



## Queens Park Academy Admission Policy September 2019

Queens Park Academy is a 420 place school, admitting children in the Queens Park Area of Bedford from the age of 4 (Reception) to 11 (Year 6). We also have a nursery on site – please see our non-statutory admissions policy for admission into our nursery. The Governors will admit up to the Admission Number of 60 pupils in any one year. The Academy admits children at the start of the year in which they turn 5 (Reception) recognising that some children will still be 4 and therefore not of statutory school age. Parents wishing to defer a place because their child is not 5 may do so until the start of the term after their child's 5th birthday.

The Governing Body, as the admission authority, determines the school's admission policy and arrangements and is responsible for taking decisions on applications for admission. The Governing Body works with the Local Authority in order to ensure admissions are coordinated within the Borough. The LA Admissions Team provides parents with a common application form and a deadline for submission.

### **Method of Allocating Places:** – Equal Preference Method

Each preference is treated equally and the priority for a place at the school is worked out using the over subscription criteria. Pupils with an Education, Health and Care plan or a Statement of Special Educational Needs in which the school is named will be admitted as a priority. Pupils identified for admission through the LA In-Year Fair Access Protocol will be admitted even if the school is full. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

### **Over Subscription Criteria**

Should the number of applications for admission exceed 60 places the following criteria will be used:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
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 school or academy which caters for pupils of the same age and has places available.
3. Pupils who have an Education, Health and Care plan are required to be admitted to the school which is named on the plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full. Pupils with Special Educational Needs but without Education, Health and Care plans will be treated as fairly as all other applicants for admission.

Queens Park Academy is committed to ensuring equality of opportunity for all children. Please see our Equality Policy for more detail.

In Year Admissions Requests for admissions to the school into other year groups should be made on the In-Year application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

## Admission Appeals

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools) who is refused a school place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions

and appeals can be obtained from the Local Authority Committee Services. Should the appeal panel find in favour of the parent, the decision is binding on the school. The panel will consist of people who have experience in education and are acquainted with the area.

## **Waiting List**

In the event of more applications than available places the Local Authority will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered in accordance with the waiting list priority. Parents are requested to inform the LA if they wish their child's name to remain on the waiting list.

## **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

## **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **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 School reserves the right to seek further information in order to determine whether it is essential for a child to be admitted 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.

## **Appendix 1 – QPA Catchment**

All Saints Road	Kempster Close
Boyde Gardens	Laburnum Avenue
Bromham Road - even numbers 146-216	Lawrence Street
Carlisle Road	Louise Place
Chester Road	Marlborough Road
Chestnut Avenue	Martham Close
Coventry Road	Nelson Street
Coxs Close	Old Ford End Road
Cromwell Road	Oldfield Road
Crowe Road	Ormesby Way
Cutcliffe Gardens	Ouseland Road
Cutcliffe Grove	Paddlers Court
Cutcliffe Place	Preston Road
Dunville Road	Queensbury Close
Fairfax Road	Raleigh Street
Fernlea Close	Ranworth Walk
Ford End Road	Saunders Gardens
Gratton Road	Shearley Close
Havelock Street	Short Street
Hawthorne Avenue	St Pauls Road
Henley Road	Trinity Road
Hickling Close	West Grove
Honey Hill Gardens	Westbourne Road
Honey Hill Road	Westfield Road
Howard Avenue	Wingfield Close
Howard Place	Winifred Road
Hurst Grove	Woodstock Road
Iddesleigh Road	Wroxham Way