

# CLIFTON ALL SAINTS ACADEMY

## ADMISSIONS POLICY FOR 2023-2024



### DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

<b>the School</b>	means Clifton All Saints Academy
<b>CAF</b>	means Common Assessment Framework
<b>Local Authority</b>	means Central Bedfordshire Council
<b>'Looked after' children</b>	means a child who is in the care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989).
<b>Previously 'looked after' Children</b>	means 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 'special guardianship order' as an order appointing one or more individuals to be a child's special guardianship (or special guardians).
<b>"State Care</b>	A child is considered as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society."
<b>Sibling</b>	means a brother or sister, half brother or sister, adopted brother or sister, stepbrother 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 the application and be likely to remain in the School at the proposed date of admission.
<b>'Very Exceptional' Medical Grounds</b>	<b>means</b> cases where there are <b>exceptional</b> medical reasons which make it <b>essential</b> that a child should attend a particular school and where the preferred school is the <b>only</b> school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the

medical condition relates to that of a parent, brother or sister or another relative/childminder.

**Home Address**

means a pupil's home address will be regarded as the address of the parents or guardians 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 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.

**Summer born child**

means a child who is one born between 1st April and 31st August.

The Governors of the School will admit up to the admission number (30) of children each academic year. Children will be admitted in the September following their fourth birthday.

When there are more applications than places available, the Governors will allocate the places in accordance with the following priority order categories:

1. All "looked after" children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence, or special guardianship offer including those children who appear to the Governors to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions).
2. Staff that work at the School on either a fulltime or part time basis. The parent must be a permanent member of the workforce and been employed at the School for two or more years at the time of application and/or recruited to fill a vacant post where there is a demonstrable skill shortage.
3. Pupils living in the Clifton catchment area with siblings at the School (see definitions of home address and siblings)
4. Other pupils living in the catchment area;
5. "Very exceptional" medical grounds (see definition);
6. Other siblings of pupils of the School (see definition)
7. Children of parents who have attended All Saints Church, Clifton once per month for a period of six months prior to application. Parents need the signature of the Rector on the application form.
8. Any other children

**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 mapping 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. The Governors will not give priority 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 an Education, Health and Care Plan 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.

3. Where a twin or multiple birth child is offered the last available place the other twin or multiple birth(s) will be offered a place as an exception to the infant class size rule

## **ADMISSION ARRANGEMENTS**

Applications for admission in September 2022 should be made in accordance with the Local Authority's co-ordinated scheme. The timescales for the application process are set out in the Starting School Booklet, available with application form on the Local Authority website, from the School or from the Local Authority.

- Children start their reception year in the September of the year in which they become five (i.e. born between 1<sup>st</sup> September 2017-31<sup>st</sup> August 2018).
- The children will have a full-time place from the start of the September term.
- Parents can request that the date their child is admitted to the School is deferred until later in the academic year or until the term in which the child reaches compulsory school age.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- Parents have the right to request their summer born child's (see definitions) admission to Reception Year is in the September following their fifth birthday however parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the School Trust in consultation with the Headteacher. Parents/carers need to make their request in writing, separately from the CAF, directly to the School Trust via the Headteacher. The request should include the parents'/carer's reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date. The School Trust, along with the Headteacher, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the School Admissions Code. Once determined, the decision will be communicated by the School to the parent(s)/carer(s) in writing and will include the reasons for the decision. If a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at the School and in the case of oversubscription, places are offered in accordance with the School's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.
- Before a child starts at the School, members of the Foundation Stage or the Headteacher will make a home visit in order to reassure the child and family and enable the staff to get to know the child in their own familiar surroundings. This visit also enables the parents to tell the School about their child's needs and ask any questions they may have.
- Pre-school and local nurseries visit as a group before the children start. There is also an afternoon in the term before the child starts when parents/carers and children look around the School and spend time in the reception class. If parents/carers are not associated with local providers, they are welcome to arrange their own visit by phoning the School office. (01462 628444)

## **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 maintained until the end of the Academic year.

## **IN-YEAR ADMISSIONS**

Admissions Policy 2023

Requests for admission into other year groups should be made directly to the Local Authority who handle the admissions for the School. The form is available from the Local Authority and can also be downloaded from the Local Authority's website.

**POLICY REVIEW**

This policy will be reviewed in the Autumn term 2022.