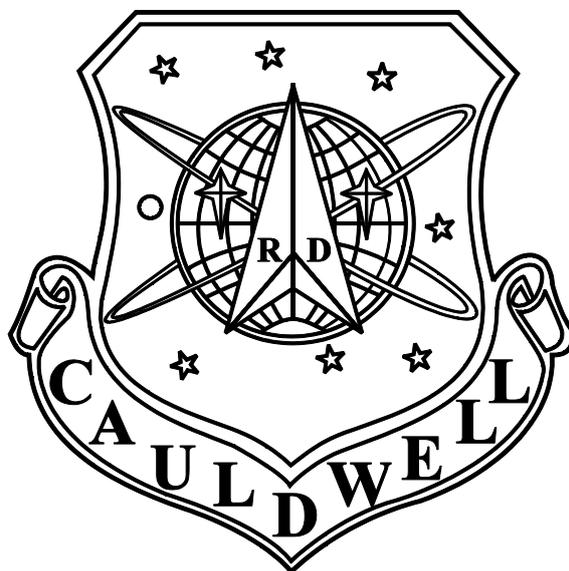


Cauldwell School



SH002	Version 2	Admissions Policy	
Co-ordinator:	Judith Apps		
Link Governor:	Jane Knapp		
Approval:	Full Governing Body		
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Admission Policy

Cauldwell School is a 420 place Academy. We have an agreed admission number of 60 per year group. Children will be admitted into our Foundation class in the September following their fourth birthday.

Parents wishing their child to attend Cauldwell School in September 2019 need to apply to the Schools Admission Service, Bedford Borough Council at Borough Hall.

When there are more applications than places available, places will be allocated using the following priority order:

1. All 'looked after' children or children who were previously 'looked after'
2. Pupils living in the catchment area with siblings at the school
3. Other pupils in the catchment area
4. Other siblings
5. Any other children

Notes:

- In any situation where the application of the above criteria results in a situation where there are 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 (LA) computerised measuring system, with those living closer to the school receiving the higher priority. Priority is not given with each criterion to children who meet other criteria
- Overriding priority will be given by the LA to the admission of pupils who have an Education and Health Care Plan for Special Educational Needs and Disability (SEND) which names the school. Priority may also be given to the admission of 'hard to place' pupils, e.g. excluded pupils,

normally in accordance with any protocols which have been agreed with groups of schools.

- Parents applying for a place during the normal admissions round will be offered a place. However, if a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) there will be no guarantee of a place if this would mean exceeding the admission number. In such cases, parents will be referred to the local education authority

Procedure for admissions – Foundation September 2019

There is a standard online form known as the Starting School Application Form (link below).

http://www.bedford.gov.uk/education_and_learning/schools_and_colleges/school_admissions.aspx

This online form is used for the purposes of admitting pupils into the intake year.

Parents will be invited to go online to complete the form and view the Guide for Parents from the Local Authority, which contains information on:

- The schools in Bedfordshire
- Schools' admission numbers and criteria
- How to complete the application form
- How places are allocated
- Timetable for the application and allocation process
- School transport
- Who to contact for advice

The online form enables parents/carers to:

- Express a preference for up to 3 schools plus their catchment school (if the catchment school is in Bedfordshire and it is not one of the 3 preferences)
- Give reasons for their preferences
- Rank their preferences

The Timetable:

1. In October 2018, the Local Authority will publish its booklet on primary school admissions.
http://www.bedford.gov.uk/education_and_learning/schools_and_colleges/school_admissions/starting_school.aspx)
2. Completed applications are to be returned to the School Admissions Service by the 15th January 2019.
3. The admission authority will consider all applications for the school, apply the school's oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
- Where the child is eligible for a place at two or more of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is a Bedfordshire resident. If the child does not reside in Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.

In April the School Admissions Service will inform all primary schools of the pupils to be offered places at their schools.

By 16th April the School Admissions Service will notify parents of the outcome of their applications.

Parents not offered a school place will be allocated a place at the nearest school with vacancies.

Parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by the given date it will be assumed that they have accepted the place.

Late Applications

The closing date for applications in the normal admissions round is 15th January. Applications received after 15th January but before the normal time of admission, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. However, it may be necessary to make a priority placement available for Bedfordshire children in rural areas whose application is late for good reason.

In-year or Casual Admissions

If a parents wishes to apply for a school place after the start of the academic year or during the academic year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school, they are to make contact with either the school or the Local Authority.

If one of the alternative preferences is for a foundation or voluntary aided school, the School Admissions Service will liaise with the school to determine if a place is available. A place will be offered by the School Admissions Service at the next highest preference that can be met.

If all preferred schools are full and the pupil lives in Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority place available for Bedfordshire pupils in rural areas.

Waiting Lists

The waiting list for all year groups at Cauldwell School is kept with Schools Admissions Service at Borough Hall.

Appeals Panels

All appeals should be made to the LA and an independent panel will be convened. More details are available via the following link:

http://www.bedford.gov.uk/education_and_learning/schools_and_collegescadem/school_admission_appeals.aspx

Monitoring, evaluation and review

Cauldwell School will consult on its proposed admission arrangements as required by law, or earlier if an alteration is proposed to the arrangements, with the following:

- a) The Bedford Borough Council;
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph b) located within the relevant area for consultation;
- d) Parents living in the relevant area for consultation whose children are between 2 and 18 years of age
- e) Community groups which the Academy considers relevant

Determination and publication of admission arrangements

Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine their admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

Once the admission arrangements have been determined, the Academy will publish them each year, by:

- a) Copies being sent to primary and secondary schools in the appropriate area determined by the Borough

- b) Copies being sent to the offices of Bedford Borough Council
- c) Copies being made available, without charge, on request to the Academy.

The published arrangements will set out:

- a) The name and address of the Academy and contact details
- b) A summary of the Admissions' policy, including oversubscription criteria
- c) Numbers of places and applications for those places in the previous year
- d) Arrangements for hearing appeals.

Representations about admission arrangements

Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about their admission arrangements, the Academy will consider such representations before determining the final admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies that they have consulted, and any of those bodies object to the Academy's' admission arrangements, they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

Proposed changes to admission arrangements by the Academy after arrangements have been published

Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted of the proposed variation and must then apply to the Secretary of State setting out:

- a) The proposed changes;
- b) Reasons for wishing to make such changes;
- c) Any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has consulted and notified the proposed changes.

Where the Academy has consulted on proposed changes, they must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.