

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Ellen Heaney
direct line 0300 300 4040
date 16 March 2010

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

Wednesday, 24 March 2010 at 8.30 a.m.

Venue at

Room 14, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE ADMISSIONS FORUM:

Local Education Authority:	Cllr Anita Lewis, Portfolio Holder for Children's Services
Community Schools:	Steve Morrow, Headteacher, Flitwick Lower School Anne Phillips, Headteacher, Streetfield Middle School, Dunstable Jacqueline Woodthorpe, Headteacher, Campton Lower School
Voluntary Controlled Schools:	(two vacancies – headteachers or governors) David Brandon-Bravo, Headteacher, Parkfields Middle School, Toddington
Foundation and Trust Schools:	Shawn Fell, Headteacher, Harlington Upper School
Voluntary Aided Schools:	Chris Spurgeon, St Mary's Lower School, Clophill (Church of England) Pauline Cotton, St Vincent's Primary School, Houghton Regis (Roman Catholic) Nick Sharpe, Ashton Middle School, Dunstable
Church of England Diocese:	Ray Slade, Diocese of St Albans

**Roman Catholic
Diocese:**

Frances Image, Catholic Diocese of Northampton

Academy:

John Kemp, Vice-Principal, All Saints Academy, Dunstable

**Parent
Representative:**

Ben Sear, Parent Governor, Alameda Middle School
Ian Robinson, Parent Governor, Caldecote VA Lower School

Local Community:

Wendy Anderson-Welsh (ethnic minorities groups)
Squadron Leader Michelle Ramsden, RAF Henlow
Dawn Day, Virtual School Headteacher, Central Bedfordshire
Council (representing Looked after Children)

1. **APOLOGIES FOR ABSENCE**

To note any apologies for absence.

2. **MINUTES AND MATTERS ARISING**

To approve the minutes of the meeting held on 21 October 2009 and receive an update on matters arising from them.

3. **HOME TO SCHOOL TRANSPORT POLICY**

4. **CONSULTATION ON ADMISSION ARRANGEMENTS**

(a) CONSULTATION PROCESS AND RESPONSES

(b) STANDARD ADMISSIONS POLICY - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

(c) ADDITIONS TO STANDARD ADMISSIONS POLICY - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

(d) ADMISSION NUMBERS - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

(e) CO-ORDINATED ADMISSION SCHEMES

(f) FOUNDATION, TRUST, VOLUNTARY AIDED SCHOOLS AND ACADEMY

5. **DETERMINATION OF ADMISSION ARRANGEMENTS - SEPTEMBER 2011**

6. **ADMISSIONS TO LOWER SCHOOLS - SEPTEMBER 2011**

7. **DATE AND TIME OF THE NEXT MEETING**

To note that the next meeting will be held at 8:30 am on 23 June 2010 at Priory House, Monks Walk, Shefford.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held in Room 14, Priory House, Monks Walk, Shefford on Wednesday, 21 October 2009

Present:

David Brandon-Bravo	Frances Image
Dawn Day	John Kemp
Shawn Fell (Chairman)	Anne Phillips
Sigrid Hillman	Jacqueline Woodthorpe

Officers in attendance: Rosa Bonwick, Lydia Braisher, Alison Bray, John Goldsmith, Sandra Hobbs, Rob Mills and Patrick Shevlin

CBAF/09/16 APOLOGIES FOR ABSENCE

Apologies were received from Pauline Cotton, Councillor Mrs Anita Lewis, Ian Robinson, Nick Sharpe and Ray Slade.

The Chairman welcomed the new Members and Officers to the meeting.

CBAF/09/17 MINUTES OF THE CENTRAL BEDFORDSHIRE ADMISSIONS FORUM HELD ON 24 JUNE 2009 AND MATTERS ARISING

RESOLVED to approve the Minutes of the meeting of the Central Bedfordshire Admissions Forum held on 24 June 2009 as a correct record and to authorise the Chairman to sign them.

Minute No. L/04/08 - Members clarified that they would like to receive the January 2009 data held within the ACORN database rather than wait for the January 2010 data.

Minute No. L/04/09 – Members received an update on the vacancy for a School Transfer Adviser for Central Bedfordshire. An appointment had been made but the successful candidate had withdrawn. Officers would be meeting to discuss the way forward.

Minute No. L/04/10 – Members were advised that the implications arising from the report by Sir Alan Steer were being considered by Officers and Headteachers looking at locally based short stay provisions. Once the implications had been considered all parties would be consulted.

Minute No. L/04/11 – Members were advised that Officers were still awaiting a response from the Schools Adjudicator on the admission arrangements for 2010 for John Donne Voluntary Aided School.

CBAF/09/18 **CO-ORDINATION OF IN-YEAR ADMISSIONS - 2010/2011**

The Forum received a report advising Members that the arrangements for co-ordinating in-year admissions had been consulted upon as part of the co-ordinated arrangements for admissions in 2010-2011.

Members were reminded that local authorities were required to have in place a scheme each year for co-ordinating admission arrangements. From the 2010-2011 academic year, local authorities were required to formulate a scheme for applications for admissions to age groups other than the normal year of entry i.e. in-year applications. The scheme for in-year admissions had to be formulated by 1 January 2010. Members received copies of the sections relating to in-year admissions for upper schools, the academy and also those relating to primary schools. The scheme for primary schools covered middle and lower schools. Members asked that this be clearly stated. It was noted that no changes were proposed for the 2010-2011 academic year. Members were informed that as the Local Authority had already consulted on the schemes, no further action was required, other than to notify the Department for Children, Schools and Families that schemes have been formulated, consulted upon and agreed.

NOTED the co-ordinated schemes for in-year admissions for 2010/2011 with the above amendment.

CBAF/09/19 **ADMISSION ARRANGEMENTS - SEPTEMBER 2011**

(i) Consultation

Members received a report concerning the arrangements for consulting on changes to admission arrangements and were reminded that the School Admissions Code required admission authorities to consult, every three years, on their proposed admission arrangements unless the admission arrangements were not the same as those determined following the last consultation.

Members were informed of the detailed consultation arrangements and noted that where an admission authority proposed an increase in their published admission number of 27 or more, the trade union representing staff at that school should be consulted.

The Forum noted that as all admission authorities had been required to consult on their arrangements for admissions in September 2010, consultation in respect of the admission arrangements for September 2011 would only be required if any changes were proposed.

NOTED the requirement on admission authorities to consult every three years, unless the admission arrangements were to be changed.

ii) Standard Admissions Policy

Members were reminded that at the meeting in March 2009, the Forum agreed in principle to a proposed change to the standard admissions policy for admissions in 2011 to community and voluntary controlled schools, which would give catchment siblings a higher priority than other children living in the catchment area. This change was reflected in an amended policy presented to the Forum for approval. Members were advised that there was one amendment to the policy that had been attached to the agenda and that was to amend the wording in category 2 'pupils living in the catchment area with siblings attending the school' by removing the word 'attending' so it would read 'pupils living in the catchment area with siblings at the school'.

Members noted that as this would be a significant change to the policy, it would need to be consulted upon in accordance with the requirements of the School Admissions Code.

Members agreed to recommend to the governing bodies of foundation, trust and voluntary aided schools that serve a local catchment areas, that they consider making a similar change to their admissions policies for September 2011. This recommendation would also be put forward to the Academy, but Officers were aware that any change for the Academy would need to be approved by the Secretary of State. If the governing bodies agreed to this change to the policy and it was the only change, the local authority would be prepared to consult on their behalf. If other changes were proposed then the governing body would have to undertake the necessary consultation.

RESOLVED

- 1) that the proposed change to the admissions policy for community and voluntary controlled schools for September 2011 be agreed, subject to appropriate consultation
- 2) that the governing bodies of foundation, trust and voluntary aided schools that serve a local catchment area and the Academy be asked to consider adopting a similar change to their policies.

(iii) Admission Numbers

Members received a report proposing a change to the admission number for Roecroft Lower School and seeking agreement to the revised exceptions which may result in the admission number for a school being exceeded.

Roecroft Lower School was being replaced, subject to funding approval. The admission number for the new school would be 60 compared to the published admission number of 30 for the current school, necessitating consultation on the increased admission number. As the relevant trade unions would have been consulted when the statutory notice for the

replacement school was published, it was not necessary to include the trade unions in the consultation process. The Forum was advised that although no other increases were proposed for September 2011, community and voluntary controlled schools would be written to about the arrangements proposed which may result in other changes which would be reported to the next meeting of the Forum.

Members were reminded of the exceptions agreed at the meeting in March 2009, which could result in the admission number for a school being exceeded. The Forum also considered an additional exception concerning the admission of twins or children from multiple births. This was that the local authority would normally seek to admit those children to the same school, even if the school had reached its published admission number, provided the admission of those children would not cause a breach of infant class size limits. It was recommended that this be added to the list of exceptions.

RESOLVED

- 1) that the proposed change to the admission number for the replacement Roecroft Lower School be noted
- 2) that the additional exception as set out above, which could result in the admission number being exceeded, be approved
- 3) to invite the governing bodies of foundation, trust and voluntary aided schools and the Academy to adopt the revised exceptions.

(iv) Co-ordinated Admission Schemes

Members received a report proposing no changes to the co-ordinated admissions scheme for upper schools and the Academy for 2011/2012 but seeking agreement to changes to the co-ordinated admissions scheme for primary schools for 2011/2012.

Members were advised that although no changes were proposed to the co-ordinated scheme for upper schools and the Academy, timescales had been updated for 2011/2012. It was noted that the national closing date of 31 October 2010 fell at the weekend. The Department for Children, Schools and Families had confirmed that the national closing date had been set irrespective of whether those dates were working days and that there was no flexibility in changing this date. Members also highlighted that this date fell at the end of half-term. Officers did state that the online facility would close on 31 October, but if Officers received any paper applications a couple of days after this date they would still be accepted.

Members received a copy of the co-ordinated scheme proposed for primary schools which included middle and lower schools and which had been updated to reflect the requirements, from September 2011, for local authorities to co-ordinate primary applications from residents living in the local authority area. The application process was explained and Members

were advised that the joint arrangements for processing primary applications between Central Bedfordshire and Bedford Borough, included in the admissions scheme for 2010/2011, had been removed from the scheme for 2011/2012 as those joint arrangements would cease before the 2011 admissions round commenced.

A query was raised with regard to foster children and it was clarified that applications for foster children would have to be made to the authority in which the foster child lived. Officers confirmed that for children with parents in the Armed Forces who were being relocated to the area, a letter from their headquarters confirming the address they would be moving to would be sufficient.

As there would be a significant change to the co-ordinated scheme for primary admissions, consultation would be required in accordance with the School Admissions Code. Although there were no changes to the co-ordinated scheme for upper schools and the academy, other than the timescales, the Forum agreed with the suggestion that this scheme be issued as part of the consultation, for information purposes only.

RESOLVED

- 1) that the co-ordinated admissions scheme for upper schools and the academy be noted
- 2) that the proposed changes to the co-ordinated admissions scheme for primary schools be agreed.

(v) Open Evenings

Members received a report setting out the proposed dates for open evenings.

RESOLVED that the following dates be approved for open evenings in connection with the admission arrangements for September 2011:

Upper Schools: 20 September 2010 – 22 October 2010
Middle Schools: 1 November 2010 – 26 November 2010

CBAF/09/20 MEMBERSHIP OF THE ADMISSIONS FORUM

Members received an oral update on the position regarding membership of the Admissions Forum for the four year period from 1 January 2010. There were 20 available positions on the Forum, but only 17 of these positions had been filled. Members were advised that there were two vacancies for headteachers or governors of Voluntary Controlled Schools (VCS) and one vacancy for a headteacher of an upper school.

Officers had contacted headteachers and Chairs of Governors of the VCS and of the upper schools in June and September, but had not yet received any nominations. Members suggested that the Chairs of the headteacher groups be contacted seeking nominations for these positions.

RESOLVED that Officers contact the Chairs of the headteacher groups to seek nominations for the two vacancies for headteachers or governors of VCS and the one vacancy for a headteacher of an upper school.

CBAF/09/21 **DATE AND TIME OF NEXT MEETING**

RESOLVED that the next meeting be held at 8.30 a.m. in Room 14, Priory House, Monks Walk, Chicksands on 24 March 2010.

CBAF/09/22 **ANY OTHER BUSINESS**

Admissions information was tabled for the Transforming Teaching and Learning Board. The Board were looking at the best way to configure schools in the future and were collecting certain pieces of information as follows:

- Standard Admission Number
- Pupil Numbers on roll
- Current Net Capacity
- First preference as % of admission figure

Members also suggested that it would be appropriate to also collect data on the number of children living in each of the schools catchment areas. It was noted that in some cases the number of children per year group living in the catchment area could exceed the admission number, but that due to parental preference, the catchment school would not necessarily be oversubscribed.

Members were also advised that a situation had arisen whereby a child had been offered a place at a school when there were two other children ahead of them on the waiting list. Officers indicated that headteachers should not offer places unless this had been cleared by the Admissions Team, as this could lead to the school exceeding its published admissions number. Officers would remind headteachers, when writing to them next year, of this requirement. A query was raised as to whether this applied to Foundation Schools and Officers advised that the local authority had the final decision over whether a school could admit above its published admission number. For Academies the final decision rested with the Secretary of State.

(Note: The meeting commenced at 8.30 a.m. and concluded at 9.20 a.m.)

Children Families and Learning

Home to School Transport Policy

DRAFT

Author(s):	Carol Wooding, Sue Reed
Date agreed:	Subject to agreement by the Executive on 9 March 2010
Agreed by (e.g. council):	
Date to be reviewed:	Provisional Autumn 2010

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Introduction

1. Parents have a legal duty and a responsibility to ensure that their statutory aged children attend school regularly and to make any necessary arrangements to ensure that they attend.
2. In certain circumstances a Local Authority has a duty to provide transport. This document sets out Central Bedfordshire Council's Home to School Transport Policy and describes how the Council fulfils its duties and exercises its discretionary powers as required under the Education Act 1996 and subsequent amendments of the Education and Inspections Act 2006.

Principles

3. Central Bedfordshire Council is committed to providing free home to school transport to meet its statutory obligations.
4. The Council aims to provide equitable, safe, efficient and cost effective transport for pupils entitled to transport in accordance with its duties and powers as provided for in legislation.
5. Central Bedfordshire Council recognises that there are some children who do not meet the criteria for free home to school transport but who, nonetheless, would benefit from free home to school transport to enable them to access education and to achieve their potential.
6. Central Bedfordshire Council is committed to supporting sustainable modes of travel to school. As well as helping to boost children's fitness and concentration, walking and cycling helps to reduce the congestion caused by the journey to school, together with the associated accidents and pollution and carbon emissions.
7. Walking buses and bike trains help children walk or cycle to school safely with adult supervision. They are a sustainable alternative to transport by car, bus or train, and help keep children healthy.
8. If walking or cycling is not an option, school buses, public transport and car-sharing are more sustainable alternatives to taking the car.
9. The Council is committed to equality of opportunity and access to services and facilities and has undertaken an Equalities Impact Assessment of this policy.
10. Parents remain responsible for ensuring their children are aware of what is acceptable behaviour from them before they board the vehicle in the morning, when they are travelling, and when they leave the school bus at the end of the school day. Parents are expected to make arrangements for their children to be accompanied by an appropriate person while walking to and from the vehicle pick up/drop off point, where they consider it necessary. Parents are expected to instruct their children to wear their seatbelts whenever these are provided.
11. Eligibility for transport will be reviewed regularly to ensure that those who are receiving transport are still eligible.
12. Information will be made accessible for parents and carers so that they are aware of their entitlement.
13. Take-up of the service will be monitored to ensure that access is fair and equitable and that hard to reach groups and those who are most vulnerable are aware of their entitlement.

Legislation and Guidance

14. Statutory guidance produced by the DFES in 2007 on Home to School Travel and Transport Guidance, derived from the Education Act 1996 as subsequently amended by the Education and Inspections Act 2006, is used throughout this policy.
15. The policy links to the Council's Sustainable Transport Strategy.

Eligibility for Transport

16. Free transport is provided for all statutory age children who live in Central Bedfordshire and who attend their catchment area or nearest school, where the distance from home to school is over the statutory walking distance:
 - More than 2 miles from home for children aged under 8
 - More than 3 miles from home for children aged 8 and over.
17. The measurement of the "statutory walking distance" is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, **accompanied as necessary**¹, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.
18. In addition, where children are in a family with a low income where there is additional entitlement:
 - Children aged 8 but under 11 must have travel arrangements made where they live more than 2 miles from their nearest qualifying² school by the shortest available walking route.
 - For children aged 11 and over free transport is provided in one of two ways:
 - to a choice of one of the three nearest qualifying schools, provided it is more than 2 miles by the shortest available walking route, but not more than 6 miles by motorised route from the child's home.
 - and also to the nearest suitable school preferred by reason of a parent's, or those with legal responsibilities, religion or belief, provided it is more than 2 miles by the shortest available walking route and not more than 15 miles by motorised route from home.
19. Families with a low income are defined as those children entitled to free school meals or whose family is in receipt of maximum working tax credit. There is currently additional Government funding to meet the cost of transport for these children.
20. Parental working commitment is not a criterion that will be considered in providing transport.

¹ Home to School Travel and Transport Guidance, DCSF, 2007 - para 47

² A qualifying school is defined as a community, foundation or voluntary school; community or foundation special school, non-maintained special school; pupil referral unit or maintained nursery school, with places available that provides education appropriate to the age, ability and aptitude of the child and any special educational needs that the child may have

Suitability of arrangements

21. A local authority must ensure that travel arrangements are “suitable”. The suitability of arrangements will depend on a number of factors. Best practice guidance is set out in the Department for Education and Skills “Home to School Travel and Transport Guidance”, 2007. This includes enabling children to reach school without stress, strain, or difficulty and in reasonable safety and comfort. The criteria identified in the best practice guidance will be applied to ensure provision is suitable.

Transport on grounds of road safety considerations

22. Where children live within the statutory walking distance of their catchment or nearest school, the local authority has to ensure that it is possible for them to walk to school, accompanied by a responsible adult if necessary. Where this is not possible, because the route to school is not safe, the local authority has to make arrangements for free transport.
23. In assessing the comparative safety of a route, the Council will conduct an assessment of the risks a child might encounter along the prescribed route using the national guidelines: “Identification of Hazards and the Assessment of Risk of Walked Routes to School”. The national guidelines will be used for all new assessments from 1st April 2010.
24. Existing routes, previously assessed using the outdated criteria, will be reassessed using the above national guidelines and may result in changes to current entitlement to free home to school transport on road safety grounds.
25. Assessments will feed into the Council’s duty relating to sustainable school travel, and may inform the Council’s plans for upgrading the highway infrastructure, supporting sustainable school travel.

Transport to a faith school on grounds of the parent’s religion

26. In considering entitlement to free transport a council has to take in to account any wish of a parent for their child to be provided with education or training at a particular school or institution on grounds of the parents’ religion or belief. There is no statutory entitlement to such transport, as attendance at a denominational school is through parental choice. Parents sending their children to a school on the grounds of their religion will not be given free transport as an entitlement. However, in line with legislation, children over the age of 11 who attend a denominational school on the grounds of the parents’ religion or belief who also meet the low income criteria, will be entitled to free transport where the closest school is between 2 and 15 miles.

Children who are currently attending faith schools through parental choice and who are receiving free transport from home to school through the former Bedfordshire County Council policy will no longer receive free transport from September 2010.

Transport for permanently excluded pupils

27. Where a pupil has been permanently excluded from school the pupil is first allocated a place in the Pupil Referral Unit and is then allocated a new school place through a process called the In Year Fair Access Protocol. Where a new school is allocated in this way a child will be entitled to transport to the new school as long as the 2 or 3 mile distance criteria or road safety criteria are met. All requests for transport inside the statutory distance will be referred to the Director of Children’s Services or nominee for consideration against criteria which will be agreed with the Schools Forum on an annual basis.

Transport on grounds of medical needs

28. Where a child attends their catchment area or nearest school, transport is currently considered on medical grounds irrespective of distance between home and school. The medical condition can be temporary or long term and each application is considered on an individual basis. An application for transport has to be supported by a GP or consultant. Cases agreed will be subject to regular rigorous review.

Transport for pupils moving schools in years 10 and 11

29. Sometimes families and children, through no choice of their own, experience serious disruption in their home circumstances. This can cause particular difficulty for a child in their GCSE examination years if they have to move address and are not able to remain at their previous school where they have started a course of study. This does not apply to planned moves, where parents are making a choice to move to a new area.
30. In order to help children achieve their full potential and to succeed in their GCSE examinations, where a child who is attending school in Central Bedfordshire in years 10 and 11 has to move in exceptional circumstances to a new address in Central Bedfordshire they will be provided with transport from their new address to their previous school, as long as they have completed at least one term in year 10 at their previous school. Exceptional circumstances will be defined ; for example death of a parent, move from family home because of family issues such as repossession, family violence .

Transport for Looked After Children, Refugees and Unaccompanied Asylum Seeking Children

31. Whilst representing only a very small number of the total school population, Looked After Children, Refugees and Unaccompanied Asylum Seeking Children can be some of the most vulnerable children in need of support. School places are identified that can best meet a child's individual needs. The school will not always be the nearest school to their home address.
32. Looked After Children, Refugees and Unaccompanied Asylum Seeking Children will be supported with transport, if required, to attend schools that best meet their needs. This may mean that transport will be provided to schools where the 2 or 3 mile distance criteria or road safety criteria are not met.

Transport for children with Special Educational Needs

33. Children with Special Educational Needs are entitled to assistance with transport where the normal distance criteria apply. Transport is not automatically provided because a child has a statement of special educational needs.
34. The Council recognises that some children with special educational needs may not be able to walk even relatively short distances to school. However others may, with appropriate support, be able to walk or use alternative ways of getting to school.
35. Transport needs for a child with special educational needs will be assessed as part of the Statutory Assessment Process. The most appropriate mode of travel will be agreed as part of the Statutory Assessment.

36. For those children who live more than the statutory distance between home and the nearest school that can meet their needs, transport will be provided free of charge.
37. For those children who live within the statutory distance the Assessment will include consideration of whether, accompanied as necessary, a child could reasonably be expected to walk to school. Where this is not possible, the need for transport will be included in a child's Statement of Special Educational Need and transport will be provided free of charge.
38. Entitlement to transport agreed in this way will be subject to rigorous annual review and at transition.
39. From April 2010 a travel training programme to support those children who are physically able to walk, to travel to school more independently and to support transition to adult life will be introduced.
40. The Council will make suitable travel arrangements for children with SEN, a disability, or mobility problem if their SEN, disability, or mobility problem means that they could not reasonably be expected to walk to the school.
41. It should be noted that the Council will consider transport to the nearest suitable school. If by parental preference a more distant school is named in the child's statement but in the Authority's view the child's needs could be suitably met at a nearer school, transport will be the responsibility of the parent.
42. Transport to schools for children with moderate learning difficulties will usually be arranged on a localised pick-up point basis if this is assessed as appropriate and this is clearly identified in Part 6 of the child's Statement of Special Educational Need. For all other children the pick-up and drop-off point will be as close as possible to the address at which they usually live.
43. Pupils who attend special schools often take part in integration programmes with mainstream schools. Pupils are expected to attend their local catchment area or nearest school to enable the parent/carer to make their own arrangements to take or collect the child.
44. If parents move home within Central Bedfordshire during the Academic Year, transport will continue to be available to the current school until the end of the Academic Year. The child should be transferred to the nearest appropriate school to the new address from no later than the beginning of the next Academic Year. However, if parents wish their child to attend the original school, transport becomes their responsibility.

Concessionary Places on School Contract Vehicles

45. The Council is committed to supporting children to access school. Where children are not entitled to free transport, parents can buy a pass for any spare seats on a school contract vehicle once those entitled have been allocated a place. Passes can be bought for one term at a time and are allocated on a first come first served basis. This does not apply to routes that are public registered services where children pay the bus company direct.
46. Where pupils live within the statutory walking distance or do not otherwise qualify for free transport, a charge may be made for "spare seats" in the school bus provided the route is operated on a contract basis. Charges for concessionary spaces are:
 - a) charged on a termly basis.

- b) free for children entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit
 - c) revised annually by the Council for the new financial year, with new charges to come into effect for the Summer Term each year.
 - d) issued on a first come first served basis where demand for places exceeds availability.
 - e) fixed at the termly rate. No pro-rata reductions are available for part week travel or single daily journeys or where for operational reasons, delays may occur in the issue of passes.
47. Concessionary passes are not available on routes registered as public service routes.
48. The provision of a free concessionary pass will be based on the same benefit criteria as for families entitled to free transport on low income grounds. This will mean that certain families in receipt of working tax credit, but not at the maximum rate, who have previously received such passes free of charges, will in future, be required to pay.

Additional considerations

49. Pupils who live in a joint home arrangement, who fulfil the other criteria for free transport, will be provided with transport from the primary home address registered with their school.
50. Pupils may be required to walk up to one mile from home to the pickup point and, where pupils use public service routes, they may be required to walk up to one mile from the setting-down point to the school.
51. Pupils aged eight years of age who are entitled to receive free transport under the distance criteria will continue to receive free transport until the end of the academic year in which they reach the age of eight.
52. In determining entitlement to free transport, the route used in assessing the distance is the shortest available walking route. Measurement will commence at the gate of the pupil's home to the nearest pedestrian gate on the school site.
53. Where pupils receive free home-to-school transport as a result of errors in measurement, the transport will be withdrawn at the end of the academic year during which the error is discovered.
54. Smoking is prohibited on all Council owned vehicles when used for the transportation of school children and is a condition of hire of contractors' vehicles.
55. All vehicles with up to 16 passenger seats supplied by contractors are required to have a forward facing seat and must be fitted with a three point seatbelt for each child.

Parents/Carers with disability

56. The Council is committed to promoting equality of opportunity for disabled people and to eliminate discrimination.
57. Where walking children to school relies on disabled parents accompanying their children along a walking route for it to be considered safe, and where the parents' disability prevents them from doing so, in such circumstances, the Council will make reasonable adjustments. A reasonable adjustment may be to provide free home to

school transport. Medical evidence will need to be provided from their consultant or GP. Cases agreed will be subject to regular rigorous review.

58. This scheme only applies to primary school children as secondary aged pupils are expected to travel to school without being accompanied by an adult.

Rail/Bus passes and mileage reimbursements

59. Rail passes and season tickets for public service routes can be issued to pupils, based on the most cost effective provision of transport.
60. Where there is no public transport or where it is not practical to re-route an existing contracted vehicle, parents may be able to claim mileage allowances for transport to and from school. However, this is at the Council's discretion and is based upon the most cost effective provision of transport.

Single sex schools

61. Transport to single sex schools will not be supported unless the school concerned is the catchment area or nearest school, where the usual transport criteria will apply.
62. Similarly, if the catchment area or closest school is a **single** sex establishment, transport will not be provided to enable the child to attend a mixed school.

Escorts

63. Escorts will usually only be provided on vehicles with more than 16 seats which transport only lower school pupils.
64. On all other routes the responsibility for the introduction of escorts on a temporary or permanent basis, is delegated to officers.

Individual Requests for Discretionary Transport

65. Applications for assistance from parents of children receiving nursery education in line with the School Standards and Framework Act 1998 may be made to the Director of Children's Services.
66. Where parents/carers are dissatisfied with the way their application for transport has been processed they will be asked to follow the Central Bedfordshire Council complaints procedure.

Implementation and Monitoring of the policy

67. The Children Families and Learning Commissioning Team will be responsible for the implementation of this policy through the development of their internal processes that will ensure the ability to monitor take up of service and regular reviews for those in receipt of the service. Data produced by the team will be regularly reviewed and monitored within the Children, Families and Learning Directorate's senior management team.

Appendix A - Low Income Groups

Children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit – primary and secondary age groups

Children from low income groups are defined in the Act as those who are entitled to free school meals, or those whose families are in receipt of their maximum level of Working Tax Credit (WTC).

Determining whether parents are receiving maximum Working Tax Credit (WTC)

When a customer is first awarded tax credits, or following a change in their household circumstances, HM Revenue and Customs issue a “tax credits award notice” detailing the breakdown and amount of the award. Part two of the award notice gives details of “How we work out your tax credits” including details of the full WTC elements. This is the maximum amount a customer can receive in WTC in any year. It then lists “any reduction due to your income” and shows the net amount payable. It is therefore readily apparent from the award notice whether a person is receiving maximum WTC or a reduced sum due to income.

Primary age

Regardless of the level of family income, children of compulsory school age, but under the age of eight are entitled to free travel arrangements to their nearest qualifying school more than two miles from their home. In addition, children aged eight, but under age 11 from low income families must have travel arrangements made where they live more than two miles from their nearest qualifying school.

This two mile limit should be measured in the same way as the “statutory walking distance”.

Children of compulsory school age who are 11 or over

One of the aims of the new school travel legislation is to secure fair access to schools, especially for children from low income groups, where lack of affordable transport can act as a barrier to choice. The Act extends rights to free transport for all children from low income groups of compulsory school age who are 11 or over in two ways: to a choice of schools within six miles of the child’s home, and to the nearest school preferred by reason of a parent’s religion or belief up to a maximum of 15 miles from the child’s home.

Children of compulsory school age who are 11 or over from low income families must have travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the Act), where they live more than two miles, but not more than six miles from that school.

Appendix B

Additional guidance on Transport for Children with Special Educational Needs

Parental responsibilities

68. In all cases where transport is provided, parents/carers must make their own arrangements to take the child from their home to the vehicle and collecting the child from the vehicle.
69. Parents will be asked to allow the Council to use any specialist seating which their child requires. If this is not possible the Council will arrange for suitable seating to be provided.
70. If parents choose to send their child to a school other than the nearest appropriate school, transport will become their own responsibility. If space is available on an existing route, the child can be offered a place on a concessionary basis. Such transport can only be offered if space is available. This will be reviewed termly and may be withdrawn if additional entitled children require transport on the route.
71. If parents/carers choose to transport their child themselves when a place is available on existing transport arranged by the Council, then no mileage reimbursement will be payable by the Council.

Provision of transport for children with Special Educational Needs

72. The Council will endeavour to transport children in the shortest possible time and will investigate all possible alternatives if the travel time, one way, exceeds one hour and fifteen minutes. Where possible, adjustments will be made to transport arrangements to reduce travel time to less than one hour and fifteen minutes provided this can be achieved without a significant increase in transport costs.
73. The timescale for arranging transport will be a maximum of 15 working days from receipt of the application.

Escorts for children with Special Educational Needs

74. An escort will be provided on all coach and mini bus routes where children are being transported to a Special School. Consideration will be given to providing additional escorts, when requested by the school/unit or contractors, on the grounds of driver safety, medical, physical or behavioural needs.
75. The Council will endeavour to transport children in the shortest possible time and will investigate all possible alternatives if the travel time, one way, exceeds one hour and fifteen minutes. Where possible, adjustments will be made to transport arrangements to reduce travel time to less than one hour and fifteen minutes provided this can be achieved without a significant increase in transport costs.
76. The timescale for arranging transport will be a maximum of 15 working days from receipt of the application.

Residential placements

77. Where a child is placed in a residential school following a judicial review or SEN Tribunal, free transport will be provided in accordance with those specific arrangements.
78. Boarding arrangements for residential schools can be one of the following:-
 - a) Termly boarding
 - b) 12 day boarding

- c) Weekly boarding
- d) 52 week placement

79. With regard to termly boarding, school transport will only be provided at the beginning and end of each term and at the beginning and end of the mid term holiday.
80. With regard to 12 day boarding, transport will be provided on alternate weekends and at the beginning and end of each term.
81. With regard to weekly boarding, transport will be provided to school on Monday and from school on Friday each week.
82. For those few students who require 52 week placement, the Council will provide transport up to a maximum of three journeys per year.
83. For all boarding arrangements, any additional journey to those laid out above will remain the responsibility of the parent/carer.
84. In the interests of the efficient use of resources the council will, in all cases, encourage parents to transport their own child for which appropriate reimbursement will be made.
85. The cost of parents attending one statement review per year at out-county schools will be met by the Council by reimbursement, at the appropriate rate of car mileage or by the provision of a travel warrant. No other additional costs (e.g. other members of the family, friends etc.) will be met by the Council.
86. One parent/carer may be transported with the child to act as an escort to out-county schools where it results in the efficient use of the council's resources.
87. Any additional transport requirements to those mentioned above will remain the responsibility of the parent/carer.

Agenda Item: 4(a)

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

Subject: Consultation Process and Responses

Report of: Deputy Chief Executive and Director of Children's Services

The purpose of this report is to inform the Forum of the outcome of the consultation.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. To note the outcome of the consultation and the responses received**
-

Background

1. The School Admissions Code and The School Admissions (Admission Arrangements) (England) Regulations 2008, require admission authorities to consult, every three years, on their proposed admission arrangements unless the admission arrangements are not the same as those determined following the last consultation. The consultation must last for a minimum of eight weeks and must take place between 1 November and 1 March.
2. Members of the Forum will recall that a change to the admission policies for community and voluntary controlled schools was proposed, which would give catchment siblings a higher priority for admission than other children living in the catchment area. There were also some changes to admission numbers and to the Co-ordinated Scheme for Admissions to Middle, Primary and Lower Schools to reflect the requirement on local authorities to co-ordinate applications from residents living in the local authority area.
3. Following consultation with community and voluntary controlled schools about the admission arrangements, a number of schools requested other changes to their oversubscription criteria. The local authority had no objections to the proposed changes which were included within the statutory consultation process.
4. As a result of the changes the local authority was required to carry out appropriate consultation. The consultation took place between 4 January and 1 March 2010.

5. In accordance with the Regulations the local authority consulted the following:
 - the governing bodies of all community and voluntary controlled schools
 - the governing bodies of all voluntary aided schools
 - the governing bodies of all foundation schools
 - the governing bodies of all trust schools
 - the governing body of the Academy
 - all neighbouring local authorities
 - parents
 - local community and voluntary groups

6. The consultation included:
 - the proposed change to the admission policies of all community and voluntary controlled schools
 - changes to admission numbers
 - changes to the Co-ordinated Scheme for Admissions to Middle, Primary and Lower Schools
 - changes to the oversubscription criteria for some community and voluntary controlled schools

Included also within the consultation were those admission authority schools that had asked the local authority to consult of their behalf on a change to their policies to give catchment siblings a higher priority for admission than other children living in the catchment area.

7. Only two responses were received, one from a parent of lower and pre-school aged children and the other from Hadrian Lower School. The parent supported the change to give catchment siblings a higher priority for admission than other children living in the catchment area and the school supported all of the proposed changes. No comments were received on other changes to the oversubscription criteria of some schools, the Co-ordinated Scheme for Admissions to Middle, Primary and Lower Schools or the changes to admission numbers.

Agenda Item: 4(b)

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

**Subject: Standard Admissions Policy
Community and Voluntary Controlled Schools**

Report of: Deputy Chief Executive and Director of Children's Services

Summary: The purpose of this report is to seek agreement to the Standard Admissions Policy for Community and Voluntary Controlled Schools.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. That the Standard Admissions Policy for Community and Voluntary Controlled Schools be agreed for 2011**

Background

1. The consultation on the proposed admission arrangements for September 2011 included a change to the admission policies for community and voluntary controlled schools, to give catchment siblings a higher priority for admission than other children living in the catchment area.
 2. The proposed change was supported by the parent who responded to the consultation.
 3. The standard admissions policy has been amended to include the change and is attached at Appendix A.
 4. The standard policy applies to those community and voluntary controlled schools listed in Appendix B.
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Appendices:

Appendix A Standard Admissions Policy for Community and Voluntary Controlled Schools

Appendix B Community and Voluntary Controlled Schools – Standard Admissions Policy

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Appendix A

Standard Admissions Policy 2011 Community and Voluntary Controlled Schools

The Local Authority will apply the following criteria (in the 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 (see definition);
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. 'Very exceptional' medical grounds (see definition);
5. Other siblings (see definition);
6. 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 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 maintained school 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.

Definitions

'Looked after' children

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

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.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

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.

CENTRAL BEDFORDSHIRE				
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS				
STANDARD ADMISSIONS CRITERIA SEPTEMBER 2011				
Lower Schools				
Ardley Hill				
Beaudesert				
Beecroft				
Caldecote				
Campton				
Chalton				
Church End				
Clipstone Brook				
Cranfield				
Doverly Down				
Downside				
Eversholt				
Everton				
Fairfield Park				
Flitwick				
Gravenhurst				
Greenfield				
Hadrian				
Harlington				
Hawthorn Park				
Haynes				
Heathwood				
Houghton Conquest				
Husborne Crawley				
Kensworth				
Kingsmoor				
Lawnside				
Leedon				
Mary Bassett				
Maulden				
Potton				
Raynsford				
Ridgmont				
Roecroft				
Russell				
Shefford				
Shelton				
Shillington				
Slip End				
Southill				
Southlands				
St George's				
St Swithun's				
Stanbridge				
Stondon				
Swallowfield				
Templefield				
The Firs				
Tithe Farm				
Toddington St George				
Totternhoe				
Watling				
Woburn				
Wrestlingworth				

CENTRAL BEDFORDSHIRE				
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS				
STANDARD ADMISSIONS CRITERIA SEPTEMBER 2011				
Middle Schools				
Brewers Hill				
Brooklands				
Burgoyne				
Gilbert Inglefield				
Holmemead				
Priory				
Sandye Place				
Streetfield				
Combined School				
Caddington Village School				
Upper Schools				
Sandy				
Stratton				

Agenda Item: 4 (c)

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

**Subject: Additions to the Standard Admissions Policy
Community and Voluntary Controlled Schools**

Report of: Deputy Chief Executive and Director of Children's Services

Summary: The purpose of this report is to seek agreement to the additions to the Standard Admissions Policy for Community and Voluntary Controlled Schools.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. That the additions to the Standard Admissions Policy for those schools listed in Appendix A be agreed.**

Background

1. A number of community and voluntary controlled schools have additions to the standard admissions policy some of which have been in existence for a number of years. Those schools are listed at Appendix A.
2. The following community and voluntary controlled schools requested changes for September 2011 and those changes were consulted upon. The changes are shown in italics in the same appendix:

Greenleas Lower School
Hockliffe Lower School
Henlow VC Middle School
3. Roecroft Lower School and Southcott Lower School requested the removal of some of the additional oversubscription criteria for September 2011 and those changes were consulted upon. The changes are set out in Appendix B
4. No other changes are proposed other than the inclusion of the additional criterion to give catchment siblings a higher priority for admission than other children living in the catchment area.

5. No comments on the additional criteria for individual schools were received during the consultation process.
-

Appendices:

Appendix A	Additions to Standard Policy
Appendix B	Changes to Roecroft Lower School and Southcott Lower School

ADMISSIONS POLICY SEPTEMBER 2011

	1	2	3	4	5		
Standard Policy (04) (05) (06) (07) (08) (10) (11)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	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 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 been completed) 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 maintained school 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.

ADDITIONS TO STANDARD POLICY

* Notes 1,2,3 above will be included after the final criterion for each school

Aspley Guise Lower (04) (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the Aspley Guise Pre- School	Any other children	
Dunstable Icknield Lower (98) (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended the Nursery at Dunstable Icknield Lower School	Any other children	
Dunton VC Lower (04)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Dunton Pre-School	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 *	Any other children

Eaton Bray Lower (10)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Eaton Bray Pre-School	Any other children	
Greenleas Lower (11)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	<i>Children attending Greeleas Nursery Unit</i>	<i>Children attending Willows Pre-school on the Greenleas School site</i>	Any other children
Hockliffe Lower (11)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	<i>Nursery aged children attending Hockliffe Lower School</i>	<i>Children attending Little Bluebells Playgroup at Hockliffe Lower School</i>	Any other children
Houghton Regis Lower (04) (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the nursery provision at Houghton Regis Lower School	Any other children	
Laburnham Lower (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending the Nursery at Laburnham Lower School	Any other children	
Lancot Lower (96) (05)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending Lancot Nursery Unit	Any other children	
Lark Rise Lower (98) (06)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended Lark Rise Nursery Unit	Any other children	
Linslade Lower (96)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending Linslade Lower School Nursery	Any other children	
Maple Tree Lower (05)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Maple Tree Lower School Nursery	Any other children	
Pulloxhill Lower (97)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Pulloxhill Playgroup	Any other children	
Ramsey Manor Lower (97)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area	Any other children	

Robert Peel Lower (99)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who are attending the Nursery at Robert Peel	Any other children	
Silsoe Lower (03)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Silsoe Pre-School	Any other children	
Southcott Lower (04) (05)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who are attending Bluebell playgroup	Any other children	
St. Andrews (VC) Lower (99)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	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 *	Any other children	
St Christophers Lower (04) (05) (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend St Christopher's pre-school	Any other children	
St. Mary's (VC) Lower, Stotfold (96)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	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 *	Any other children	
Studham Lower (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Studham Pre-School	Any other children	

Thomas Johnson Lower (98)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending the nursery unit	Any other children	
Thornhill Lower (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended Thornhill nursery	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. Applicants in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

Alameda Middle (10)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the feeder lower schools i.e. Maulden, Russell and The Firs	Any other children	
Edward Peake Middle VC (99)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	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 *	Any other children	
Fulbrook Middle (96) (07)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Students who have attended Fulbrook's feeder schools i.e. Aspley Guise, Husborne Crawley, Ridgmont, Swallowfield and Woburn Lower Schools	Any other children	
Henlow (VC) Middle (96) (04)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	<i>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 *</i>	Any other children	
Kings Houghton Middle (98)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who are currently attending feeder lower schools in Houghton Regis i.e. Hawthorn Park, Houghton Regis, St Vincents, Thomas Whitehead, Thornhill and Tithe Farm Lower Schools	Any other children	

Leighton Middle School (98)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have spent a significant time(3 years or more)in a Leighton Buzzard/ Linslade/ Hockliffe Lower School i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St Georges, St Leonards, Stanbridge and Hockliffe Lower Schools	Any other children	
Linslade Middle (02) (06)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have spent a significant time (3 years or more) in a Leighton Buzzard/ Linslade Lower School i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Hockliffe, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St Georges, St Leonards and Stanbridge Lower Schools	Any other children	
Mill Vale Middle (98) (03)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who are currently attending Hadrian and St Christopher's lower schools	Children who are currently attending other lower schools in Dunstable and Houghton Regis	Any other children

Woodland Middle (10)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the feeder lower schools i.e. Flitwick, Kingsmoor and Templefield	Any other children	
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* 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. Applicants in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

Redborne Upper (10)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the feeder middle schools i.e. Alameda and Woodland	Any other children	
The Cedars Upper (01) (06) (07) (09)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Students who will have completed Years 5 and 6 (KS2) and Years 7 and 8 (KS3) in middle schools in the local community i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade	Students who will have completed Years 7 and 8 (KS3) in middle schools in the local community i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade	Any other children
Vandyke Upper (01) (06) (07) (09)	All 'looked after' children	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Students who will have completed Years 5 and 6 (KS2) and Years 7 and 8 (KS3) in middle schools in the local community i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade	Students who will have completed Years 7 and 8 (KS3) in middle schools in the local community i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade	Any other children

March 2010

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Appendix B

Roecroft Lower School

1. All 'looked after' children;
2. Pupils living in the catchment area with siblings at the school;
3. Other pupils living in the catchment area;
4. 'Very exceptional' medical grounds;
5. Other siblings;
6. *Pupils whose parents express a preference for non-denominational education**
7. Any other children

**These children fall into the 'any other children category'. Criterion 6 is not required. The standard admissions policy will apply for September 2011.*

Southcott Lower School

1. All 'looked after' children;
2. Pupils living in the catchment area with siblings at the school;
3. Other pupils living in the catchment area;
4. 'Very exceptional' medical grounds;
5. Other siblings;
6. Children who are attending Bluebell playgroup *or Southcott playgroup**;
7. Any other children

**Southcott playgroup no longer exists and will be removed from the admissions policy for September 2011.*

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Agenda Item: 4 (d)

Meeting: ADMISSIONS FORUM
Date: 24 March 2010
Subject: Admission Numbers – Community and Voluntary Controlled Schools
Report of: Deputy Chief Executive and Director of Children’s Services
Summary: The purpose of this report is to agree the admission numbers for community and voluntary controlled schools.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. That the proposed admission numbers for those schools listed in Appendix A be agreed, subject to the views of the Forum on the proposed increase to the admission number for Hadrian Lower School.**

-
1. The proposed admission numbers for community and voluntary controlled schools are set out in Appendix A.
 2. Members of the Forum will recall that a replacement school is planned for Roecroft Lower School. The school will be two forms of entry and subject to the completion of the building project, the admission number for the new school will be 60. The school currently has a published admission number of 30.
 3. Following consultation with community and voluntary controlled schools requests for increases to admission numbers were received from the Governing Bodies of the following schools:

Gravenhurst Lower School – an increase from 9 to 10. This increase can be accommodated within existing class organisation.

Mary Bassett Lower School – an increase from 30 to 60. There is a long term need for additional lower school places in the Leighton Buzzard area. The school has sufficient accommodation to support two forms of entry and therefore no additional accommodation would be required.

The Local Authority had no objections to these change which were included within the statutory consultation process.

3. No comments on the proposed admission numbers for individual schools were received during the consultation process.
4. A late request to increase the admission number has been received from the Governing Body of Hadrian Lower School. The school currently has an admission number of 52, which reflects the capacity of the school. The school has recently had an extension to two classrooms which were significantly smaller than others in the school. As a result of the extension work the school now has 10 classrooms of similar size. This will enable the school to accommodate 30 children in each of the classrooms.

The headteacher did inform St Christopher's Lower School, which is the neighbouring lower school, of the proposed change. The Local Authority was advised that no objections were raised by the school. However, following officer discussions with the headteacher of St Christopher's Lower School, it appears that the school has reservations, given that an announcement on the future structure of schools in Central Bedfordshire is expected in April.

The increase to the admission number will reflect the revised capacity of the school and the Local Authority does not believe that this will impact on any future decision on school structures.

Members of the Forum are asked to consider whether they would support the increase to the admission number for Hadrian Lower School.

Appendices:

Appendix A – Community and Voluntary Controlled Schools – Proposed Admission Numbers
2011

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS		
PROPOSED ADMISSION NUMBERS 2011		
Lower Schools	Year R	
Ardley Hill	60	
Aspley Guise	27	
Beaudesert	55	
Beecroft	60	
Caldecote VC	24	
Campton	22	
Chalton	15	
Church End	54	
Clipstone Brook	45	
Cranfield VC	60	
Doverly Down	30	
Downside	30	
Dunstable Icknield	60	
Dunton VC	12	
Eaton Bray	24	
Eversholt	15	
Everton	10	
Fairfield Park	30	
Flitwick	60	
Gravenhurst	10	Increase from 9 to 10
Greenfield VC	25	
Greenleas	57	
Hadrian	60	Increase from 52 to 60
Harlington	30	
Hawthorn Park	60	
Haynes	20	
Heathwood	30	
Hockliffe	15	
Houghton Conquest	20	
Houghton Regis	45	
Husborne Crawley	12	
Kensworth VC	15	
Kingsmoor	45	
Laburnum	30	
Lancot	60	
Lark Rise	45	
Lawnside	60	
Leedon	60	
Linslade	45	
Maple Tree	45	
Mary Bassett	60	Increase from 30 to 60
Maulden	30	
Potton	60	
Pulloxhill	12	
Ramsey Manor	58	
Raynsford VC	30	

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS		
Ridgmont	15	
Robert Peel	60	
Roecroft	60	Increase from 30 to 60 subject to building of new school
Russell	54	
Shefford	60	
Shelton	15	
Shillington	28	
Silsoe VC	27	
Slip End	22	
Southcott	60	
Southill	15	
Southlands	60	
St Andrew's VC	90	
St Christopher's	45	
St George's	30	
St Mary's (Stot) VC	45	
St Swithun's VC	30	
Stanbridge	24	
Stondon	24	
Studham VC	15	
Swallowfield	58	
Templefield	60	
The Firs	60	
Thomas Johnson	18	
Thornhill	40	
Tithe Farm	60	
Toddington St George	60	
Totterhoe	29	
Watling	45	
Woburn	12	
Wrestlingworth VC	13	
Middle Schools	Year 5	
Alameda	150	
Brewers Hill	120	
Brooklands	150	
Burgoyne	90	
Edward Peake VC	120	
Fulbrook	110	
Gilbert Inglefield	140	
Henlow VC	140	
Holmemead	140	
Kings Houghton	120	
Leighton	120	
Linslade	150	
Mill Vale	140	
Priory	123	
Sandye Place	150	
Streetfield	130	

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS			
Woodland	180		
Combined			
Caddington Village School	Year R 60 Year 5 15		
Upper Schools	Year 9	Year 12 *	
Redborne	340	15	
Sandy	269	15	
Stratton	300	15	
The Cedars	320	15	
Vandyke	300	15	
* This figure represents the minimum number of external candidates			

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Agenda Item: 4(e)

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

Subject: Co-ordinated Admission Schemes

Report of: Deputy Chief Executive and Director of Children's Services

Summary: The purpose of this report is to agree the co-ordinated admissions scheme for upper schools and the academy and the co-ordinated admissions scheme for middle, primary and lower schools

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

1. That the co-ordinated admissions scheme for upper schools and the academy be agreed for 2011/2012
 2. That the co-ordinated admissions scheme for middle, primary and lower schools be agreed for 2011/2012.
-

Co-ordinated Scheme for Upper Schools and the Academy

1. The proposed co-ordinated scheme for upper schools and the academy is attached at Appendix A. Member of the Forum will recall that no changes were proposed to the scheme, other than to the timescales which have been updated for 2011/2012.
2. The co-ordinated scheme for upper schools and the academy was issued as part of the consultation, for information purposes only. No comments were received on the scheme.

Co-ordinated Scheme for Middle, Primary and Lower Schools

3. The proposed co-ordinated scheme for middle, primary and lower schools is attached at Appendix B. Members of the Forum will recall that the scheme was updated to reflect the requirement, from September 2011, for Local Authorities to co-ordinate all applications from residents living in the Local Authority area, irrespective of whether their application is for a school in or outside that Local Authority area. If the application is for a school maintained by another Local Authority, the home Local Authority will be required to liaise with that authority, to determine whether a place is available, and to notify the parent of the outcome of their application.

4. No comments on the proposed scheme for middle, primary and lower schools were received during the consultation process.

Appendices:

Appendix A - Co-ordinated Admission Arrangements Upper Schools and Academy
Academic Year 2011/2012

Appendix B - Co-ordinated Scheme for Admissions to Middle, Primary and Lower
Schools Academic Year 2011/2012

March 2010

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Appendix A

CO-ORDINATED SCHEME FOR ADMISSIONS TO UPPER SCHOOLS AND ACADEMY - ACADEMIC YEAR 2011/2012

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, voluntary aided, foundation, trust school or academy in the Central Bedfordshire Council area.
- 1.3 The Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for voluntary aided, foundation and trust schools and the academy is the governing body of the school or academy.
- 1.4 This scheme will apply to all upper school and academy admissions in the Central Bedfordshire Council area from September 2011.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.

Section 2

The Scheme

- 2.1 There will be a standard form known as the Standard Application Form (SAF).
- 2.2 The SAF will be used for the purposes of admitting pupils into the first year of an upper school or academy (Year 9).
- 2.3 Parents of all children living in Central Bedfordshire and attending a middle school in the Local Authority area will receive the SAF together with the School Transfer booklet which will contain information on:
 - the schools and the academy in Central Bedfordshire;
 - dates of open evenings;
 - schools' admission numbers and admissions criteria;
 - how to complete the common application form;
 - how to make an on-line application;
 - how places are allocated;
 - timetable for the application and allocation process;
 - school transport
 - who to contact for advice

Appendix A

- 2.4 Parents of children attending a middle school in Central Bedfordshire who do not live in the Local Authority area must complete an application form available from their home Local Authority.
- 2.5 Parents of children living in Central Bedfordshire but not attending a middle school in the Local Authority area and those who wish to apply for an upper school place in another Local Authority may obtain the SAF and School Transfer booklet from the School Admissions Service. The SAF and booklet are also available to download from the Local Authority website.
- 2.6 Parents of children living in Central Bedfordshire will also be able to apply on-line for a school place.
- 2.7 The SAF or on-line application form will enable parents/carers to:
- express a preference for up to 3 schools or the academy
 - give reasons for their preferences
 - rank their preferences
- 2.8 Parents of children living in Central Bedfordshire who wish to apply for a secondary school place (Year 7) in another Local Authority can obtain the Transfer to Secondary School application form from the School Admissions Service. The form is also available to download from the Local Authority website. Parents are **not** able to apply on-line for a secondary school place.

The Timetable

- 2.9 In **September 2010** the School Transfer booklet and SAF is sent to parents of all children living in and attending a middle school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.
- 2.10 Completed SAFs are to be returned to the School Admissions Service by **31 October 2010** via the middle school or to the School Admissions Service. On-line applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.
- 2.11 By **30 November 2010** applications for places in other Local Authority schools are sent to those authorities.
- 2.12 All preferences will be logged on the database and by **10 January 2011** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and the academy of every nomination that has been made for that school or academy.
- 2.13 By **21 January 2011** the admission authority for each foundation, voluntary aided, trust school and the academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

Appendix A

- 2.14 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated or the academy.
- where the child is eligible for a place at only one of the nominated schools or academy, that school or academy will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools or academy, they will be allocated a place at whichever of these is the highest ranked preference
- 2.15 Between **7 February 2011 and 18 February 2011** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school) to determine the allocation of a place at the highest ranked preference.
- 2.16 Where the child is not eligible for a place at any of the nominated schools or the academy, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies or the academy. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.17 On **28 February 2011** all upper schools and the academy will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.18 On **1 March 2011** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for an upper school or academy place in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 2.19 By **15 March 2011** parents are to notify the School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.20 By **15 March 2011** parents not offered a school place will be invited to request a place at a school with vacancies.
- 2.21 From **1 April 2011** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since 1 March 2011 and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

Waiting Lists

- 2.22 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academy are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school or academy, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.

Appendix A

- 2.23 Waiting lists will be maintained until **the end of the Autumn term 2011**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or the academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

Late Applications

- 2.24 The closing date for applications in the normal admissions round is **31 October 2010**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a *good reason* will be accepted provided they are received before **10 January 2011**, the date the allocation procedure begins.
- 2.25 Applications received late with *good reason* after the allocation procedure has begun on **10 January 2011**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **1 March 2011**.
- 2.26 Late applications not considered as part of the allocation round and any applications received after **1 March 2011** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school or academy that has a place available. If all preferred schools or the academy are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available. However, it may be necessary to make a priority placement available for children living in rural areas whose application is late for *good reason*.

In-year Admissions

- 2.27 If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
- 2.28 All schools and the academy will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or the academy and to rank their preferences.
- 2.29 Parents of children living in Central Bedfordshire who wish to apply for a place in a school in another Local Authority area must also complete the In-Year application form. The form is available to download from the Local Authority website.
- 2.30 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school must complete an application form available from their home Local Authority and return the form to that Local Authority.

Appendix A

- 2.31 Parents of children living in Central Bedfordshire must return their application form to the School Admissions Service. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation, voluntary aided, trust school or the academy, for which the governing body is the admission authority, the School Admissions Service will contact the school or academy to determine whether a place is available. If the application is for a place at a school(s) in another Local Authority area, the School Admissions Service will forward details to that Local Authority indicating whether or not a place could be offered at a school in Central Bedfordshire (if the parent has applied for a school in Central Bedfordshire).
- 2.32 Where a child is eligible for a place at more than one school or the academy, a place will be offered at the school or academy ranked the highest by the parent. The School Admissions Service will notify the relevant school, academy or Local Authority of the outcome of that process.
- 2.33 The School Admissions Service will notify parents of children living in Central Bedfordshire of the outcome of their application, irrespective of whether the school or academy is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
- 2.34 If all preferred schools or the academy are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.
- 2.35 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academy are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school or academy, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.
- 2.36 Waiting lists for schools in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
- 2.37 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or the academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

Timetable for Co-ordinated Upper School and Academy Admissions

September 2011

September 2010:	Transfer booklet and Standard Application Form issued
31 October 2010:	Closing date for receipt of applications
30 November 2010:	Applications for places in other Local Authority schools sent to those authorities
10 January 2011:	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academy
21 January 2011:	By this date foundation, voluntary aided and trust schools and academy provide the School Admissions Service with ranked lists of applicants
7 February 2011 – 18 February 2011	Between these dates information to be exchanged with other Local Authorities on potential offers
28 February 2011:	Information on pupils to be offered places will be available to schools and the academy via the web based School Admissions Module
1 March 2011:	Notification to be posted to parents living in Central Bedfordshire and available online
15 March 2011:	Date by which parents accept or reject offer of a place
15 March 2011:	Date by which parents not offered a place can request a place at a school with vacancies
From 1 April 2011:	School Admissions Service will start to allocate any places that have become available

March 2010

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO MIDDLE,
PRIMARY AND LOWER SCHOOLS - ACADEMIC YEAR 2011/2012**

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area.
- 1.2 A school is defined as any maintained community, voluntary controlled, voluntary aided, foundation or trust school in the Central Bedfordshire Council area.
- 1.3 The Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for voluntary aided, foundation and trust schools is the governing body of the school.
- 1.4 This scheme will apply to all middle, primary and lower school admissions in the Central Bedfordshire Council area from September 2011.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 The scheme is in two parts. Part A relates to middle schools and Part B to lower and primary schools.

Appendix B

Section 2 - The Scheme

Part A – Middle Schools

- 2.1 There will be a standard form known as the Standard Application Forms (SAF).
- 2.2 The SAF will be used for the purposes of admitting children into the first year of middle school (Year 5).
- 2.3 Parents of all children living in Central Bedfordshire and attending a lower school in the Local Authority area will receive the SAF together with the School Transfer booklet which will contain information on:
 - the schools in Central Bedfordshire;
 - dates of open evenings;
 - schools' admission numbers and admissions criteria;
 - how to complete the common application form;
 - how to make an on-line application;
 - how places are allocated;
 - timetable for the application and allocation process;
 - school transport
 - who to contact for advice
- 2.4 Parents of children attending a lower school in Central Bedfordshire who do not live in the Local Authority area must complete an application form available from their home Local Authority.
- 2.5 Parents of children living in Central Bedfordshire but not attending a lower school in the Local Authority area and those who wish to apply for a middle school place in another Local Authority may obtain the SAF and School Transfer booklet from the School Admissions Service. The SAF and booklet are also available to download from the Local Authority website.
- 2.6 Parents of children living in Central Bedfordshire will be able to apply on-line for a school place.
- 2.7 The SAF or on-line application form will enable parents/carers to:
 - express a preference for up to 3 schools
 - give reasons for their preferences
 - rank their preferences

The Timetable

- 2.8 In **October 2010** the School Transfer booklet and SAF is sent to parents of all children living in and attending a lower school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.
- 2.9 Completed SAFs are to be returned to the School Admissions Service by **15 January 2011** via the lower school or to the School Admissions Service. On-line applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.

Appendix B

- 2.10 By **7 February 2011** applications for places in other Local Authority schools are sent to those authorities.
- 2.11 All preferences will be logged on the database and by **23 February 2011** the School Admissions Service will notify the admission authority for each foundation, voluntary aided and trust school of every nomination that has been made for that school.
- 2.12 By **2 March 2011** the admission authority for each foundation, voluntary aided and trust school will consider all applications for their school, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.13 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:
- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference
- 2.14 Between **14 March 2011 and 18 March 2011** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school) to determine the allocation of a place at the highest ranked preference.
- 2.15 Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.
- 2.16 On **30 March 2011** all middle schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.17 On **31 March 2011** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a middle school place in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 2.18 By **14 April 2011** parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.19 By **14 April 2011** parents not offered a school place will be invited to request a place at a school with vacancies.

Appendix B

- 2.20 From **2 May 2011** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since 31 March 2011 and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

Waiting Lists

- 2.21 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.22 Waiting lists will be maintained until **the end of the Autumn term 2011**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

Late Applications

- 2.23 The closing date for applications in the normal admissions round is **15 January 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a *good reason* will be accepted provided they are received before **23 February 2011**, the date the allocation procedure begins.
- 2.24 Applications received late with *good reason* after the allocation procedure has begun on **23 February 2011**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **31 March 2011**.
- 2.25 Late applications not considered as part of the allocation round and any applications received after **31 March 2011** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for *good reason*.

Appendix B

Part B – Lower and Primary Schools

- 2.26 There will be a standard form known as the Standard Application Form (SAF).
- 2.27 The SAF will be used for the purposes of admitting pupils into the intake year of a lower or primary school (Year R).
- 2.28 Parents of all children born between **1/9/06 and 31/8/07** and living in Central Bedfordshire will be able to apply for a school place using the SAF. The SAF will be available with the Starting School booklet from any local lower or primary school, from the School Admissions Service or it can be downloaded from the Local Authority website.
- 2.29 The Starting School booklet which will contain information on:
- the schools in Central Bedfordshire;
 - schools' admission numbers and admissions criteria;
 - how to complete the common application form;
 - how to make an on-line application;
 - how places are allocated;
 - timetable for the application and allocation process;
 - school transport
 - who to contact for advice
- 2.30 Parents of children living in Central Bedfordshire who wish to apply for a lower or primary school place in another Local Authority must also use this application form.
- 2.31 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school must complete an application form available from their home Local Authority.
- 2.32 Parents of children living in Central Bedfordshire will be able to apply on-line for a school place.
- 2.33 The SAF or on-line application form will enable parents/carers to:
- express a preference for up to 3 schools
 - give reasons for their preferences
 - rank their preferences

The Timetable

- 2.34 In **October 2010**, the Local Authority booklet on lower and primary school admissions and the SAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must contact their home Local Authority for an application form.
- 2.35 Completed SAFs are to be returned to the School Admissions Service by **15 January 2011**. On-line applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.

Appendix B

- 2.36 By **28 February 2011** applications for places in other Local Authority schools are sent to those authorities.
- 2.37 All preferences will be logged on the database and by **7 March 2011** the School Admissions Service will notify the admission authority for each foundation, voluntary aided and trust school of every nomination that has been made for that school.
- 2.38 By **14 March 2011** the admission authority for each foundation, voluntary aided and trust school will consider all applications for their school, apply the school's oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.39 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:
- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference
- 2.40 Between **28 March 2011 and 14 April 2011** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school) to determine the allocation of a place at the highest ranked preference.
- 2.41 Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.
- 2.42 On **28 April 2011** all lower and primary schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.43 On **29 April 2011** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a lower or primary school place in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 2.44 By **13 May 2011** parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.45 By **13 May 2011** parents not offered a school place will be invited to request a place at a school with vacancies.

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- 2.46 From **1 June 2011** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since 29 April 2011 and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

Deferred Entry

- 2.47 Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents of children offered a place for admission in January may defer the admission until April, provided the child is not of statutory school age. Parents of children offered a place for admission in April cannot defer admission until September. If those parents do not want their children to be admitted in April, they would need to re-apply for admission in September.

Waiting Lists

- 2.48 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.49 Waiting lists will be maintained until **the end of the Autumn term 2011**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

Late Applications

- 2.50 The closing date for applications in the normal admissions round is **15 January 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for *a good reason* will be accepted provided they are received before **7 March 2011**, the date the allocation procedure begins.
- 2.51 Applications received late with *good reason* after the allocation procedure has begun on **7 March 2011**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **29 April 2011**.
- 2.52 Late applications not considered as part of the allocation round and any applications received after **29 April 2011** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for *good reason*.

In-year Admissions

- 2.53 If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to

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another school, they are likely to make contact with the local school or the Local Authority.

- 2.54 All schools will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools and to rank their preferences.
- 2.55 Parents of children living in Central Bedfordshire who wish to apply for a place in a school in another Local Authority area must also complete the In-Year application form. The form is available to download from the Local Authority website.
- 2.56 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school must complete an application form available from their home Local Authority and return the form to that Local Authority.
- 2.57 Parents of children living in Central Bedfordshire must return their application form to the School Admissions Service. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation, voluntary aided or trust school, for which the governing body is the admission authority, the School Admissions Service will contact the school to determine whether a place is available. If the application is for a place at a school(s) in another Local Authority area, the School Admissions Service will forward details to that Local Authority indicating whether or not a place could be offered at a school in Central Bedfordshire (if the parent has applied for a school in Central Bedfordshire).
- 2.58 Where a child is eligible for a place at more than one school, a place will be offered at the school ranked the highest by the parent. The School Admissions Service will notify the relevant school or Local Authority of the outcome of that process.
- 2.59 The School Admissions Service will notify parents of children living in Central Bedfordshire of the outcome of their application, irrespective of whether the school is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
- 2.60 If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.
- 2.61 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.
- 2.62 Waiting lists for schools in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.

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- 2.63 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

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Timetable for Co-ordinated Middle School Admissions - September 2011

October 2010:	Transfer booklet and Standard Application Form issued
15 January 2011:	Closing date for receipt of applications
7 February 2011:	Applications for places in other Local Authority middle schools sent to those authorities
23 February 2011:	By this date details of applications to be sent to foundation, voluntary aided and trust schools
2 March 2011:	By this date foundation, voluntary aided and trust schools provide School Admissions Service with ranked lists of applicants
14 March 2011 – 18 March 2011	Between these dates information to be exchanged with other Local Authorities on potential offers
30 March 2011:	Information on pupils to be offered places will be available to schools via the web based School Admissions Module.
31 March 2011:	Notification to be posted to parents living in Central Bedfordshire and available online
14 April 2011:	Date by which parents accept or reject offer of a place
14 April 2011:	Date by which parents not offered a place can request a place at a school with vacancies
From 2 May 2011:	School Admissions Service will allocate any places that have become available

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Timetable for Co-ordinated Lower School Admissions - September 2011

October 2010:	Lower school booklet and Standard Application Form available
15 January 2011:	Closing date for receipt of applications
28 February 2011:	Applications for places in other Local Authority schools sent to those authorities
7 March 2011:	By this date details of applications to be sent to foundation, voluntary aided and trust schools
14 March 2011:	By this date foundation, voluntary aided and trust schools provide School Admissions Service with ranked lists of applicants
28 March 2011 – 14 April 2011	Between these dates information to be exchanged with other Local Authorities on potential offers
28 April 2011:	Information on pupils to be offered places will be available to schools via the web based School Admissions Module
29 April 2011:	Notification to be posted to parents living in Central Bedfordshire and available online
13 May 2011:	Date by which parents accept or reject offer of a place
13 May 2011:	Date by which parents not offered a place can request a place at a school with vacancies
From 1 June 2011:	School Admissions Service will allocate any places that have become available

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Agenda Item: 4 (f)

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

Subject: Foundation, Trust, Voluntary Aided Schools and Academy

Report of: Deputy Chief Executive and Director of Children's Services

Summary: The purpose of this report is to note the proposed changes to the admission arrangements for Foundation, Trust, Voluntary Aided Schools and the Academy

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

1. To note the proposed changes to the admissions criteria for those schools listed below in paragraph 2
 2. To note the proposed changes to the admissions criteria for Holywell VA Middle School and Samuel Whitbread Community College
 3. To note the proposed change to the admission number for St Mary's Catholic Lower School.
-

Admissions Criteria

1. Members of the Forum will recall from the meeting on 21 October 2009, the recommendation that governing bodies of foundation, trust, voluntary aided schools and the academy, that serve a local catchment area, consider a change to their admissions criteria which would give catchment siblings a higher priority for admission than other children living in the catchment area.
2. The governing bodies of the following schools agreed that they would wish to make that change to their policies:

Lower Schools	Lower Schools	Upper Schools
All Saints VA	Sundon	Harlington
Derwent	Sutton VA	Manshead VA
Gothic Mede	Westoning	Queensbury
Langford		
Meppershall VA	Middle Schools	Academy
Moggerhanger	Arnold	All Saints *
Northill VA	Etonbury	*The change to the admissions policy of All Saints Academy is subject to the approval of the Secretary of State.
St Leonards VA	Parkfields	
St Mary's VA, Clophill	Robert Bloomfield	

3. As no other changes to the admissions criteria for these schools were proposed, the Local Authority agreed to consult on behalf of the governing bodies. No comments on the individual admission criteria for these schools were received during the consultation process.
4. It should be noted that John Donne VA Lower School is not included in the table in paragraph 2. This is because siblings already have priority for admission over catchment children. The Governing Body is not proposing any changes for September 2011.
5. The Governing Body of Holywell VA Middle School agreed that it would wish to change its policy to give catchment siblings a higher priority for admission than other children living in the catchment area. However, it also wished to make other changes. The Governing Body was advised that it would have to carry out the necessary consultation to include all of the proposed changes.

The Governing Body did not consult on the changes. The Local Authority has been informed by the school that the Governing Body is not proceeding with the other changes. It is, however, proposing to include the catchment sibling criterion within the determined admission arrangements.

6. The Governing Body of Samuel Whitbread Community College did not ask the Local Authority to consult, on its behalf, on the inclusion of the catchment sibling criterion, as other changes to its admissions policy were proposed. The Governing Body did not consult and the Local Authority has been informed by the school that it is not proceeding with the other changes. The Governing Body is however, proposing to include the catchment sibling criterion within the determined admission arrangements.

Admission Numbers

7. The Governing Body of St Mary's Catholic Lower School has consulted on an increase to its admission number from 28 to 30. The Local Authority would have no objections to the proposed change.
8. No other changes to admission numbers were proposed by the governing bodies of foundation, trust, voluntary aided schools or the academy.

Appendices:

None

Agenda Item: 5

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

Subject: Determination of Admission Arrangements September 2011

Report of: Deputy Chief Executive and Director of Children's Services

Summary: The purpose of this report is to inform the Forum of the arrangements for the determination of admission arrangements.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. To note the requirements for determining the admission arrangements**

Background

1. Admission authorities (where they are not the local authority) must, within 14 days of determining their admission arrangements, give notice of that determination to their local authority, other bodies consulted and any parents that responded to the consultation. They must also place a copy of the determined admission arrangements on their website, where they have one, which must be displayed for the whole offer year, unless amended. The local authority has reminded all foundation, trust, voluntary aided schools and the academy of this requirement.
2. Local authorities must, by 1 May, publish on their websites and in a newspaper circulating in the local authority area, the following information:
 - the extent to which admission arrangements have been determined for schools and academies in the local authority area
 - the fact that copies of the determined admission arrangements are available on the local authority's website and are available for inspection at the offices of the local authority or at such other places and by such other means as the local authority considers appropriate
 - a statement of a parent's right of objection to the Schools Adjudicator for maintained schools, and the Secretary of State for Academies, along with where to submit the objection, the date by which this should happen (31 July), and how to access further help from the local authority in making the objection.

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Agenda Item: 6

Meeting: ADMISSIONS FORUM

Date: 24 March 2010

Subject: Admissions to Lower Schools – September 2011

Report of: Deputy Chief Executive and Director of Children’s Services

Summary: The purpose of this report is to inform the Forum of the changes required to lower school admission arrangements.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. To note the changes required to lower school admission arrangements for September 2011 and subsequent years.**

Background

1. The Rose Primary Curriculum Review in England found evidence to show that summer born children are at greater risk of poor outcomes than children born earlier in the school year. One of the recommendations of the review was that:

“The preferred pattern of entry to reception classes should be the September immediately following a child’s fourth birthday. However, this should be subject to well informed discussions with parents, taking into account their views of a child’s maturity and readiness to enter reception class. Arrangements should be such as to make entry to reception class an exciting and enjoyable experience for all children, with opportunities for flexible arrangements such as a period of part-time attendance if judged appropriate.”
2. The Secretary of State has accepted this recommendation and the School Admissions Code has been amended so that for admission to the 2011-2012 school year, and subsequent years, admission authorities for primary schools must provide for the admission of all children in the September following their fourth birthday. The place should be full-time if that is the wish of the parent, but must include the option of part-time provision.

How this will effect schools

3. For admissions in September 2011 and subsequent years, all schools will be required to have a single point of entry in September (4 plus once a year admission) and must be able to offer full-time provision from the start of the academic year, with the option of part-time provision. Schools with nursery units or those schools admitting children to a nursery class in the term following their fourth birthday may continue to admit the younger 4 year olds, but from September 2011 all reception aged children must be admitted to school from the September following their fourth birthday.
4. Parents can request that their child attends school part-time until their child reaches compulsory school age and admission authorities must accommodate these requests where it appears to be in the best interests of the child. In addition, admissions authorities must continue to allow parents of children who are admitted to school before compulsory school age to defer their child's entry until later in the school year. Where entry is deferred the place must be held for that child and not offered to another child. The parents would not, however, be able to defer entry beyond compulsory school age nor beyond the academic year for which the original place was offered.
5. Although the benefits of children starting school together at the start of the academic are recognised, some parents may feel that their child is not ready to start school. Where parents have a strong preference for their child's early years experience to take place outside a school setting, they will be able to access full-time early years provision in other settings from the September after their child's fourth birthday.

The next steps

6. In order to be able to assess the impact of the changes on schools and other early years settings, information has been collected from schools about the existing admission arrangements. That information will be shared with officers from the Early Years Team and the School Improvement Team. Discussions will take place with those schools that do not currently operate a single point of entry and advice will be given on implementing the new requirements of the School Admissions Code.
7. A report outlining the changes required will be made to a future meeting of the Forum.