

Community and Voluntary Controlled schools Admission Arrangements for Academic Year 2023/4

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined in this document 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.

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 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. 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 with an Education, Health and Care Plan

In accordance with the Education Act 1996 and Children and Families Act 2014, children with an Education, Health and Care Plan ("EHC Plan") are required to be admitted to the academy/school named in the EHC Plan and will be allocated a place ahead of those without an EHC Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an EHC 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 EHC Plan are required to be admitted to the school which is named on the EHC 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 2023). Waiting lists are ranked solely by the published oversubscription 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 a Central Bedfordshire Community or VC school the applicant(s) 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 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.

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 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.

Children of staff

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

Nearest school

The nearest school will be identified by measuring the distance the pupil lives from the school which is measured in a straight line, using the Local Authority’s computerised measuring system, 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.

Please see www.centralbedfordshire.gov.uk/admissions for more information on the nearest lower/primary school (Leighton Buzzard area only).

Pulford VA Lower School will not be considered as a pupil’s nearest school for the purposes of this policy as admission to Pulford is predominantly based on faith grounds rather than a pupil’s address.

The oversubscription criteria for the majority of Community and Voluntary Controlled (VC) schools in Central Bedfordshire is as follows:

- 1) All looked after children and all previously looked after children, including those 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.
- 2) Children of staff
- 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

School	Published Admission Number	Designated measuring point
Aspley Guise Lower School	27	Main gate
Caddington Village School	60	School medical room
Campton Lower School	26	Main gate
Chalton Lower School	15	School gate
Flitwick Lower School	60	Main office
Hawthorn Park Community Primary School	60	Front door of school
Haynes Lower School	24	School front door
Houghton Conquest Lower School	20	Headteacher's office
Houghton Regis Primary School	45	Centre of school field
Husborne Crawley Lower School	12	Main entrance
Kingsmoor Lower School	45	School gate
Linslade Lower School	30	Pupils entrance gate
Maulden Lower School	30	Main pedestrian gate
Marston Moreteyne VC School	120	Main entrance at Church Walk site
Ridgmont Lower School	15	Headteacher's office
Russell Lower School	90	School gate
Shillington Lower School	30	Headteacher's office
Silsoe CofE VC Lower School	60	Front door
Slip End Village School	24	Main gate
Southill Lower School	15	Main entrance
Stanbridge Lower School	24	Front gate
Stondon Lower School	30	Main gate
St. Swithun's Church of England VC Primary School	30	Main door
Studham CofE Village School	15	Main door
Swallowfield Lower School	60	Front door
Templefield Lower School	60	Main door
Thornhill Primary School	30	School main gate
Tithe Farm Primary School	60	Main gate
Watling Lower School	30	Main school gate entrance
Woburn Lower School	12	Main entrance
Potton Middle School	90	School office

Variations to the standard admissions policy:

Biggleswade cluster schools:

Dunton CofE VC Lower School	Published admission number: 15
Designated measuring point: Headteacher's office	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
7.	Any other children

Edward Peake CofE VC Middle School	Published Admission Number: 210
Designated measuring point: Headteacher's office	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
7.	Children attending Dunton VC Lower, Northill VA Lower, Sutton VA Lower and Wrestlingworth VC Lower
8.	Any other children

St. Andrew's CofE VC Lower School	Published Admission Number: 180 (West site 90, East site 90)
Designated measuring point: West site: Front entrance door East site: Front entrance door	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
7.	Any other children

Wrestlingworth CofE VC Lower School	Published Admission Number: 13
Designated measuring point: Front door	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
7.	Any other children

*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Cranfield cluster schools:

Thomas Johnson Lower School	Published Admission Number: 18
Designated measuring point: School gate	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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

Dunstable and Houghton Regis cluster schools:

Dunstable Icknield Lower School	Published Admission Number: 60
Designated measuring point: School tower	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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

Leighton Buzzard cluster community schools:

Leighton Middle School	Published Admission Number: 150
Designated measuring point: Centre of memorial garden	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
3.	Catchment Sibling
4.	Catchment
5.	Sibling (non-catchment)
6.	Any other children

School	Published Admission Number	Designated measuring point
Greenleas School, Derwent Road	60	Front door
Greenleas School, Kestrel Way	60	Front door
Heathwood Lower School	30	Front door
Southcott Lower School	60	Main door
If the schools listed above are oversubscribed priority for admission will be given to those children who meet the criteria set out below, in order:		
1.	All looked after children and all previously looked after children, including those 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.	
2.	Children of staff	
3.	Children with siblings at the school	
4.	Children for whom the school is their nearest lower/primary school*	
5.	Any other children	

School	Published Admission Number	Designated measuring point
Beaudesert Lower School	56	Main pedestrian entrance
Clipstone Brook Lower School	75	School notice board at top of school drive
Doverly Down Lower School	30	Front door
Hockliffe Lower School	15	Front door
Leedon Lower School	90	Middle of school quadrant
Linslade Lower School	30	Pupils main gate
Stanbridge Lower School	24	Front gate
The Mary Bassett Lower School	60	Front door
If the following schools listed above are oversubscribed priority for admission will be given to those children who meet the criteria set out below, in order:		
1.	All looked after children and all previously looked after children, including those 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.	
2.	Children of Staff	
3.	Children with siblings at the school	
4.	Children for whom the school is their nearest lower/primary school*	
5.	Any other children	

Shefford, Arlesey and Stotfold cluster schools:

Shefford Lower School	Published Admission Number: 90
Designated measuring point: War memorial in town centre.	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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

Roecroft Lower School	Published Admission Number: 90
Designated measuring point: Main entrance door	
1.	All looked after children and all previously looked after children, including those 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.
2.	Children of staff
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

Fairfield Park Lower School	Published Admission Number: 90
Designated measuring point: Equidistant point between Dickens Boulevard and Ruskin Drive sites	
Applications for Fairfield Park Lower will be ranked according to the standard admissions criteria as mentioned above. Where a place can be offered, the following process will determine at which school site, either Dickens Boulevard or the Ruskin Drive site, the child will attend. Successful applicants will be notified at the time of offer which school site their child will attend.	
1.	<p>All ‘looked after’ children and all ‘previously looked after children’, including those 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.</p> <p><i>Looked after children in catchment will be prioritised by which priority area they are in, with those out of catchment being prioritised by straight line distance from their home address to the nearest school site to them.</i></p>
2.	<p>Children of staff</p> <p><i>Where possible pupils will be allocated a place at the site at which their parent is based.</i></p>
3.	<p>Children living in the catchment area with siblings at the school</p> <p><i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the Ruskin Drive site according to which site their sibling attends and will be ranked by their straight-line distance from the designated measuring point.</i></p> <p><i>If children are unable to obtain a place at the site at which their sibling attends they will be then ranked by their straight-line distance to the other Fairfield Park site. Places will be allocated in accordance with this distance after allocations have been made to those with siblings at that site taking precedence before those with siblings at the other school site.</i></p>
4.	<p>Children living in the catchment area</p> <p><i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the Ruskin Drive site according to which priority area they reside in first and be ranked by their straight-line distance from the designated measuring point.</i></p> <p><i>If children are unable to obtain a place at the site within their priority area they will be then ranked by their straight-line distance to the other Fairfield Park site which is not in their priority area. Places will be allocated in accordance with this distance after allocations have been made to those in their priority area taking precedence before those from the other priority area.</i></p>
5.	<p>Children living outside the catchment area with siblings at the school</p> <p><i>Siblings will be prioritised for either the Dickens Boulevard or the Ruskin Drive site depending on which site their sibling attends and will be ranked by their straight-line distance from the designated measuring point. There will be no guarantee that a sibling can attend the same school site.</i></p>
6.	<p>Any other children</p> <p><i>Where possible pupils will be allocated a place at the site nearest to them, measured from their home address in a straight line, although if this is not possible a place will be allocated at the other site.</i></p>

Priority areas for Fairfield Park Lower School catchment area

Address	Priority for Fairfield Park Lower site
Alfred Row	Ruskin Drive
Anderson Walk - properties 2,4,6	Ruskin Drive
Anderson Walk - properties 1,3,5,7	Dickens Boulevard
Beatrice Place	Ruskin Drive
Bronte Avenue - properties 1-21, 23,25,27	Ruskin Drive
Bronte Avenue - properties 22,24,26,28-155	Dickens Boulevard
Brunel Walk	Dickens Boulevard
Burton Close	Dickens Boulevard
Cavell Walk - properties 1,3,5,7,9	Ruskin Drive
Cavell Walk - properties 2,4,6,8,10	Dickens Boulevard
Charlotte Avenue	Dickens Boulevard
Connely Lane	Ruskin Drive
Copperfield Close	Dickens Boulevard
Dickens Boulevard - properties 1-23	Ruskin Drive
Dickens Boulevard - properties 24-74 inc Beeton Court	Dickens Boulevard
Disraeli Place	Ruskin Drive
Doyle Place	Dickens Boulevard
Earnshaw Drive	Dickens Boulevard
Edison Way	Dickens Boulevard
Emily Place	Dickens Boulevard
Fairfield Mews	Ruskin Drive
Faraday Gardens	Dickens Boulevard
Fleming Drive - properties 1-15, 17, 19,21	Ruskin Drive
Fleming Drive - properties 16,18,20,22-47	Dickens Boulevard
Franklin Place	Dickens Boulevard
Gaskell Place	Dickens Boulevard
Gladstone Drive	Ruskin Drive
Hardy Way	Dickens Boulevard
Heathcliff Avenue	Dickens Boulevard
Helena Crescent	Ruskin Drive
Hitchin Road - properties 153-167, inc East Lodge	Ruskin Drive
Hitchin Road - Icknield House	Dickens Boulevard
Kingsley Avenue	Ruskin Drive
Kipling Crescent	Dickens Boulevard
Leopold Corner	Ruskin Drive
Livingstone Way	Dickens Boulevard
Louise Rise	Ruskin Drive
Middlemarch	Ruskin Drive
Nickleby Way	Dickens Boulevard
Nightingale Way - properties 1-6,8,10,12,14	Ruskin Drive
Nightingale Way - properties 7,9,11,15,17,19	Dickens Boulevard
Palmerston Way	Ruskin Drive
Paxton Drive	Dickens Boulevard
Russell Walk	Ruskin Drive
Salisbury Close	Ruskin Drive
Shaftesbury Drive	Ruskin Drive
Stephenson Walk	Dickens Boulevard
Lower Wilbury Farm	Dickens Boulevard