



## Admissions Policy 2018 Priory Academy

The Academy has an agreed admission number of 120.

The Governing Body is the admissions authority of Priory Academy and as an Academy we wish to establish a clear, fair and inclusive admissions criterion.

The Governing Body 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:

1. All 'looked after' children or children who were previously 'looked after' (see Definitions - Appendix A)
2. Pupils with siblings at the school (see Definitions - Appendix A)
3. Pupils of members of staff (see Definitions - Appendix A)
4. Pupils currently attending Dunstable Icknield Lower School, Studham CofE Village School or Watling Lower School (see Notes below)
5. Any other children who live nearest to the school determined by straight line distance from the school to the pupil's home address.

**Normal Application Round:** Central Bedfordshire Council administrates the allocation of places for the Academy when children enter into Year 5, in what is called that normal application round. If they receive more applications than places available, places will be allocated under the oversubscription criteria rules. These will be applied in the order in which they are printed above.

### **Admission of children outside their normal age group**

Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

Parents/carers need to make their request in writing to the academy trust via the Headteacher who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Local Authority using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

**In Year Admissions:** In Year admissions will be dealt with by the Academy. A panel from the Governors Admissions Committee may be formed to determine whether evidence provided meets the relevant criteria, should there be more applications than places and an appeal is made.

## 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 distance will be measured from the address point of the pupil's home to the main entrance of the school site. Priority will not be given within each criterion to children who meet other criteria. 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 School Admissions Team database to allocate the place.
2. Pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the Statement/Plan, even if the school is full.
3. Priory Academy does not provide its own transport scheme for pupils. Information on transport eligibility through Central Bedfordshire Council is available on the Council's website ([www.centralbedfordshire.gov.uk/schooltransport](http://www.centralbedfordshire.gov.uk/schooltransport)) and/or by contacting the Transport Commissioning and Entitlement Team; [school.transport@centralbedfordshire.gov.uk](mailto:school.transport@centralbedfordshire.gov.uk) or 0300 300 8339.

## Appendix A

### Definitions

#### **'Looked after' children**

A 'looked after' child is a child which 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 or fostered 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.

#### **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 tax credit information.

#### **Appeals /Waiting Lists**

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term.

#### **Admission Arrangements**

The Local Authority coordinates the process for transfer to middle school. Parents are required to make their application to the Local Authority in which they live and return their application form to that authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live.

#### **In Year Admissions**

Requests for admission to the school into other year groups should be made to the school on the In-year application form. The form is available from the school office or via the school website.

#### **Children of Staff**

This applies to permanent, full or part-time, staff who have been employed at the Academy for two or more years at the time of application and/or staff recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.