

Clipstone Brook Lower School **2018- 19 Admissions Arrangements**

Clipstone Brook Lower

Presently the school has an agreed admission number of 75 for Reception to Year 3 and 45 for Year 4. In addition, we take up to 30-part time children into Early Years/ Nursery. (15-part time children in the morning and 15 in the afternoon).

Clipstone Brook had a single point of entry into reception year and provides full-time provision from the start of the academic year. As a school with an Early Years unit, we admit children into the nursery class in the term of their fourth birthday up to three times a year.

ADMISSION PROCEDURE - Reception

Parents / Carers need to complete the Common Application Form (CAF) which applied for on line. at centralbedfordshire.gov.uk/school/admissions.

A place in the Nursery does not guarantee a place in the Reception, and parents / guardians are required to make a separate application for the main School places at the appropriate time (see website for up to date information)

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available

Central Bedfordshire Council - 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

Notes

1. 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.
2. The Local Authority will normally offer a place at the catchment area school if parents / guardians 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 a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions of Admissions Criteria:

'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 catchment area is 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, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority 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, which is known as the designated measuring point.

Home Address

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility who the child normally lives with. This will not usually include grandparents / guardians, aunts or uncles. Where a child spends time with parents / guardians / 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.

Applying during the school year

In-year applications are for admissions during the academic school year, other than the normal year of entry. Any place offered needs to be taken up within 4 to 6 weeks or by the start of the next school term. You must provide proof of your child's date of birth with your application.

February 2018