



In-Year Admissions Policy 2018/19

This policy relates to all admissions **except for the initial entry into Year 5 in September.**

As an Academy we wish to establish a clear, fair and inclusive admissions criterion. An In-Year application form is available from the school office. Parents/carers should complete the form and return it to the school office. The application will be processed and the applicant advised of the outcome in writing.

If a place is available the child will be admitted to Priory Academy as soon as possible once the Academy has received the application reply slip. A Governors' panel may be formed to determine whether evidence provided meets the relevant criteria, should there be more applications than places and an appeal is made.

When an application is unsuccessful because the relevant Year Group is oversubscribed the child will be placed on the waiting list which will be prioritised according to the admissions criteria. The child will remain on this waiting list for the duration of that academic term, unless parents make contact in writing to advise that they would like to remain on the waiting list for the academic year. All parents have the right to appeal if they are not offered a place and they are advised as such in writing. An appeal against a decision for a place should be sent to Central Bedfordshire Council.

How places are allocated

The Academy has a published admission number for the academic year 2018/19 of 120 in Year 5; 120 in Year 6; 84 in Years 7-11.

When there are more requests from parents/carers than the number of places available the Academy will apply the following criteria. Please note that this criterion is reviewed each academic year and may differ accordingly:

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.

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) and/or by contacting the Transport Commissioning and Entitlement Team; 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 Year 5. 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.