



## **Bedgrove Infant School**

# **Admissions Policy**

**Last reviewed and approved: Autumn 2021**

**Next review date: Autumn 2023**

**Appendices Included:**

**Modifications 2021:**

New front cover.

Date changes.

- Updated definition for previously looked after children to include children who were in care outside of England.
- Challenging behaviour – new section added in line with increased emphasis in the 2021 code.
- Fair Access Protocol - new section added in line with increased emphasis in the 2021 code.
- In Year admissions - Removal of reference to all pupils whose statement of SEN names the school, needing to be admitted. Addition of reference to the timeframe within which parents will hear of the outcome of their in-year application.

# Admissions Criteria to Bedgrove Infant School 2023 / 2024

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 starting in September.

From September 2021, children may 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 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.

**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 Head of Early Years 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.

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 an 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: <https://www.buckscc.gov.uk/media/1563/parent-guide-placement-of-pupils-out-of-their-year-group.pdf> for exact details.)

### **Allocation of places for the Academic Year**

Places will be allocated by the school 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 school 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) naming the school, have been admitted to the school then places are allocated by the school in accordance with the following criteria: -

#### **Criteria1**

Looked after children or children in care i.e. 'A looked after child'. See definition below.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- o Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- o Became subject to a child arrangements order, or
- o Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## **Criteria 2**

Siblings of children who will still be in attendance at Bedgrove Infant and / or Junior School, 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 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 3**

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)

Akeman Row	Field	Jansel Square	Silver Birch Drive
Alder Road	HouseField	Juniper Drive	Spindle Green
Almond Tree Drive	House	Landgon AvenueLong	Staveley Close
Ambleside	Finmere Crescent	Meadow 1-	Stratton Green
Aplin Road	Goosen Green	61 /2-66	Studland Close
Ballard Close	Grasmere	Wymering Road	Sweet Briar
Beaufort Close	Grass Hays	Maple End Masons	Sycamore Grove
Bedgrove	Greetham Road	MeadowMedlar Street	Tamarisk Way
Bodiam Close	Hambledon Close	Midhurst Close New	The Paddock
Brentwood Way	Hampden Hall	Meadow Oak Place	Tinterne Close
Caldicot Close	Heath Close	Pauling Close	Tring Road 204 - 290
Camborne Avenue (1 – 67)	Hemlock Close	Pevensey Close	Turners Meadow
Chadwell Path	Herston Close	Peveril Close Pike	Turville Road
Corfe Close	Hewgal Way	Corner Purbeck Close	Tyneham Close
Dorset Place	Honeysuckle Place	Queens Mead Roman	Welbeck Avenue
Dover Hedge	Hornbeam Way	Road	Wendover Road Aylesbury
Edgecombe Road	Hulbert End		226 - 272
	Ingram Avenue		Willow Beck

Plus the areas of new homes to be built within the areas set out on the attached map.

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 4**

Children of staff who are employed at the time on the date of admission.

#### **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 4. Criteria 5 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 at Bucks County Council. Details are available from the Local Authority Education Department.

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 can 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.

#### **Challenging behaviour**

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

#### **Fair Access Protocol**

We participate in Buckinghamshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a

school place in-year, get access to a school place as quickly as possible.

### **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 published admission number of 120 per 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, and where necessary in line with the Buckinghamshire LEA Fair Access Protocol.

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. Parents should confirm their interest to the Buckinghamshire Admissions Team, in writing, to remain on the waiting list at the beginning of each Year by making a new application.

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.

Parents will hear about the outcome of in-year admissions as soon as the Local Authority and school agree.

### **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.

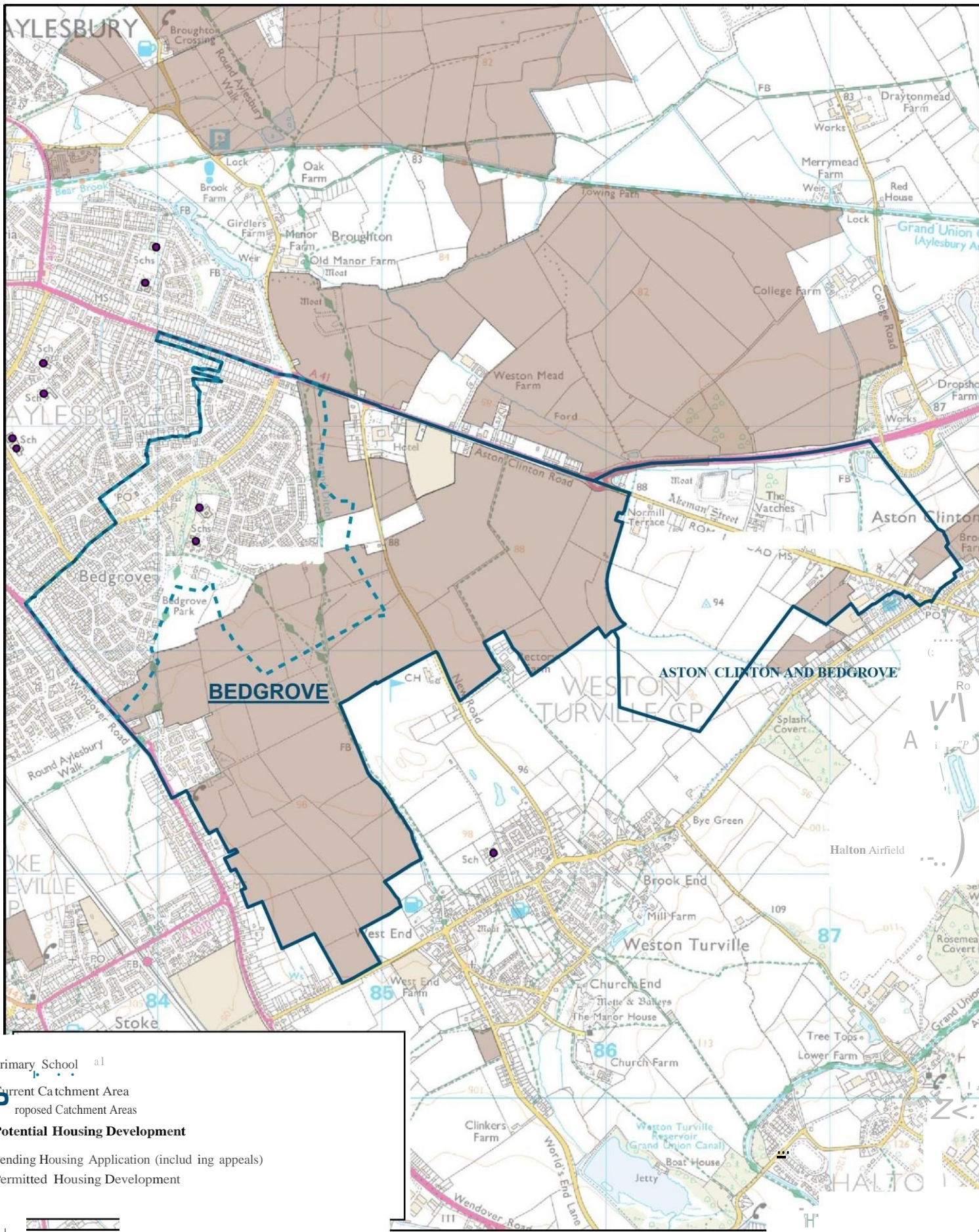
*If any parent wishes to comment on the contents of this document, they can do so by speaking to the school directly or by using the following e-mail address: [office@bedgroveinfant.co.uk](mailto:office@bedgroveinfant.co.uk)*

*For further information, please contact the Headteacher at the school.*

*The Headteacher  
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**Proposed Catchment Area for Bedgrove Infant and Junior Schools from 2019**



- Primary School
- Current Catchment Area
- Proposed Catchment Areas
- Potential Housing Development**
- Pending Housing Application (including appeals)
- Permitted Housing Development





