

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 11 March 2011

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

Tuesday, 22 March 2011 at 8.30 a.m.

Venue at

Committee Room 1, Watling House (formerly Council Offices), High Street North, Dunstable, LU6 1LF

Richard Carr
Chief Executive

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

Local Education Authority: Cllr	Mrs A M Lewis, Portfolio Holder Children's Services
Community and Voluntary Controlled Schools:	Mrs A Phillips, Headteacher, Streetfield Middle School, Dunstable Mrs J Woodthorpe, Headteacher, Campton Lower School
Foundation and Trust Schools:	Mr D Brandon-Bravo, Headteacher, Parkfields Middle School, Toddington Mr S Fell, Headteacher, Harlington Upper School
Voluntary Aided Schools:	Mrs P Cotton, St Vincent's Primary School, Houghton Regis Mr N Sharpe, Ashton Middle School, Dunstable Mrs C Spurgeon, Head Teacher, St Mary's Lower School, Clophill
Church of England Diocese:	Mr R Slade, Diocese of St Albans

Roman Catholic Diocese:	Mrs F Image, Roman Catholic Diocesan Representative
Parent Governor:	Mr I Robinson, Parent Governor, Caldecote VA Lower School Mr B Sear, Parent Governor Representative
Local Community:	Ms W Anderson-Welsh, Ethnic Minorities Groups Mrs D Day, Virtual School Headteacher, Central Bedfordshire (representing Looked After Children) Squadron Leader Michelle Ramsden, RAF Henlow
Academy :	Mr J Kemp, Vice-Principal, All Saints Academy, Dunstable

1. **APOLOGIES FOR ABSENCE**

Apologies for absence and notification of substitute members

2. **MINUTES AND MATTERS ARISING**

To approve as a correct record the Minutes of the meeting of the Central Bedfordshire Admissions Forum held on 11 November 2010 and to note actions taken since that meeting.

3. **FAIR ACCESS PROTOCOL**

To consider any issues relating to the Fair Access Protocol.

4. **CONSULTATION ON ADMISSION ARRANGEMENTS - SEPTEMBER 2012**

(a) CONSULTATION PROCESS AND RESPONSES

To inform the Forum of the outcome of the consultation process.

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

To agree the Standard Admissions Policy for Community and Voluntary Controlled Schools.

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

To seek agreement to the additions to the Standard Admissions Policy for Community and Voluntary Controlled Schools.

(d) ADMISSION NUMBERS - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

To agree the admission numbers for community and voluntary controlled schools and to note the exceptions which may result in the admission number for a school being exceeded.

(e) CO-ORDINATED ADMISSION SCHEMES

To agree the co-ordinated admissions scheme for upper schools and academies and the co-ordinated admissions scheme for middle, primary and lower schools and lower school phase academies.

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

To note the proposed changes to the admission arrangements for September 2012.

5. DETERMINATION OF ADMISSION ARRANGEMENTS - SEPTEMBER 2012

To inform the Forum of the arrangements for the determination of admission arrangements.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held at Room 15a, Priory House, Monks Walk, Shefford on Thursday, 11 November 2010

PRESENT

Mr S Fell (Chairman)
Mr N Sharpe (Vice-Chairman)

Community and Voluntary Controlled Schools:	Mrs J Woodthorpe	Headteacher, Campton Lower School
Voluntary Aided Schools:	Ms Neale	Governor, Dunton Lower School
	Mr N Sharpe	Ashton Middle School, Dunstable
Church of England Diocese:	Mr R Slade	Diocese of St Albans
Roman Catholic Diocese:	Mrs F Image	Roman Catholic Diocesan Representative
Academy:	Mr J Kemp	Vice-Principal, All Saints Academy, Dunstable
Local Community:	Mrs D Day Hodgson	Virtual School Headteacher, Central Bedfordshire (representing Looked After Children)
Apologies for Absence:	Ms W Anderson-Welsh Mrs P Cotton Cllr Mrs A M Lewis Mrs A Phillips Squadron Leader Michelle Ramsden Mr I Robinson Mr B Sear Mrs C Spurgeon	- Ethnic Minorities Group - St. Vincent's Primary School, Houghton Regis - Portfolio Holder Children's Services, Central Bedfordshire Council - Headteacher, Streetfield Middle School, Dunstable - RAF Henlow - Parent Representative - Parent Representative - Headteacher, St Mary's Lower School, Clophill
Officers in Attendance:	Mrs R Bonwick Ms L Braisher Ms A Bray Mrs M Clampitt Mr J Goldsmith	Head of Admissions Service Senior Admissions Officer Head of School Support Committee Services Officer Assistant Director (School Organisation and Planning)

Ms C Warner

Head of Partnerships and
Reintegration, Bedford Borough
Council

CBAF/10/12 Minutes and Matters Arising

The Forum considered the minutes of the Central Bedfordshire Admissions Forum held on 23 June 2010.

Minute reference CBAF/10/10:-

Officers confirmed that the wording in the information booklets for parents had been amended to reflect that denominational transport would no longer be provided.

RESOLVED

that the minutes of the Central Bedfordshire Admissions Forum held on 23 June 2010 be confirmed and signed by the Chairman as a correct record.

CBAF/10/13 Fair Access Protocol

The Forum received and considered a report relating to the Fair Access Protocol, which had been agreed with schools in July 2009 and had been in operation since September 2009. The Protocol ensures the equitable distribution of 'hard to place' students across schools. The number of pupils placed through the Protocol during 2009-2010 Academic Year by phase and category were set out in Appendix A of the report..

It was noted that the current Protocol determines the school placement based on distances as follows:-

Lower and Middle Schools – five miles from home to school placement

Upper Schools – ten miles from home to school placement.

The five mile distance limit for middle schools had resulted in some middle schools not having any children placed under the protocol. The Fair Access Protocol Working Group had raised the distance limit as an issue. The Forum noted that the transport arrangements were currently under review, the outcome of which could lead to a possible increase in the distance pupils are asked to travel. Members of the Forum asked for data to be provided to the next meeting of the Forum and that the Interim Assistant Director for Learning and Strategic Commissioning attend the 22 March 2011 meeting with recommendations for the Forum to consider.

Members of the Forum were reminded that previously it had been agreed that schools in challenging circumstances and with a high population of challenging pupils could be exempt from accepting pupils under the Fair Access agreement.

The Forum was asked to consider a change to the Protocol in relation to Academies enabling them to be exempt from admitting pupils through the protocol **only** if they were previously a school or replaced a school in special measures (or removed from special measures within the last two years) or under notice to improve. The Forum agreed that the change should be made for any new Academies and that the existing academy, All Saints, would continue to be subject to the two year window.

RESOLVED

- 1. that the number of pupils admitted through the Fair Access Protocol during the 2009-2010 academic year be noted;**
- 2. that consideration of the distance limit for middle schools be deferred to the 22 March 2011 meeting to allow additional information and recommendations to be considered;**
- 3. that only those Academies which had previously been or replaced schools in special measures, (or removed from special measures within the last two years), or under notice to improve, be exempt from admitting pupils through the Fair Access Protocol.**

CBAF/10/14 In-Year Admissions

The Forum received and considered a report concerning issues associated with in-year admissions, further to a request having been made for this at the 23 June 2010 meeting (minute no. CBAF/10/10 refers).

The In-Year Guidance Notes for Schools were attached to the report at Appendix A with copies of the In-Year Application Form (Appendix B) and the In-Year Guidance Notes for Parents and Carers (Appendix C). The waiting list information had not been available at the time the agenda was published and was circulated at the meeting.

It was noted that the application form and the guidance notes for parents and carers were available on the Central Bedfordshire website as PDF documents.

It was noted that military personnel are often advised at short notice of new postings. It was noted that in these circumstances an assignment order is given, followed by the service personnel being posted into a pool for final placement. The Forum was advised that the armed forces will look into the possibility of the appointers issuing letters at the earliest possible time, which would allow the school placement process to move ahead. It was noted that the posting of military personnel was organised through separate centres, the Navy via Portsmouth, the Army via Glasgow and the Air Force via High Wycombe.

RESOLVED

that the report be noted.

CBAF/10/15 **Consultation**

The Forum received and considered a report which advised on the procedures for consulting on changes to admission arrangements as required by the School Admissions Code.

RESOLVED

that the requirement on admission authorities to consult every three years, unless the admission arrangements are to be changed, be noted.

CBAF/10/16 **Standard Admissions Policy**

The Forum received and considered a report which advised of the change in the definition section of the standard admissions policy for community and voluntary controlled schools. A copy of the policy was attached to the report at Appendix A.

It was noted that the definition of “very exceptional” medical grounds had been amended by the inclusion of the words in italics as follows:-

“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 Local Authority reserves the right to seek further information in order to determine* 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.”

Officers proposed to circulate the amended policy together with any changes that might be required. The Forum was asked to recommend to the governing bodies of foundation, trust and voluntary aided schools which include the medical grounds criterion in their policy to amend the definition for September 2012. Subject to approval of the Secretary of State, the Academy was also asked to consider making the change.

RESOLVED

1. that the change to the “very exceptional” medical grounds definition of the standard admissions policy for community and voluntary controlled schools, for September 2012, be noted;
2. that the governing bodies of foundation, trust and voluntary aided schools that include the medical grounds criterion within their policy, be asked to make the necessary change.
3. that, subject to the approval of the Secretary of State, the Academy be asked to consider making the necessary change.

CBAF/10/17 **Admission Numbers**

The Forum received and considered a report which proposed that no changes be made to the admission numbers for community and voluntary controlled schools, nor were any changes proposed to the exceptions which may result in the admission number for a school being exceeded.

The Forum at their meeting held on 21 October 2009 (minute no. CBAF/09/19(iii) refers), had agreed the exceptions which were attached to the report at Appendix A. It was noted that no changes were proposed.

A question was asked in relation to children of military personnel. Military personnel have a number of difficulties when being redeployed or transferred to another base. As their orders may not be known until very close to their moving date, registering for a school is problematic. It was noted that the RAF had agreed to look into what can be done to provide information earlier.

RESOLVED

that the exceptions which may result in the admission number being exceeded be noted.

CBAF/10/18 **Co-ordinated Admission Schemes**

The Forum received and considered a report which set out the proposed co-ordinated admission schemes for 2012/2013. It was noted that the national closing date of 15 January 2012 would fall at the weekend. The Department for Education had confirmed that the dates were set irrespective of whether the dates were working days.

Officers informed the Forum that the schemes would be circulated for information only and as no significant changes had been made to the co-ordinated schemes there was no requirement to carry out a consultation.

The **Co-ordinated Scheme for Upper Schools and Academies** had the following minor changes:-

- reference to the transfer booklet being available only on request
- reference to possible future middle phase academies

- the timescales which had been updated for 2012/2013.

The **Co-ordinated Scheme for Middle, Primary and Lower Schools and Academies** had the following minor changes:-

- reference to possible future middle phase Academies
- reference to lower phase Academies
- reference to the transfer booklet being available on request

RESOLVED

1. **that the proposed co-ordinated admissions scheme for upper schools and academies be noted;**
2. **that the proposed co-ordinated admissions scheme for middle, primary, lower schools and Academies be noted.**

CBAF/10/19 Open Evenings

The Forum received and considered a report which sought the views and agreement of the Forum on the proposed dates for open evenings for the September 2012 admissions.

The proposed dates were as follows:-

- Upper Schools and Academy: 19 September 2011 – 21 October 2011
- Middle Schools: 1 November 2011 – 25 November 2011

The Forum agreed the proposed dates .

RESOLVED

that the proposed dates for the open evenings be agreed and recommended to the schools and the Academy.

CBAF/10/20 Date of Next Meeting

The Forum noted that the next meetings of the **Central Bedfordshire Admissions Forum** would be as follows:-

- 22 March 2011 in Committee Room 1, Council Offices, Dunstable at 8.30am
- 28 June 2011 in Room 14, Priory House, Shefford at 8.30am.

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

Chairman

Dated

Meeting: ADMISSIONS FORUM
Date: 22 March 2011
Subject: Fair Access Protocol
Report of: Deputy Chief Executive and Director of Children, Families and Learning
Summary: To consider any issues relating to the Fair Access Protocol.

Contact Officer: Claire Warner

RECOMMENDATIONS

1. to extend the five mile distance limit for middle schools to ten miles in order to ensure an equitable distribution under FAP;
2. to note the revised methodology for assessing whether a pupil has challenging behaviour.

Background

1. The Fair Access Protocol was agreed with schools in July 2009 and has been operating since September 2009.
2. A key principle of the Protocol is the equitable distribution of 'hard to place' students across schools
3. The current Fair Access Protocol determines a distance of up to five miles from home to school placement for lower and middle school students and up to ten miles for upper school students.

An analysis of the figures over the last three years across middle schools demonstrates that there are some middle schools that due to their geographical position and the five mile distance limit , have not had any students placed under the Fair Access Protocol

The analysis is attached as Appendix 1.

This issue was raised at the Fair Access Protocol Working Group, a head teacher and officer group which have met half termly to monitor the Protocol and to try to resolve local issues. The Working Party considered that the issue should be raised with the Admissions Forum.

The issue was raised at the last Admissions Forum in November 2010. Members asked for data to be provided to the next meeting of the Forum along with any recommendations for the Forum to consider. The data is attached to this report as Appendix A and shows that just under a third of middle schools have not taken a Fair Access Placement between 2008- 2011.

Schools in challenging circumstances

4. Members of the forum will recall that it was agreed that schools in challenging circumstances and with an unusually high proportion of challenging pupils would be exempt from accepting pupils under the Fair Access Protocol. The same principle applies to applications for school places made through the normal admissions process.
5. The Local Authority has reviewed its methodology for assessing whether a pupil is deemed to have challenging behaviour. The existing questionnaire does not provide sufficient information. It is, therefore proposed to make use of an adapted version of the 'Coping in Schools Scale' {see Appendix C}, which will provide a far more robust assessment of a pupil's behaviour.
6. A pupil with a score of less than 100 out of a possible score of 236 would be deemed to be exhibiting challenging behaviour.
7. The Forum is asked to note the use of the 'Coping in Schools Scale' which will be introduced with immediate effect.

Appendices:

Appendix A	Analysis of placements under FAP in middle schools, 2008 – 2011
Appendix B	Central Bedfordshire Pupils allocated through Fair Access Protocol September 2010 – 2011
Appendix C	Coping in Schools Scale [CISS]

**Central Middle School Pupils allocated through
Fair Access Protocol September 2008 – 2011**

Name of Middle School	Year Group	Number of Pupils
Leighton Middle School	Year 6, 7 8	4
Caddington Village School	Year 6 ,7 & 8	4
Ashton C of E VA Middle School	Year 6,7 & 8	4
Kings Houghton Middle School	Year 6, 7 & 8	3
Linslade Middle School	Year 5,6, 8	3
Streetfield Middle School	Year 6 & 7	3
Brewers Hill Middle School	Year 5, 8	2
Gilbert Inglefield Middle School	Year 5 & 7	2
Brooklands	Year 5 &7	2
Sandye Place Middle School	Year 8	1
Priory Middle School	Year 7	4
Parkfields Middle School	Year 7	2
Holywell C of E VA Middle School	Year 7	1
Alameda Middle School	Year 7	1
Arnold Middle School	Year 6	1
Woodland Middle School		
Robert Bloomfield Middle School		
Mill Vale Middle School		
Holmemead Middle School		
Henlow VC Middle School		
Fulbrook Middle School		
Etonbury Middle School		
Edward Peake C of E VC Middle School		
Burgoyne Middle School		

**Central Bedfordshire pupils allocated schools
Through the Fair Access Protocol
September 2010 – February 2011 (03/2011)**

Pupils admitted by Category within Phase 2010/2011

Phase	Category	Total
Lower		
Lower Total		0
Middle	Exclusion	6
	OOC	1
Middle Total		7
Upper	Averted Exclusion	1
	Challenging Behaviour	1
	Exclusion	8
	Manor Farm	1
	OOC	1
Upper Total		12
Total		19

Pupils admitted by Reason 2010/2011

Category	Total
Exclusion	14
Averted Exclusion	1
Manor Farm	1
Challenging Behaviour	1
OCC	2
Total	19

Appendix C

Coping in Schools Scale [CISS]
**[A structured assessment of pupils exhibiting
challenging behaviour in mainstream schools]**

Child's name:

Form completed by:

[To be completed by a member of the teaching staff who best knows the child]

Date:

Instructions

To use this scale, complete each section. Score every item in every section for each child, using the following scoring system.

1. Is never able to fulfil this criterion
2. Rarely fulfils this criterion
3. More often than not fulfils this criterion
4. Almost always fulfils this criterion

Circle the number that corresponds to your assessment of the pupil on this criterion.

Please return to:
School Admissions Service
Borough Hall
Cauldwell Street
Bedford
MK42 9AP

Self Management of Behaviour

	Is never able to fulfil this criterion	Rarely fulfils this criterion	More often than not fulfils this criterion	Almost always fulfils this criterion
Can accept discipline without argument or sulking	1	2	3	4
Can cope with unstructured time, i.e. lunch and break	1	2	3	4
Can arrive and settle down quietly and appropriately	1	2	3	4
Does not leave the room without permission	1	2	3	4
Can accept changes to plans or disappointment with an even temper	1	2	3	4
Shows some self-discipline when others try to encourage deviation from normal routines at any changeover times	1	2	3	4
Does not normally use loud exhibitionist language. Is aware of normal sound levels and can be reminded of them and respond without backchat.	1	2	3	4
Can handle trips out of school	1	2	3	4
Does not seek confrontation at break-time	1	2	3	4
Behaviour appropriately in the dining hall	1	2	3	4

Score:	/40
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Self and Others

	Is never able to fulfil this criterion	Rarely fulfils this criterion	More often than not fulfils this criterion	Almost always fulfils this criterion
Can behave appropriately in the classroom	1	2	3	4
Can accept that teacher time needs to be shared	1	2	3	4
Can ask a question and <i>wait</i> for the answer and <i>take turns</i> in question and answer situations	1	2	3	4
Has appropriate communication skills; talking, asking questions, listening	1	2	3	4
Is able to work in a team	1	2	3	4
Can speak to people without resorting to rudeness	1	2	3	4
Can work in a group situation	1	2	3	4
Interacts in a positive way with peers in the playground	1	2	3	4
Can play with other children without getting 'wound up' and abusive	1	2	3	4
Can cope with large numbers of people	1	2	3	4

Score: /40

Self Awareness

	Is never able to fulfil this criterion	Rarely fulfils this criterion	More often than not fulfils this criterion	Almost always fulfils this criterion
Can ask for help	1	2	3	4
Can accept responsibility for his/her actions without employing denial/opting-out tactics	1	2	3	4
Can acknowledge own problems	1	2	3	4
Can risk failure	1	2	3	4
Is willing to accept and discuss problem areas	1	2	3	4

Score:	/20
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Self Organisation

	Is never able to fulfil this criterion	Rarely fulfils this criterion	More often than not fulfils this criterion	Almost always fulfils this criterion
Can work alone without constant attention	1	2	3	4
Can listen to explanations and instructions and attempts to act on advice given	1	2	3	4
Gets him/herself to school independently or, in the case of younger pupils, is willing to contemplate this	1	2	3	4
Understands the structure of lesson times within a mainstream school	1	2	3	4
Understands the teacher's role within a mainstream school	1	2	3	4
Understands the structure of places to be for lessons within a mainstream school	1	2	3	4
Understands the structure of discipline within a mainstream school – what happens if he/she is late or does not complete work, homework etc.	1	2	3	4
Can constructively use unstructured time in the classroom	1	2	3	4
Attends regularly	1	2	3	4
Can cope in a variety of different situations	1	2	3	4
Can organise self and possessions	1	2	3	4
Can organise him/herself if help is not available	1	2	3	4
Good timekeeping, e.g. prompt arrival at lessons	1	2	3	4

Score:	152
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Learning Skills

	Is never able to fulfil this criterion	Rarely fulfils this criterion	More often than not fulfils this criterion	Almost always fulfils this criterion
Reading and numeracy up to a level that can be coped with in mainstream given some support	1	2	3	4
Reasonable literacy and numeracy and a willingness to improve	1	2	3	4
Has developed learning strategies to be able to use reference materials [at own level]	1	2	3	4
Has developed learning strategies to be able to ask teachers or others for advice when experiencing problems [at own level]	1	2	3	4
Does not get up and wander around	1	2	3	4
Needs a mainstream curriculum	1	2	3	4
Does not get impatient if help is not immediately forthcoming	1	2	3	4
Will try to start a task on his/her own	1	2	3	4
Is willing to try on his/her own	1	2	3	4
Generally cares about the work being done	1	2	3	4
Pays attention to class discussions and instructions	1	2	3	4

Score:	/44
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Attitude

	Is never able to fulfil this criterion	Rarely fulfils this criterion	More often than not fulfils this criterion	Almost always fulfils this criterion
Is prepared to work in lessons	1	2	3	4
Uses appropriate language and gestures	1	2	3	4
Wants to remain at this school	1	2	3	4
Has parental support	1	2	3	4
Wants to change for themselves	1	2	3	4
Is courteous, and shows positive attitudes towards staff	1	2	3	4
Can show a positive interest in lessons	1	2	3	4
Treats school property with care	1	2	3	4
Shows a sense of humour	1	2	3	4
Goes to and stays in designated playground area	1	2	3	4

Score:	/40
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Score total

Section	Score
Self Management of Behaviour	/40
Self and Others	/40
Self Awareness	/20
Self Organisation	/52
Learning Skills	/44
Attitude	/40
Total	/236

Agenda Item: (a)

Meeting: ADMISSIONS FORUM

Date: 22 March 2011

Subject: Consultation Process and Responses

Report of: Deputy Chief Executive and Director of Children, Families and Learning

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

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

- 1. To note the outcome of the consultation**
- 2. To seek the views of the Forum on the response relating to the admission of a twin or children from multiple births**

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 from the meeting on 11 November 2010 that no significant changes to the admission arrangements are proposed.
3. However, following consultation with community and voluntary controlled schools about the admission arrangements, a number of schools requested changes to their oversubscription criteria. The local authority had no objections to some of the changes, details of which are provided in a later report.
4. The local authority consulted on the proposed changes and that process took place between 4 January and 1 March 2011.

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 (through publication of a notice in local newspapers)
 - local community and voluntary groups (through publication of a notice in local newspapers)

 6. The consultation included the proposed changes to the oversubscription criteria for some community and voluntary controlled schools. The change to the definition of 'very exceptional' medical grounds, in the standard admissions policy, was provided for information purposes only. As no significant changes were proposed to the Co-ordinated Admission Schemes those also were provided for information purposes only.

 7. Only one response to the consultation was received from a parent of pre-school aged twins. That parent suggested that the local authority introduce a rule (oversubscription criterion) which would prevent children from multiple births being separated. The parent referred to the admission rules for community and voluntary controlled schools in Hertfordshire. The penultimate criterion for those schools identifies children for whom the school is their nearest community or voluntary controlled school and for infant class size entry gives priority to twins or children from multiple births. That priority is not accorded to other year groups not subject to Key Stage 1 infant class size limits where the tie break is distance from the school.

 8. The change suggested would not guarantee the admission of a twin or children from multiple births. If there is only one place remaining then only one child would be offered a place, irrespective of whether twins or children from multiple births are given priority over the distance tie break. Members of the Forum will recall their agreement to the admission number of a school being exceeded to enable the admission of a twin or children from multiple births, provided the admission would not breach infant class size limits (see later report). This agreement gives a twin or children from multiple births as much chance of gaining a place as the suggested change.

 9. The local authority would welcome the views of the Forum
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Agenda Item: (b)

Meeting: ADMISSIONS FORUM

Date: 22 March 2011

Subject: Standard Admissions Policy
Community and Voluntary Controlled Schools

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: The purpose of this report is to agree 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.

Background

1. Members of the Forum will recall, from the meeting on 11 November 2010, the minor amendment made to the 'very exceptional' medical grounds definition of the standard admissions policy for community and voluntary controlled schools. The amendment relates to the seeking of further information to determine whether it is essential for a child to be admitted to the preferred school on medical grounds.
 2. The standard admissions policy has been amended accordingly and is attached at Appendix A, with the change shown in italics.
 3. 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 2012
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 Local Authority reserves the right to seek further information in order to determine* 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 POLICY SEPTEMBER 2012**

Lower Schools

Ardley Hill
Beaudesert
Beecroft
Caldecote
Campton
Chalton
Clipstone Brook
Cranfield
Doverly Down
Downside
Eversholt
Everton
Fairfield Park
Flitwick
Gravenhurst
Greenfield
Hadrian
Hawthorn Park
Haynes
Heathwood
Houghton Conquest
Husborne Crawley
Kensworth
Kingsmoor
Lawnside
Leedon
Mary Bassett
Maulden
Potton
Pulloxhill
Raynsford
Ridgmont
Roecroft
Russell
Shefford
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

Middle Schools

Brewers Hill
Brooklands
Burgoyne
Gilbert Inglefield
Holmemead
Priory
Sandye Place
Streetfield

Combined School

Caddington Village School

Upper Schools

Sandy
Stratton

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Agenda Item: (c)

Meeting: ADMISSIONS FORUM

Date: 22 March 2011

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

**Report of: Deputy Chief Executive and Director of Children, Families and
Learning**

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 Governing Body of Harlington Lower School requested an additional criterion for September 2012 relating to children attending the pre-school and that change was consulted upon. The change is shown in italics in the same appendix.
 3. The Governing Body of Pulloxhill Lower School requested the removal of one of its oversubscription criteria from September 2012 and that change was consulted upon. The change is set out in Appendix B
 4. No other changes are proposed and no comments were received during the consultation process on the two changes.
-

Appendices:

Appendix A	Additions to Standard Admissions Policy
Appendix B	Changes to Pulloxhill Lower School

ADMISSIONS POLICY SEPTEMBER 2012

	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 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.

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	Children attending Greeleas Nursery Unit	Children attending Willows Pre-school on the Greenleas School site	Any other children
Harlington Lower (12)	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 who attend Harlington Pre-School</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	Nursery aged children attending Hockliffe Lower School	Children attending Little Bluebells Playgroup at Hockliffe Lower School	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	
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	
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	
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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.

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) (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	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	

* 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.

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	

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

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Appendix B

**Pulloxhill Lower School
Admissions Criteria for September 2012**

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. *Children attending Pulloxhill Playgroup**
7. Any other children

**The criterion relating to children attending Pulloxhill Playgroup has been removed.*

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Agenda Item: (d)

Meeting: ADMISSIONS FORUM

Date: 22 March 2011

Subject: Admission Numbers – Community and Voluntary Controlled Schools

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: The purpose of this report is to agree the admission numbers for community and voluntary controlled schools and to note the exceptions which may result in the admission number for a school being exceeded.

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

- 1. that the proposed admission numbers for those schools listed in Appendix A be agreed;**
 - 2. to note the exceptions which may result in the admission number being exceeded.**
-

Admission Numbers

1. The proposed admission numbers for community and voluntary controlled schools are set out in Appendix A.
2. There are no proposals to increase the admission number at any of the community and voluntary controlled schools for September 2012.

Admissions above the published admission number

3. The exceptions which may result in the admission number for a school being exceeded are attached at Appendix B. Members of the Forum will recall from the previous meeting that no changes to those exceptions are proposed.
-

Appendices:

Appendix A - Community and Voluntary Controlled Schools – Proposed Admission Numbers September 2012

Appendix B - Admissions above the published admission number

**CENTRAL BEDFORDSHIRE
 COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
 PROPOSED ADMISSION NUMBERS SEPTEMBER 2012**

Lower Schools	Year R
Ardley Hill	60
Aspley Guise	27
Beaudesert	55
Beecroft	60
Caldecote VC	24
Campton	22
Chalton	15
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
Greenfield VC	25
Greenleas	57
Hadrian	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
Lawnside	60
Leedon	60
Linslade	45
Maple Tree	45
Mary Bassett	60
Maulden	30
Potton	60
Pulloxhill	12
Ramsey Manor	58
Raynsford VC	30
Ridgmont	15

**CENTRAL BEDFORDSHIRE
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
PROPOSED ADMISSION NUMBERS SEPTEMBER 2012**

Robert Peel	60
Roecroft	60
Russell	54
Shefford	60
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
Totternhoe	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

**CENTRAL BEDFORDSHIRE
 COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
 PROPOSED ADMISSION NUMBERS SEPTEMBER 2012**

Streetfield	130
Woodland	180

Combined

Caddington Village	Year R 60
School	Year 5 15

Upper Schools	Year 9	Year 12 *
Redborne	340	15
Sandy	269	15
Stratton	300	15
The Cedars	320	15

* This figure represents the minimum number of external candidates

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Admissions above the published admission number

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

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place
- The admission of pupils who have a Statement of Special Educational Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admission of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies
- The admission of a looked after child outside of the normal admissions round as a result of a direction by the local authority acting as corporate parent
- The admission of a child in very exceptional circumstances in which the Local Authority and the headteacher are in agreement that not to agree to admit the child would be perverse
- The admission of a twin or children from multiple births provided the admission would not cause a breach of infant class size limits.

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Agenda Item: (e)

Meeting: ADMISSIONS FORUM

Date: 22 March 2011

Subject: Co-ordinated Admission Schemes

Report of: Deputy Chief Executive and Director of Children, Families and Learning

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

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

1. **that the co-ordinated scheme for admissions to upper schools and academies be agreed for 2012/2013;**
 2. **that the co-ordinated scheme for admissions to middle, primary and lower schools and lower school phase academies be agreed for 2012/2013.**
-

Co-ordinated Scheme for Admissions to Upper Schools and Academies

1. The proposed co-ordinated scheme for admissions to upper schools and academies is attached at Appendix A. Member of the Forum will recall from the previous meeting that no significant changes are proposed to the scheme, other than to the timescales which have been updated for 2012/2013 and reference to possible future middle school phase academies.
2. The co-ordinated scheme for admissions to upper schools and academies was issued as part of the consultation, for information purposes only.

Co-ordinated Scheme for Middle, Primary and Lower Schools and Lower Phase Academies

3. The proposed co-ordinated scheme for admissions to middle, primary and lower schools and lower school phase academies is attached at Appendix B. Member of the Forum will recall from the previous meeting that no significant changes are proposed to the scheme, other than to the timescales which have been updated for 2012/2013 and reference to possible future middle and lower school phase academies.

4. The co-ordinated scheme for admissions to middle, primary and lower schools and lower school phase academies was issued as part of the consultation, for information purposes only.
-

Appendices:

Appendix A - Co-ordinated scheme for admissions to upper schools and academies - Academic Year 2012/2013

Appendix B - Co-ordinated scheme for admissions to middle, primary and lower schools and lower phase academies - Academic Year 2012/2013

March 2011

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Appendix A

CO-ORDINATED SCHEME FOR ADMISSIONS TO UPPER SCHOOLS AND ACADEMIES - ACADEMIC YEAR 2012/2013

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 academies is the governing body of the school or academy.
- 1.4 This scheme will apply to all upper school and upper phase academy admissions in the Central Bedfordshire Council area from September 2012.
- 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 upper phase academy (Year 9).
- 2.3 Parents of all children living in Central Bedfordshire and attending a middle school or middle phase academy in the Local Authority area will receive the SAF. The School Transfer booklet, available on request and on the Local Authority website, will contain information on:
 - the schools and academies in Central Bedfordshire;
 - dates of open evenings;
 - schools' and academies admission numbers and admissions criteria;
 - how to complete the standard 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, or middle phase academy, 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, or middle phase academy, in the Local Authority area and those who wish to apply for an upper school or upper phase academy 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 or academy place.
- 2.7 The SAF or on-line application form will enable parents / carers to:
- express a preference for up to 3 schools / academies
 - 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 2011** the SAF is sent to parents of all children living in and attending a middle school or middle phase academy 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 2011** via the middle school, middle phase academy 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 **2 December 2011** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.12 All preferences will be logged on the database and by **9 January 2012** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.13 By **20 January 2012** the admission authority for each foundation, voluntary aided, trust school and 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 or academies nominated.
- where the child is eligible for a place at only one of the nominated schools or academies, 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 academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.15 Between **6 February 2012 and 17 February 2012** 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 or academy) 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 academies, 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 or academies that still have vacancies. 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 2012** all upper schools and upper phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.18 On **1 March 2012** 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, secondary 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 2012** 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 2012** parents not offered a place will be invited to request a place at a school or academy with vacancies.
- 2.21 From **2 April 2012** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **1 March 2012** 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 academies 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

Appendix A

circumstances.

- 2.23 Waiting lists will be maintained until **the end of the Autumn term 2012**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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 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 **9 January 2012**, the date the allocation procedure begins.
- 2.25 Applications received late with *good reason* after the allocation procedure has begun on **9 January 2012**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **1 March 2012**.
- 2.26 Late applications not considered as part of the allocation round and any applications received after **1 March 2012** 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 academies 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 or academy 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 academies 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 academies and to rank their preferences.
- 2.29 Parents of children living in Central Bedfordshire who wish to apply for a place in a school or academy 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 or academy must complete an application form available from their home Local Authority and return the form to that Local Authority.

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- 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 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 or academy 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 or academy in Central Bedfordshire (if the parent has applied for a place in Central Bedfordshire).
- 2.32 Where a child is eligible for a place at more than one school or 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 academies 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 or academy. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school or academy.
- 2.35 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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 or academies, unless there has been a significant change in their personal circumstances.
- 2.36 Waiting lists for schools and academies in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools or academies 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 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.

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**Timetable for Co-ordinated Upper School and Academy Admissions
September 2012**

September 2011:	Standard Application Form issued (School Transfer booklet available on request)
31 October 2011:	Closing date for receipt of applications
2 December 2011:	Applications for places in other Local Authority schools and academies sent to those authorities
9 January 2012:	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
20 January 2012:	By this date foundation, voluntary aided and trust schools and academies provide the School Admissions Service with ranked lists of applicants
6 February 2012 – 17 February 2012	Between these dates information to be exchanged with other Local Authorities on potential offers
28 February 2012:	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
1 March 2012:	Notification to be posted to parents living in Central Bedfordshire and available online
15 March 2012:	Date by which parents accept or reject offer of a place
15 March 2012:	Date by which parents not offered a place can request a place at a school or academy with vacancies
From 2 April 2012:	School Admissions Service will start to allocate any places that have become available

March 2011

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO MIDDLE,
PRIMARY, LOWER SCHOOLS AND LOWER PHASE ACADEMIES
ACADEMIC YEAR 2012/2013**

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 or 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 academies is the governing body of the school or academy.
- 1.4 This scheme will apply to all middle, primary, lower school and lower phase academy admissions in the Central Bedfordshire Council area from September 2012.
- 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 any future middle phase academies and Part B relates to primary and lower schools and lower phase academies.

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Section 2 - The Scheme

Part A – Middle Schools and future middle phase Academies

- 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 a middle school or middle phase academy (Year 5).
- 2.3 Parents of all children living in Central Bedfordshire and attending a lower school, or lower phase academy, in the Local Authority area will receive the SAF. The School Transfer booklet, available on request and on the Local Authority website, will contain information on:
 - the schools and academies in Central Bedfordshire;
 - dates of open evenings;
 - schools' and academies admission numbers and admissions criteria;
 - how to complete the standard 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, or lower phase academy, 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, or lower phase academy, in the Local Authority area and those who wish to apply for a middle school or middle phase academy 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 or academy place.
- 2.7 The SAF or on-line application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - give reasons for their preferences
 - rank their preferences

The Timetable

- 2.8 In **October 2011** the SAF is sent to parents of all children living in and attending a lower school or lower phase academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.

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- 2.9 Completed SAFs are to be returned to the School Admissions Service by **15 January 2012** via the lower school, lower phase academy 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.
- 2.10 By **10 February 2012** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.11 All preferences will be logged on the database and by **24 February 2012** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.12 By **5 March 2012** the admission authority for each foundation, voluntary aided, trust school and 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.
- 2.13 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated schools or academies, 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 academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.14 Between **12 March 2012 and 19 March 2012** 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 or academy) 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 or academies, 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 or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.16 On **29 March 2012** all middle schools and middle phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.17 On **30 March 2012** 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 place in another Local Authority school or academy. 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 on the date determined by that Local Authority.

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- 2.18 By **20 April 2012** 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 **20 April 2012** parents not offered a place will be invited to request a place at a school or academy with vacancies.
- 2.20 From **8 May 2012** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **30 March 2012** 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 academy or at any of their preferred schools or academies 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.
- 2.22 Waiting lists will be maintained until **the end of the Autumn term 2012**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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

- 2.23 The closing date for applications in the normal admissions round is **15 January 2012**. 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 **24 February 2012**, the date the allocation procedure begins.
- 2.24 Applications received late with *good reason* after the allocation procedure has begun on **24 February 2012**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **30 March 2012**.
- 2.25 Late applications not considered as part of the allocation round and any applications received after **30 March 2012** 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 academies 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 in rural areas whose application is late for *good reason*.

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Part B – Primary and Lower Schools and lower phase Academies

- 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 primary, lower school or lower phase academy (Year R).
- 2.28 Parents of all children born between **1/9/07 and 31/8/08** and living in Central Bedfordshire will be able to apply for a school or academy place using the SAF. The SAF will be available with the Starting School booklet from any local primary, lower school or lower phase academy, 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 and academies in Central Bedfordshire;
 - schools' and academies admission numbers and admissions criteria;
 - how to complete the standard 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 primary, lower school or lower phase academy 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 or academy 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 or academy place.
- 2.33 The SAF or on-line application form will enable parents/carers to:
- express a preference for up to 3 schools / academies
 - give reasons for their preferences
 - rank their preferences

The Timetable

- 2.34 In **October 2011**, the Local Authority Starting School booklet 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 2012**. 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.

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- 2.36 All preferences will be logged on the database and by **5 March 2012** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.37 By **7 March 2012** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.38 By **14 March 2012** the admission authority for each foundation, voluntary aided, trust school and 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.
- 2.39 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated schools or academies, 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 academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.40 Between **19 March 2012 and 30 March 2012** 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 or academy) 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 or academies, 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 or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.42 On **26 April 2012** all primary, lower schools and lower phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.43 On **27 April 2012** 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 place in another Local Authority school or academy. 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 on the date determined by that Local Authority.
- 2.44 By **11 May 2012** 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 **11 May 2012** parents not offered a school place will be invited to request a place at a school or academy with vacancies.

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- 2.46 From **1 June 2012** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **27 April 2012** 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 compulsory school age. Parents cannot defer admission beyond compulsory school age nor beyond the academic year for which the place was offered.

Waiting Lists

- 2.48 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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.
- 2.49 Waiting lists will be maintained until **the end of the Autumn term 2012**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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

- 2.50 The closing date for applications in the normal admissions round is **15 January 2012**. 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 2012**, the date the allocation procedure begins.
- 2.51 Applications received late with *good reason* after the allocation procedure has begun on **7 March 2012**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **27 April 2012**.
- 2.52 Late applications not considered as part of the allocation round and any applications received after **27 April 2012** 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 academies 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 in rural areas whose application is late for *good reason*.

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In-year Admissions

- 2.53 If a parent wishes to apply for a school or academy 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.

- 2.54 All schools and academies 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 academies and to rank their preferences.

- 2.55 Parents of children living in Central Bedfordshire who wish to apply for a place in a school or academy 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 or academy 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, trust school or 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 or academy 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 or academy in Central Bedfordshire (if the parent has applied for a place in Central Bedfordshire).

- 2.58 Where a child is eligible for a place at more than one school or 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.

- 2.59 The School Admissions Service will notify parents of children living in Central Bedfordshire of the outcome of their application, irrespective of whether the school or academy is within Central Bedfordshire. Acceptance of the place must be received within two weeks of the date of the offer.

- 2.60 If all preferred schools or academies 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 or academy. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school or academy.

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- 2.61 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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 or academies, unless there has been a significant change in their personal circumstances.
- 2.62 Waiting lists for schools and academies in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools or academies in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
- 2.63 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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.

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Timetable for Co-ordinated Admissions to Middle Schools and future middle phase Academies - September 2012

October 2011:	Standard Application Form issued (School Transfer booklet available on request)
15 January 2012:	Closing date for receipt of applications
10 February 2012:	Applications for places in other Local Authority middle schools and academies sent to those authorities
24 February 2012:	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
5 March 2012:	By this date foundation, voluntary aided and trust schools and academies provide School Admissions Service with ranked lists of applicants
12 March 2012 – 19 March 2012	Between these dates information to be exchanged with other Local Authorities on potential offers
29 March 2012:	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
30 March 2012:	Notification to be posted to parents living in Central Bedfordshire and available online
20 April 2012:	Date by which parents accept or reject offer of a place
20 April 2012:	Date by which parents not offered a place can request a place at a school or academy with vacancies
From 8 May 2012:	School Admissions Service will allocate any places that have become available

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Timetable for Co-ordinated Admissions to Primary and Lower Schools and lower phase Academies - September 2012

October 2011:	Lower school booklet and Standard Application Form available
15 January 2012:	Closing date for receipt of applications
5 March 2012:	Applications for places in other Local Authority schools and academies sent to those authorities
7 March 2012:	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
14 March 2012:	By this date foundation, voluntary aided and trust schools and academies provide School Admissions Service with ranked lists of applicants
19 March 2012 – 30 March 2012	Between these dates information to be exchanged with other Local Authorities on potential offers
26 April 2012:	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
27 April 2012:	Notification to be posted to parents living in Central Bedfordshire and available online
11 May 2012:	Date by which parents accept or reject offer of a place
11 May 2012:	Date by which parents not offered a place can request a place at a school or academy with vacancies
From 1 June 2012:	School Admissions Service will allocate any places that have become available

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Agenda Item: (e)

Meeting: ADMISSIONS FORUM

Date: 22 March 2011

Subject: Foundation, Trust, Voluntary Aided Schools and Academies

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: The purpose of this report is to note the proposed changes to the admission arrangements for September 2012.

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

- 1. to note the proposed changes to the admissions criteria for those schools listed below in paragraph 1;**
 - 2. to note the proposed change to the admission numbers for those schools listed below in paragraph 3.**
-

Admissions Criteria

1. The governing bodies of the following schools have consulted on changes to their admissions criteria:

Northill VA Lower School
Pulford VA Lower School
Manshead VA Upper School

The changes are set out in italics in Appendix A.

2. The Local Authority has no objections to the proposed changes.

Admission Numbers

3. The governing bodies of the following schools have consulted on changes to their admission numbers:

St Mary's VA Lower School, Clophill
Holywell VA Middle School
Harlington Upper School

4. The Governing Body of St Mary's VA Lower, Clophill wishes to increase the admission number from 27 to 30, to reflect the capacity of the school.
5. The Governing Body of Holywell VA Middle wishes to increase the admission number from 132 to 136. The increase can be accommodated within the existing accommodation and class organisation in the school.
6. The Governing Body of Harlington Upper School wishes to decrease the Sixth Form capacity from 400 to 380 and to reduce the minimum number of external admissions to Year 12 from 25 to 10.
7. The Local Authority has no objections to the proposed changes.

Appendices:

Appendix A – Proposed changes to admissions criteria

Changes to Admissions Criteria

Northhill VA Lower School

1. To 'looked after' children (see definition).
2. To children living in the Ecclesiastical Parish of Northhill, including Ickwell, Thorncote Green, Hatch and Budna with siblings at the school. (Refer to www.achurchnearyou.com which tells you which parish you are in when you enter a postcode) and see definition of sibling.
3. To other children living in the Ecclesiastical Parish of Northhill (defined in 2 above).
4. On very exceptional medical grounds (see definition).
5. To other siblings (see definition).
6. To children living outside the area defined in category 2 above, one or more of whose parents/guardians have, at the time of application and for a period of six months previously, attended Christian public worship at least once in each calendar month. Written evidence of attendance from the parish priest, minister or other suitable person should be provided, by completing the relevant section on the application form. Christian worship means at a church which is a member or is eligible for membership at Churches Together in England or the Evangelical Alliance.
7. *To children who are regularly cared for by Grandparents who live in the area defined in category 2 above. Regularly is defined as 24 hours per week between the hours of 8am and 6pm Monday to Friday in term time. A written record of the time the child spends at the Grandparent's for a period of 4 weeks must be kept and presented on application.*
8. To any other children.

The Governing Body has consulted on the removal of criterion 7.

Pulford VA Lower School

1. Looked after children
2. Children who have a sibling who will be attending the school at the time of entry
3. Children of practicing families of the Church of England who regularly attend All Saints Leighton Buzzard or the parish churches of Linslade, Eggington, Billington and Hockliffe.

4. *Children in attendance at the Pulford School pre-school provision (3+ unit)*
5. Children of practicing families of other Church of England churches.
- 6 *Children of practising families of other Christian Denominations*
7. Children of practising families of other faiths
8. Any other children

The Governing Body has consulted on the inclusion of additional criteria 4 and 6

Manshead VA Upper School

- (i) Looked after children
- (ii) Children with siblings at the school whose home address is within the designated catchment area at the time of application
- (iii) Other children whose home address is within the designated catchment area at the time of application
- (iv) Other children who are siblings of present students of Manshead School
- (v) The children of a parent/guardian who, at the time of application, is a practising member of the Church of England
- (vi) The children of a parent/guardian who, at the time of application, is a practising member of another Christian denomination
- (vii) Children attending Ashton, *Streetfield or Caddington Village Schools*
- (viii) The children of a parent/guardian who, at the time of application, is a practising member of another faith or religion
- (ix) *Children attending either Streetfield or Caddington Village School*
- (x) Children with very exceptional medical reasons
- (xi) Any other children

The Governing Body has consulted on the removal of criterion (ix) which will be merged with criterion (vii)

Meeting: ADMISSIONS FORUM
Date: 22 March 2011
Subject: Determination of Admission Arrangements September 2012
Report of: Deputy Chief Executive and Director of Children, Families and Learning
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. All admission authorities are required to determine their admission arrangements by 15 April 2011, irrespective of whether those arrangements have changed from those determined for September 2011.
2. 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 academies 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.

March 2011

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