

# **Bedgrove Infant School**

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## **School Admission Policy**

**Lead committee: Curriculum & Standards**

**Last reviewed and approved: Spring 2016**

**Next review date: Spring 2017**

# Admissions Criteria to Bedgrove Infant School 2017 / 2018

Bedgrove Infant School is a Foundation School and the Governing Body is the Admissions Authority. The Admission Policy and arrangements are fully compliant with the 2014 School Admissions Code.

Information on admissions is available to parents on the BCC website:

<http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/>

As a Foundation School, Bedgrove Infant School publish their own Admissions Policy, to be found on the school's website: <http://www.bedgroveinfantschool.co.uk/parent-area/admissions/>

The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. Subject to the criteria set out below, the school will offer **120** full time school places in September.

From September 2016, children can be offered a phased entry into school in Foundation 2 (Reception) to enable them to settle more easily into the new environment and daily routines. The phased entry is organised by the school in direct response to the needs of very young children who become extremely tired when attending school for the first time, and after a 6-week holiday. We aim to encourage the very best start to a child's first experience in main school. Should any parent decide that they want their child to attend full days the school will accommodate such a request.

All children, regardless of term of birth, are expected to attend full-time from their starting date in September incorporating the phased entry.

**Deferred Entry:** *to start Foundation 2 one or two terms after the rest of the child's chronological cohort.*

Parents can choose to defer admission until the term after their child is the statutory school age of 5 years old, when school is compulsory. Alternatively they can choose for their child to attend on a part-time basis.

Both of these choices are strongly discouraged as the school's experience is that children can find it more difficult to join an already established year group at a later time than most other children. Deferred entry may result in a child missing out on those immediate opportunities to develop peer relationships as the class will have their routines, social groups and friendships already developed. The school is very aware of the age span of new starters and the curriculum is designed to accommodate the younger, less mature children alongside the older children in the cohort. The Headteacher and Early Years Phase Leader will meet and discuss specific cases as they arise, should parents wish to negotiate an alternative start arrangement. Similarly, a meeting will be arranged with the parents if the school wishes to recommend that an individual child, in the interest of a special educational need, would benefit from attending school on a part-time basis.

NB. For the purposes of school registration, part-time is defined as mornings only (5 in total); full time is defined as both morning and afternoon sessions (10 in total).

**Delayed Entry:** *to start Foundation 2 (Reception), when the rest of the child's chronological cohort enter Year 1.*

If a parent wishes to hold their child back from joining the correct year group for their age so that they start school a year later than they are due to in Foundation 2 (the Reception class) this can only be agreed by the Admission Authority for the school (i.e. the Governing Body). Any decision will be made in consultation with the Local Authority and other professionals.

The Governing Body, as the Admission Authority for Bedgrove Infant School, will consider any applications for delayed entry on the basis of the circumstances of each case and in the best interest of the child concerned. This will take into account:-

- Parent's views;
- Information about the child's academic, social and emotional development;
- Relevant medical history;
- Views of a medical professional;
- Previous education 'out of normal age group';
- Born prematurely falling outside the 'natural age group';
- Views of the Headteacher of the school.

### **What evidence is required?**

For a pupil to be educated in a year group one year *below* their chronological year group, the Admissions Authority (the Governing Body) should satisfy themselves that they have gathered sufficient evidence that the child shows:-

- a significant delay, and little progress, in their personal and emotional development, and social skills appropriate for a younger peer group;
- significant delay and little progress, in intellectual development/educational skills across the subject areas, to an extent that it is not reasonable to expect curriculum differentiation within their chronological year group to be successful;
- physical maturity that does not, and is unlikely (in the future) to make them developmentally different from their proposed peer group in such a way as to impact negatively on their self-esteem/self-awareness (including consideration of puberty).

The Governing Body should satisfy themselves that:-

- this is the wish of all those with parental responsibility for the child and that they have been adequately advised of the implications of out of year group placement;
- there is a clear understanding about why and how the child's needs will be met more effectively out of their chronological year group, than would be possible within;
- the child's parent/s, the school, and all involved professionals agree that this is the best provision for the child;
- where appropriate, according to their age and capability, this is also the wish of the child;
- where the pupil is approaching transition into Key Stage 2, likely Junior Schools have been consulted;
- the negative issues associated with this strategy have been fully discussed with parents;
- full consideration has been given to the likely/possible impact of relevant regulations and local practice as the pupil progresses outside their chronological year group;

- where a Statement of SEN or EHCP is in place, all relevant factors have been considered, with all relevant parties consulted, at the Annual Review.

If the Admission Authority for the school is in agreement that a child's entry to Foundation 2 (Reception) should be delayed then the parent will sign a document which describes what has been discussed, the advice that was given and indicates the parent's agreement to the final decision.

Parents will be advised, whilst awaiting the delayed entry process, that an application for a school place is submitted for the September following the child's fourth birthday. If a delayed entry request is agreed, the original school application can be withdrawn or the offer of the Reception place declined.

(Please refer to document '**Placement of Pupils out of their Chronological Year Group**' via the following link: <http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/admission-to-primary-schools/children-educated-out-of-year-group/> for exact details.)

Places will be allocated by the Governing Body as the Admissions Authority on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents / carers to apply for entry to any Buckinghamshire Primary School by means of the Buckinghamshire Primary School Admission Application Form available in the Guide for Parents on Admissions and on-line via the Local Authority web site. The closing date for return of applications is set by the Local Authority, and must be returned to the Local Authority for initial consideration as detailed in the Local Authority scheme.

***A parent is defined in law under the Education Act 1996 as either:-***

- ***both natural parents as long as they were married to each other at the time of the birth or have married each other since; or***
- ***any person who has parental responsibility for the child or young person; or***
- ***any person who has care of the child or young person.***

Places will be allocated by the Governing Body as the Admissions Authority according to the following criteria, applied in the following order:-

Once children with an Educational Health and Care Plan (Statement of Special Educational Need) have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

### **Criteria 1**

Looked after children or children in care i.e. 'A looked after child', or a child who was previously looked after, but immediately after being looked after became the subject of an adoption, residence or special guardianship order.

### **Criteria 2**

Children living within the catchment area of the school at the time of entry, i.e. the area within the following boundaries: (please note the residence information in the LA Admissions Booklet)

Ambleside  
Aplin Road  
Ballard Close  
Beaufort Close  
Bedgrove  
Bodiam Close  
Brentwood Way

Greetham Road  
Hambledon Close  
Heath Close  
Herston Close  
Hulbert End  
Ingram Avenue  
Jansel Square

Stratton Green  
Studland Close  
Tinterne Close  
Tring Road 204 - 290  
Turville Road  
Tyneham Close  
Welbeck Avenue

Caldicot Close  
Camborne Avenue (1 – 67)  
Chadwell Path  
Corfe Close  
Dorset Place  
Dover Hedge  
Edgecombe Road  
Finmere Crescent  
Goosen Green  
Grasmere  
Grass Hays

Landgon Avenue  
Long Meadow 1-61 /2-66  
Midhurst Close  
New Meadow  
The Paddock  
Pevensey Close  
Peveril Close  
Pike Corner  
Purbeck Close  
Queens Mead  
Staveley Close

Wendover Road Aylesbury 226 - 272  
Wymering Road

The home address is defined as the address where the child spends the majority of their school Monday to Friday, including nights. Evidence of the child's home address is required and may take the form of a utilities bill or other official document confirming name and address

### **Criteria 3**

Siblings of children who will still be in attendance at the Bedgrove Infant and/or Junior Schools, on the date of admission.

A sibling is a brother or sister, which for admission purposes means one of two or more individuals who have one or more parents in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

To be included as a sibling within the admission rules the other child (sibling) is still be expected to be in attendance when the applicant child joins the school. Siblings are always checked with the preferred school and it would be helpful to know if the existing child has a different family name.

***In cases where the school's Planned Admission Number will be exceeded by siblings and will reach the requirements related to KS1 legislation owing to an application relating to twins, triplets or other multiple birth groups then entry will be limited to 120 children. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'expected pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. This can include children whose twin or sibling from a multiple birth is admitted otherwise than as an expected pupil.***

### **Criteria 4**

Children with exceptional medical, or social needs, supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person. (Please note you need to provide the information outlined on page 6 of the Local Authority Guide for Parents Admissions Booklet.)

### **Criteria 5**

Prior to the year in which a child becomes five, they are attending the nursery class at Bedgrove Infant School. Please note that if a child Leaves Foundation 1 (Nursery) at the end of the academic year (i.e. 31<sup>st</sup> August) but they remain on Bedgrove Infant School's waiting list for Foundation 2 (Reception) they can no longer be considered under Criteria 5. Criteria 6 will be applied by the Admission Authority if over-subscribed.

### **Criteria 6**

Once the above criteria have been applied, then any further places will be awarded according to the distance between the family's normal home address and the school's nearest open entrance gate, offering the closest first. Straight line distances will be used for measuring home to school distances. (The shortest route will be measured by the Local Authority's Geographical Information System as described in the Local Authority Guide for Parents Admissions Booklet.)

Where the school can accommodate some but not all children qualifying within one of the above criteria, a 'tiebreaker' is needed. Where there is only one place available, but two equal distance measurements, random allocation monitored by independent means will be used.

There are established arrangements for appeals against non-admission and those are dealt with by an Appeals Committee. Details are available from the school.

A waiting list will be maintained for those children not offered a place, the order of criteria being the same as the criteria for over-subscription. Children will remain on the waiting list for the whole academic year. At the end of the academic year in August the Admissions Team will write to all parents on the waiting list to enquire if they wish to remain on the waiting list. If the answer is yes then children become In Year Admissions for the next academic year.

Late preferences are considered after preferences expressed by the deadline which will be in compliance with Local Authority arrangements.

### **Admission to Bedgrove Infant School at times other than Reception entry**

There are occasions when parents ask for admission to other year groups. In these instances the Governors have agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the standard number for each year group.

However the school will work with the Local Authority with regard to the admission of vulnerable children under the terms of the Local Authority's Vulnerable Children policy. Selection is governed by the criteria above.

Once a year group is full, children will be placed on a waiting list in criteria order as stipulated above. Priorities are likely to change, subject to the criteria above, as new applications are made or individual circumstances change.

Once you have been notified of a place at the school you will be asked to complete an admission form and produce your child's birth certificate. As the school has four classes in each year group, twins / triplets are put in separate classes. We are not able to take requests for friends / cousins from playgroup / nursery etc to be in the same class.

### **INDEPENDENT APPEAL PROCEDURE**

If your child is refused admission to your preferred school you have the right to appeal against the decision to an Independent Appeal Panel. Details of the appeals procedure are available from the Local Authority Admissions Department where appeal information will be sent to you. Telephone: 01296 39500 for further details.

*If any parent wishes to comment on the contents of this document they can do so by speaking to the school directly or by using the following e-mail address: [office@bedgrove-inf.bucks.sch.uk](mailto:office@bedgrove-inf.bucks.sch.uk)*

*For further information please contact the Headteacher at the school. Contact details are as follows:*

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