



## CLIFTON ALL SAINTS ACADEMY

### ADMISSIONS POLICY FOR 2025- 2026

#### DEFINITIONS

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

the Academy	means Clifton All Saints Academy
CAF	means Common Application Form
CBC	means Central Bedfordshire Council
'Looked after' children	means a child who is in the care of a Local Authority or 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	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).
"State Care	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."
Sibling	means a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister or foster brother or sister where foster care has been arranged by a local authority 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 Academy at the time of the application and be likely to remain in the Academy at the proposed date of admission.
'Very Exceptional' Medical Grounds	means cases where there are exceptional medical reasons which make it essential that a child should attend the academy and where the academy is the only Academy 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 academy and the difficulties that would be caused if the child had to attend another Academy. 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 academy 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.

Catchment area	Please visit the following website page for information about the academy's catchment area <a href="https://www.centralbedfordshire.gov.uk//Academy_catchment_areas">https://www.centralbedfordshire.gov.uk//Academy_catchment_areas</a> . Typing in a postcode will show whether a particular property falls within the catchment area and also show the boundaries of the catchment area itself.
Home Address	<p><i>The address given on the application form must be the child's permanent home address at the closing date for applications. If a child lives at more than one address because childcare arrangements are shared, the Governors will consider the address for admission purposes to be the one where the child lives for the majority of the time, unless the application is supported by a copy of a Court Order stating that a different address must be used for Academy admission applications. If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for Academy admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address.</i></p> <p><i>Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.</i></p>
Summer born child	means a child who is one born between 1st April and 31st August 2021.

The Governors of the Academy will admit up to the admission number (30) of children to Reception 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 Academy on either a fulltime or part time basis. The parent must be a permanent member of the workforce and been employed at the Academy 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. Children with siblings at the Academy (see definition of siblings)
4. Children living in the catchment area; (see definition)
5. “Very exceptional” medical grounds (see definition);
6. Children one or more of whose parents has attended a service of public worship at All Saints Church, Clifton at least once per month for a period of six months prior to application. Parents applying under this category need the signature of the Rector on the Confirmation of Religious Affiliation form available from CBC.
7. Any other children

## Notes

1. If applying these criteria results in there being more children with an equal right to admission to the Academy than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, using the CBC’s computerised mapping system, with those living closer to the Academy receiving the higher priority. The distance will be measured from the address point of the pupil’s home to the main entrance of the Academy. 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 Academy, the ultimate tie-breaker will be random selection, using CBC’s Academy Admissions Team database to allocate the place.
2. Pupils who have an Education, Health and Care Plan will be admitted to the Academy which is named on the statement even if the Academy is full and before any oversubscription criteria are applied. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the Academy 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
4. If, during the six-month period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## ADMISSION ARRANGEMENTS

Applications for admission in September 2025 by CBC residents should be made in accordance with CBC’s co-ordinated scheme. The timescales for the application process are set out in the Starting Academy Booklet, available with the application forms on the CBC website: [https://www.centralbedfordshire.gov.uk/info/5/Academy\\_admissions](https://www.centralbedfordshire.gov.uk/info/5/Academy_admissions)

Applicants living outside the CBC area should apply via their home Local Authority.

- ☐ Children start their reception year in the September of the year in which they become five.
- ☐ The children will have a full-time place from the start of the September term.

- ☐ Parents may, if they wish, defer the date their child is admitted to the Academy until later in the academic year or until the term in which the child reaches compulsory Academy age (or the start of the summer term, if earlier).
- ☐ If Parents so wish, a child may take up the place part-time until the child reaches compulsory Academy age.
- ☐ If parents of a summer-born child do not wish their child start Academy until the child has reached compulsory Academy age, they must normally make an in-year application for a place in year 1. However, parents have the right to request that their summer born child is admitted to Reception Year in the September following their fifth birthday. If such a request is received, a decision will be made by the Academy Trust in consultation with the Headteacher. Parents/carers need to make their request in writing, separately from the CAF, directly to the Academy 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 Academy 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 Academy Admissions Code. 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. 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 Academy and in the case of oversubscription, places are offered in accordance with the Academy's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.
- ☐ Pre-Academy 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 Academy 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 Academy office. (01462 628444)

## APPEALS / WAITING LISTS

Parents of pupils not offered a place at the Academy will have the right of appeal to an independent Admissions Appeal Panel. Information about admission appeals can be found at:

[https://www.centralbedfordshire.gov.uk/info/5/Academy\\_admissions/500/Academy\\_admission\\_appeals/4#:~:text=Individual%20appeal%20hearings%20are%20held,the%20hearing%20and%20group%20appeals.](https://www.centralbedfordshire.gov.uk/info/5/Academy_admissions/500/Academy_admission_appeals/4#:~:text=Individual%20appeal%20hearings%20are%20held,the%20hearing%20and%20group%20appeals.)

Any child refused a place at the Academy will be placed on a waiting list which will be maintained until the end of the Academic year. Waiting lists are re-ranked every time a child's name is added to or withdrawn from the list and so a child's position can change over time. If a place becomes available it will be offered to the child who best meets the oversubscription criteria at that date.

## IN-YEAR ADMISSIONS

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

[https://www.centralbedfordshire.gov.uk/info/5/Academy\\_admissions](https://www.centralbedfordshire.gov.uk/info/5/Academy_admissions)

Where there are more applications than places available, applications will be ranked according to the oversubscription criteria set out in this policy.

## OUT OF YEAR GROUP EDUCATION APPLICATIONS (OTHER THAN SUMMER BORN RECEPTION APPLICATIONS)

Parents/carers need to make their request in writing, directly to the Governors 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 Governors, 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 Academy Admissions Code. 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. There is no right of appeal where a child is offered a place at the academy but not in the parents' preferred age group.

## POLICY REVIEW

This policy will be reviewed in the Autumn term 2024.