitted to the school which is named on the 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.

#### **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 2024). Waiting lists are ranked solely by the published over-subscription 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 Potton Middle School applicants 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.

### **DEFINITIONS**

#### **'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.

#### **Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted**

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.

**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. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

**Any other children**

Pupils who do not meet any of the higher criteria will be prioritised by the distance with those living closer to the school receiving the higher priority. Using their computerised measuring system, the Local Authority will measure the straight-line distance from the address point of the pupil's home to the designated measuring point for the school, as agreed with the school's governing body.