

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



please ask for Leslie Manning
direct line 0300 300 5132
date 7 March 2013

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

Tuesday, 19 March 2013 4.30 p.m.

Venue at

Room 13, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

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

Local Authority:	Cllr M A G Versallion	Executive Member for Children's Services
Community and Voluntary Controlled Schools:	Mrs C Neale	Governor, Dunton VC Lower School, Dunton and Wrestlingworth VC Lower School, Wrestlingworth
	Mrs A Phillips	Headteacher, Streetfield Middle School, Caddington
	Mrs J Woodthorpe	Headteacher, Campton Lower School, Campton
Voluntary Aided Schools:	Mrs L Phillips	Headteacher, Ashton Middle School, Dunstable
	Mrs C Spurgeon	Headteacher, St Mary's C of E Lower School, Clophill

Academies:	Mr J Kemp Mr S Fell	Vice-Principal, All Saints Academy, Dunstable Headteacher, Harlington Upper School, Harlington
Church of England Diocese:	Mr R Garrard	Diocesan Representative, Diocese of St Albans
Roman Catholic Diocese:	Mrs F Image	Diocesan Representative, Diocese of Northampton
Parent Governor:	Mr B Sear	Parent Governor, Alameda Middle School, Ampthill
Local Community:	Mr P Harpin To be confirmed	School Intervention Manager and Virtual School Lead, Central Bedfordshire Council (representing Looked After Children) RAF Henlow (representing the Armed Forces)

AGENDA

1. **Apologies for Absence**

To receive 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 27 November 2012 (copy attached) and to note any actions taken since that meeting.

3. **Determined Admission Arrangements 2014/15**

To consider the outcome of the consultation on, and subsequent determination of, the Council's admission arrangements for 2014/15.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held at Room 15, Priory House, Monks Walk, Shefford on Tuesday, 27 November 2012

PRESENT

Local Authority:	Cllr M A G Versallion	Chairman/Executive Member for Children's Services
Community and Voluntary Controlled Schools:	Ms C Neale	Governor, Dunton VC Lower School, Dunton and Wrestlingworth VC Lower School, Wrestlingworth
	Mrs A Phillips	Headteacher, Streetfield Middle School, Dunstable
	Mrs J Woodthorpe	Headteacher, Campton Lower School, Campton
Church of England Diocese:	Mr R Garrard	Diocesan Representative, Diocese of St Albans
Apologies for Absence:	Ms W Anderson-Welsh Mr S Fell Mr P Harpin Mrs F Image Mr J Kemp Squadron Leader T Sellers	
Officers in Attendance:	Ms L Braisher Mr L Manning	- Admissions Manager - Committee Services Officer

CBAF/11/8 Minutes and Matters Arising

Matters Arising – Future of the Admissions Forum

Further to minute CBAF/12/6 discussion took place on the outcome of the investigation and consultation on the future of the Forum. In response to a query the Admissions Manager reported that only three members of the Forum had responded to the letter sent by the Head of School Organisation, Admissions and capital Planning setting out the nature of the discussion on the Forum's future and seeking views on the way forward. All three respondents had stated that they favoured the continuation of the Forum.

A Member suggested that, as a compromise way forward, meetings of the Forum be called on an 'as and when' basis.

It was suggested that schools be contacted to establish their views and whether they wish to nominate representatives to the Forum. In response the Admissions Manager explained that, before doing so, it would be necessary to revise the Forum's Terms of Reference to reflect the change in its status and

role and the increasing 'academisation' of schools in Central Bedfordshire. In connection with this matter the Committee Services Officer stated that the term of office for some members of the Forum had actually finished earlier in the autumn but that until the Terms of Reference were revised, and the role of representatives clarified, it would not be possible to take action to appoint their successors.

The meeting considered the viability of the Forum with debate focusing on its purpose and value and the alternatives available. The Admissions Manager explained the Forum was no longer a statutory body and, apart from facilitating discussion between its members and providing an additional means by which information could be circulated, it had no other role. She added that information was already disseminated to interested parties through other means such as 'Central Essentials'.

Consideration turned next to the decision at the last Forum meeting to contact those local authorities which had retained their admissions forums to establish why they had done so and what matters were considered at their meetings. The Admissions Manager reported that Luton Borough, Hertfordshire County and Cambridgeshire County Councils had retained forums but that Bedford Borough Council had not. Attendance at the Luton and Hertfordshire forums was known to be good and the issues discussed reflected those that used to appear on agendas for Central Bedfordshire Admissions Forum meetings. A Member commented that Hertfordshire was still responsible for the majority of its schools and this could, therefore, have an impact on whether the role of its Admissions Forum was regarded locally as having value. In response to a query the Admissions Manager stated that the types of issues appearing on the sample agendas of other council's forums were those that used to be considered by this Authority's Admissions Forum.

A Member then referred to changes in admissions practices being adopted by different schools in Dunstable and queried how the Council was dealing with the matters raised. In explanation the Admissions Manager stated that the schools concerned were Academies and the Council could only offer advice to them regarding issues such as age range, capacity and admissions. She added that a body such as the Forum was not required to deal with these changes.

Arising from the discussion the Chairman stated that he believed that Members did not wish to see the Forum discontinued prematurely.

RESOLVED

- 1 that the minutes of the meeting of the Central Bedfordshire Admissions Forum held on 25 June 2012 be confirmed and signed by the Chairman as a correct record;**
- 2 that no further action be taken at present with regard to the discontinuation of the Admissions Forum.**

CBAF/11/9 **Consultation on Proposed Changes to the Admission Arrangements for Community and Voluntary Controlled Schools - 2014/15**

The Admissions Manager introduced the consultation document on the proposed changes to the admission arrangements for Community and Voluntary Controlled Schools from 2014/15. A copy of the consultation document and the accompanying Frequently Asked Questions (FAQs) document had been circulated with the agenda. The meeting noted the consultation period would last between 12 November 2012 to 21 January 2013.

The Admissions Manager drew Members' attention to the criteria that would determine applications when schools were oversubscribed. One such criterion would see the removal of defined catchment areas and the introduction of the measurement of the straight line distance from the school site to the pupil's home address to determine which children lived nearest to the school and therefore received priority.

The Admissions Manager stated that copies of the consultation and FAQs documents had been circulated to all schools, teachers, parents and carers, diocese and neighbouring local authorities. Posters advertising the consultation had been placed in public spaces such as supermarkets and community centres and press releases issued. The documents were also available on line. The aim would be to obtain as wider range of viewpoints as possible. The Admissions Manager stated that 12 responses had been received to date.

Consideration turned to the proposed adoption of the straight line distance criterion. In response to a query by the Chairman on the possibility of a 'cross border' impact as a result of adopting this criterion the Admissions Manager acknowledged that a child resident across the border in another local authority could be awarded priority. Other Members expressed concern at this outcome and also referred to examples where local children within Central Bedfordshire could be disadvantaged.

A Member sought clarification regarding the admission of Service children to a school which had reached its published admission number (PAN). She queried if the school could exceed its PAN rather than the Council provide transport for the children to take them to a school which had not yet reached this figure. In response the Admissions Manager explained that Service children could be admitted to the catchment school where they were next on the waiting list and the school could accommodate them. The set infant class size ratio of 30 children to one teacher did not apply for children of Service families as those children were regarded as an exception under the infant class size regulations.

The Admissions Manager offered to send Members an example of the straight line distance criterion in operation, which had been produced by the Council's GIS team, if they wished to see this for their school.

A Member referred to the major impact of recent and forthcoming changes to school admissions in Dunstable and Houghton Regis which she felt to be the driver behind the proposed open admissions system for schools throughout

Central Bedfordshire. She queried whether adopting an admissions policy solely for those towns would be more suitable. In response the Admissions Manager stated that, as an example, parents living in Houghton Regis applied for their children to attend schools in Harlington and Leighton Buzzard so it was difficult to restrict the impact of what was happening in Houghton Regis and Dunstable to those towns. Further, it could be difficult to administer two different policies.

The Member then expressed concern regarding some schools becoming academies so that they could move from a three tier system to a two tier system and extend their age ranges. She felt that this could give rise to confusion for parents. However, the Admissions Manager felt that such moves actually increased choice and the adoption of the open admissions system would allow for the shift to a two tier system. Further, removing catchment areas eliminated the problem of them being out of date once a new system was in operation. She also stressed that the changes were only in the form of proposals and it was uncertain what the final response would be to the consultation document.

Following further expressions of concern by Members that Community and Voluntary Controlled schools would be disadvantaged by the proposed changes the Admissions Manager stressed that the aim was to allow more freedom of choice for parents by removing catchment area boundaries.

In response to a query from the Chairman regarding the modelling of cross border impact of the straight line distance criterion the Admissions Manager stated that some work had already been done. She stated that, under the system, some Central Bedfordshire children could attend schools in other local authorities and some children living outside Central Bedfordshire could attend its schools. The Admissions Manager confirmed that the open admissions system would not guarantee that parents would have their child admitted to the school of their preference.

In conclusion the Admissions Manager advised that drop-in sessions on the proposed changes to school admission arrangements would take place at Priory House, Shefford at 4.30 p.m. on 4 December, Watling House, Dunstable at 4.30 p.m. on 11 December and at Greenleas Lower School at 4.30 p.m. on 17 December.

NOTED

the consultation document and FAQ sheets on the proposed changes to the Schools Admission Arrangements for Community and Voluntary Controlled Schools from 2014/15.

CBAF/11/10 **Date of Next Meeting**

RESOLVED

- 1 that the next meeting of the Central Bedfordshire Admissions Forum be held during the last two weeks of March 2013 at a date and time to be agreed following consultation with Members of the Forum;**
- 2 that consideration be given to starting the above meeting at 8.30 a.m. to assist those Members whose commitments prevent attendance at a later time of day.**

(Note: The meeting commenced at 4.30 p.m. and concluded at 5.50 p.m.)

Chairman

Dated

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Meeting: Central Bedfordshire Admissions Forum
Date: 19 March 2013
Subject: Determined Admission Arrangements 2014/15
Report of: Cllr Mark Versallion, Executive Member for Children's Services
Summary: The report informs the forum of the outcome of the consultation and Executive's decision on the determination of Central Bedfordshire's admission arrangements for 2014/15.

Advising Officer: Edwina Grant, Deputy Chief Executive/Director of Children's Services
Contact Officer: Lydia Braisher, Admissions Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATION:

The forum is asked to note the outcome of the consultation and the subsequent determination of the admissions arrangements.

Background

1. The School Admissions Code and The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 require admission authorities to consult every seven years or where changes are proposed. The regulations set out that that the consultation period must be conducted for a minimum of eight weeks, commencing no earlier than 1 November and concluding by 1 March.
2. Central Bedfordshire Council commenced a consultation on 12 November which concluded on 21 January which proposed the removal of catchment areas, medical criterion and nursery/feeder schools for Community and Voluntary Controlled schools. The co-ordinated schemes for Lower/Primary and Middle and Secondary, Upper and the UTC were also consulted on.

The consultation

3. The admission criteria for all Community and Voluntary Controlled schools in the event of oversubscription for the Academic Year 2014/15 was proposed and consulted on as follows:
 - 1) All 'looked after' children or children who were previously 'looked after'
 - 2) Pupils with siblings at the school
 - 3) Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address
4. The co-ordinated scheme for Lower, Primary and Middle sets out the timetable for the admission process including the national closing date of 15 January and national offer date which has been prescribed for the first time for 'primary' admissions from 2014 as the 16 April.
5. The co-ordinated scheme for Secondary, Upper and UTC sets out the timetable for the admission process including the national closing date of 31 October and national offer date of 1 March.
6. Legislation prescribes that the consultees must include the following:
 - a) Parents of children between the ages of two and eighteen
 - b) Other persons in the relevant area who in the opinion of the Admissions Authority have an interest in the proposed admissions
 - c) All other admission authorities within the relevant area
 - d) The Governing Bodies of Community and Voluntary Controlled schools
 - e) Adjoining neighbouring local authorities
 - f) The body or person representing religious denomination schools
7. The consultation was publicised via the following methods:

A letter was sent to:

- Headteachers and Chairs of Governors of Community and Voluntary Controlled schools in Central Bedfordshire.
- Headteachers/Principals of Academies, Foundation, Trust and Voluntary Aided schools in Central Bedfordshire, with a copy of the letter being sent to the Roman Catholic Diocesan Board and the Church of England Diocesan Board.

Posters to publicise the consultation, detailing the website address to access information were sent to:

- Schools and academies in Central Bedfordshire
- Nurseries and Children's Centre
- Town and Parish Councils
- Citizen's Advice Bureau
- Disability Resource Centre
- Community Centres
- Supermarkets

8. An email was also sent to neighbouring local authorities and publicised through a press release to the local newspapers.
9. Drop in sessions were also held for all Headteachers/Principals and Governing Bodies at Schools and Academies in Central Bedfordshire. These were held over three separate dates in December in Priory House, Watling House and a school in Leighton Buzzard to provide an opportunity to discuss the proposals and raise queries.

Responses to consultation

10. 84 responses were received to the consultation. 44% stated support for the proposals and 45% of respondents objected, with 11% neither agreeing nor disagreeing. No comments were received in relation to the proposed co-ordinated schemes for admissions.
11. Following feedback received during the consultation period it became apparent that although an open admission system would introduce simplicity and freedom of choice to the admissions process for parents, some of the complex local issues need further exploration in order to ensure that children in rural areas were not disadvantaged or that a child's transitional pathway is not changed from what was traditionally regarded as their local school. School Transport was also raised as a concern if catchment areas were removed.

Determined Admission Arrangements

12. The Council's Executive considered a recommendation to approve the admissions criteria to include catchment and remove the medical and nursery/feeder criterion for all Community and Voluntary Controlled schools except Greenleas Lower School (Sandhills site) which does not currently operate a catchment area and so it was recommended that the school's admission criteria should be based on straight line distance. The Executive approved the standard policy as below, however those schools whose admissions criteria currently vary from the standard policy e.g. nursery/feeder and faith criteria, will retain those exceptions.
13. The Standard admissions policy for Community and Voluntary Controlled schools is as below:
 - 1 All 'looked after' children or children who were previously 'looked after'
 - 2 Children living in the catchment area with siblings at the school
 - 3 Children living in the catchment area
 - 4 Other children with siblings at the school
 - 5 Children who live nearest to the school determined by straight line distance from the school site to the child's home address
14. Russell Lower School and Slip End Lower School had asked to increase their published admissions numbers. Approval was given to Russell Lower School to increase their PAN from 54 to 60 and Slip End Lower School from 22 to 24.

Conclusion

15. Legislation requires admissions authorities to publish their determined admission arrangements by 15 April in the determination year. Details of the admissions policy and published admissions numbers for Community and Voluntary Controlled schools and the co-ordinated scheme for admission has been sent to all schools. Academies and own admission authority schools have been sent a letter to inform that the Council has determined its admission arrangements with a copy of the co-ordinated scheme relevant to them. All of the required information on the Council's admission arrangements has been uploaded to the website and are attached as appendices to this report.

Appendices:

Appendix A – Determined Community and VC admissions policy

Appendix B – Determined PANs Community and VC

Appendix C – Determined Lower, Primary and Middle 2014 co-ordinated scheme

Appendix D – Determined Secondary, Upper and UTC 2014 co-ordinated scheme

**Community and Voluntary Controlled schools
Admissions Policy for Academic Year 2014/15**

The following standard admissions policy will apply to:

Lower Schools:

Beaudesert, Beecroft, Caldecote VC, Campton, Chalton, Clipstone Brook, Fairfield Park, Flitwick, Gravenhurst, Haynes, Heathwood, Houghton Conquest, Husborne Crawley, Kensworth VC, Kingsmoor, Lawnside, Leedon, Mary Bassett, Maulden, Raynsford VC, Ridgmont, Roecroft, Russell, Shefford, Shillington, Slip End, Southcott, Southill, Southlands, St. Georges, St. Swithuns VC, Stanbridge, Stondon, Swallowfield, Templefield, Toddington St. George, Totternhoe, Watling, Woburn

Primary Schools:

Hawthorn Park, Tithe Farm

Middle Schools:

Brewers Hill, Burgoyne, Streetfield

Combined (Lower and Middle):

Caddington Village

Standard Admissions Policy

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The following Community and Voluntary Controlled schools operate a variation to the standard admissions policy above and the variation is detailed below for each of these schools:

Aspley Guise Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending the Aspley Guise Pre-School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Doverly Down Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending The Acorn Pre-School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Dunstable Icknield Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children who have attended the Nursery at Dunstable Icknield Lower School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Dunton VC Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending Dunton Pre-School
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
7.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Everton Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending the Evertots Pre-School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Greenleas Lower School (Derwent Road site)	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending Greenleas Nursery Unit
6.	Children attending Willows Pre-School on the Greenleas School site
7.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Greenleas Lower School (Sandhills site)	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children with siblings at the school
3.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Harlington Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children who attend Harlington Pre-School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Hockliffe Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Nursery aged children attending Hockliffe Lower School
6.	Children attending Little Bluebells Playgroup at Hockliffe Lower School
7.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Houghton Regis Primary School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending the nursery provision at Houghton Regis Primary School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Lancot Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children currently attending Lancot Nursery Unit
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Linslade Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children currently attending Linslade Lower School Nursery
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address.

Ramsey Manor Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area.
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Silsoe Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children who attend Silsoe Pre-School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

St. Andrews Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	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*.
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Studham Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children who attend Studham Pre-School
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Thomas Johnson Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children currently attending the nursery unit
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Thornhill Primary School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children who have attended Thornhill nursery
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Wrestlingworth VC Lower School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children attending Wrestlingworth Pre-School
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.
7.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Edward Peake Middle School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	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*.
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Leighton Middle School	
1.	All 'looked after' children or children who were previously 'looked after'
2.	Children living in the catchment area with siblings at the school
3.	Children living in the catchment area
4.	Other children with siblings at the school
5.	Children who have spent a significant time (3 years or more) in a Leighton Buzzard/Linslade/Hockliffe 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.
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address

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

Notes:

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.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

Definitions:

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Catchment area

A geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

Sibling

A sibling refers to a brother or sister, half brother or sister, 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.

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

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**CENTRAL BEDFORDSHIRE
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
DETERMINED ADMISSION NUMBERS – ACADEMIC YEAR 2014/15**

Lower Schools	Year R
Aspley Guise	27
Beaudesert	55
Beecroft	60
Caldecote VC	24
Campton	22
Chalton	15
Clipstone Brook	45
Doverly Down	30
Dunstable Icknield	60
Dunton VC	12
Everton	10
Fairfield Park	60
Flitwick	60
Gravenhurst	10
Greenleas (Derwent Rd)	60
Greenleas (Sandhills)	60
Harlington	30
Haynes	24
Heathwood	30
Hockliffe	15
Houghton Conquest	20
Husborne Crawley	12
Kensworth VC	15
Kingsmoor	45
Lancot	60
Lawnside	60
Leedon	60
Linslade	45
Mary Bassett	60
Maulden	30
Ramsey Manor	58
Raynsford VC	30
Ridgmont	15
Roecroft	60
Russell	60
Shefford	90
Shillington	30
Silsoe VC	27
Slip End	24
Southcott	60

Southill	15
Southlands	60
St Andrew's VC	90
St George's	30
St Swithun's VC	30
Stanbridge	24
Stondon	30
Studham VC	15
Swallowfield	58
Templefield	60
Thomas Johnson	18
Toddington St George	60
Totternhoe	29
Watling	45
Woburn	12
Wrestlingworth VC	13

Primary Schools	Year R
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Hawthorn Park	60
Houghton Regis	45
Thornhill	30
Tithe Farm	60

Middle Schools	Year 5
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Brewers Hill	120
Burgoyne	90
Edward Peake VC	120
Leighton	120
Streetfield	130

Combined	Year Group
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Caddington Village School	Year R 60
	Year 5 15

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
LOWER, PRIMARY AND MIDDLE SCHOOLS AND ACADEMIES**

ACADEMIC YEAR 2014/2015

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, foundation, trust school or voluntary aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle schools and academies admissions in the Central Bedfordshire Council area from September 2014.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Lower Schools and Academies
 - b) Primary Schools and Academies
 - c) Middle Schools and Academies
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Lower or Primary school/academy (Year R), or
 - Middle school/academy (Year 5).
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admissions for the normal year of entry into a Lower or Primary School (Year R):

- 2.6.1 Parents of all children born between **01/09/09 and 31/08/10** and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the CAF. The CAF will be available from any local lower or primary school or academy, from the School Admissions Team or it can be downloaded from the Local Authority website.
- 2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower school or academy place in another Local Authority must apply online or use the CAF.
- 2.6.3 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 make their application to their home Local Authority.
- 2.6.4 Deferred Entry: Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents cannot defer admission beyond statutory school age nor beyond the academic year for which the place was offered.

2.7. Admission into the normal year of entry into a Middle School (Year 5)

- 2.7.1. Parents of all children living in Central Bedfordshire and attending a lower school or academy in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2. Parents of children attending a lower school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3. Parents of children living in Central Bedfordshire but not attending a lower school or academy, in the Local Authority area and who wish to apply for a middle school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Lower, Primary and Middle schools

Lower/Primary:

- 3.1. In **September 2013**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.

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- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Middle transfer:

- 3.3. In **September 2013** information is sent to parents of all children attending a lower school or 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 in order to make their application.
- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **15 January 2014**. If the child is attending a lower school in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Lower, Primary and Middle admissions

- 3.5. By **17 February 2014** All preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.6. By **14 March 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process 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
- 3.8. Between **19 March 2014 and 26 March 2014** 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

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Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.

- 3.9. 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, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 3.10. On **14 April 2014** all middle schools and academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2014** the School Admissions Team 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.
- 3.12. By **30 April 2014** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13. By **30 April 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

4. Late Applications

- 4.1. The closing date for applications in the normal admissions round is **15 January 2014**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 16 April will be processed as part of the initial late allocation round and will be logged onto the database by **5 May 2014**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, trust school and voluntary aided school and academy of every nomination that has been made for that school or academy by **5 May 2014**.
- 4.4. Applications for places in other Local Authority schools / academies will be sent to those authorities by **5 May 2014**.

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- 4.5. By **19 May 2014** the admission authority for each foundation, trust and voluntary aided school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process 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
- 4.7. 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.
- 4.8. 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, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9. On **2 June 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 17 April will be processed from **3 June 2014**.

5. Waiting Lists

- 5.1. 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. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for schools who are their own

admission authority (foundation, trust and VA) and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. 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.
- 6.2. The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. 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. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.3. The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Team for determination.
- 6.4. If the first preference school is its own admission authority or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Team and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Team will liaise with the school / academy to determine whether a place can be offered.
- 6.5. Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.6. 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.

**Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2014/15**

September 2013	Information about the transfer process issued
15 January 2014	Closing date for receipt of applications
17 February 2014	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities
14 March 2014	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
19 March 2014 – 26 March 2014	Between these dates information to be exchanged with other Local Authorities on potential offers
14 April 2014	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
16 April 2014	Notification to be posted to parents living in Central Bedfordshire and available online
30 April 2014	Date by which parents reject the offer of a place if not required.
5 May 2014	Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.
5 May 2014	The School Admissions Team will notify the admission authority for each foundation, trust and voluntary aided school and academy of every nomination that has been made for that school or academy and applications for places in other Local Authority schools / academies will be sent to those authorities
19 May 2014	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
2 June 2014	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
3 June 2014	Late applications received on or after 17 April will be processed from this date.

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
SECONDARY AND UPPER SCHOOLS AND ACADEMIES AND THE
UNIVERSITY TECHNICAL COLLEGE**

ACADEMIC YEAR 2014/2015

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, foundation, trust school or voluntary-aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all secondary and upper schools and academies and the University Technical College in the Central Bedfordshire Council area from September 2014.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

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1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school or academy available for another pupil.

Section 2

The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Secondary Schools and Academies
 - b) Upper Schools and Academies
 - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Secondary school/academy (Year 7), or
 - Upper school/academy (Year 9), or
 - University Technical College (Year 10)
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admission into the normal year of entry into a Secondary School/ Academy (Year 7)

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary school or academy, in the Local Authority area and who wish to apply for a secondary school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.7. Admission into the normal year of entry into an Upper School (Year 9)

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle school or academy, in the Local Authority area and who wish to apply for an upper school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.8. Admission into the normal year of entry into a University Technical College (Year 10)

- 2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at the University Technical College may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Secondary and Upper schools and academies and the University Technical College

Secondary:

- 3.1. In **September 2013**, information is sent to parents of all children attending a primary school or 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 in order to make their application.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2013**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Upper:

- 3.3. In **September 2013** information is sent to parents of all children attending a middle school or 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 in order to make their application.
- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **31 October 2013**. If the child is attending a lower school or academy in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

University Technical College:

- 3.5. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2013**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Secondary, Upper and University Technical College transfer admissions

- 3.6. By **6 December 2013** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.7. By **17 January 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according

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to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

- 3.8. The School Admissions Team 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

- 3.9. Between **3 February 2014 and 14 February 2014** 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.
- 3.10. 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.
- 3.11. On **26 February 2014** all Secondary and Upper schools and academies and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **3 March 2014** the School Admissions Team 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 secondary or upper school or academy place or a place at the University Technical College 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.
- 3.13. By **17 March 2014** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **17 March 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

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4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **31 October 2013**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 3 March will be processed as part of the initial late allocation round and will be logged onto the database by **21 March 2014**.
- 4.3. The School Admissions Team 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 by **21 March 2014**.
- 4.4. Applications for places in other Local Authority schools / academies will also be sent to those authorities by **21 March 2014**.
- 4.5. By **4 April 2014** the admission authority for each foundation, voluntary aided, trust school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process 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
- 4.7. 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.
- 4.8. 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, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.

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- 4.9. On **25 April 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 3 March will be processed from **28 April 2014**.

5. Waiting Lists

- 5.1. 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. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for foundation, trust and VA schools and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. 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.
- 6.2. The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. 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. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.3. The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Team for determination.
- 6.4. If the first preference school is its own admission authority (Foundation, Trust or Voluntary Aided) or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Team and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Team will liaise with the school / academy to determine whether a place can be offered.

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- 6.5. Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.6. 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.

**Timetable for Co-ordinated Admissions to:
Secondary and Upper Schools and Academies and the University Technical College for
academic year 2014/15**

- September 2013** Information about the admission process issued
- 31 October 2013** Closing date for receipt of applications
- 6 December 2013** By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority schools and academies sent to those authorities.
- 17 January 2014** By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
- 3 February 2014 –
14 February 2014** Between these dates information to be exchanged with other Local Authorities on potential offers
- 26 February 2014** Information on pupils to be offered places will be available to academies and schools via the web based School Admissions Module.
- 3 March 2014** Notification to be posted to parents living in Central Bedfordshire and available online
- 17 March 2014** Date by which parents reject the offer of a place if not required.
- 21 March 2014** Late applications received between 31 October 2013 and 3 March 2014 will be logged onto the database by this date.
- 21 March 2014** The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
- 4 April 2014** By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
- 25 April 2014** Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
- 28 April 2014** Late applications received on or after 3 March will be processed from this date.

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