

Admissions Policy 2022/23

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Responsible member:	Caren Earp

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To support the Schools for the Future programme across Central Bedfordshire, Henlow Church of England Academy will no longer have an intake to year 5 from September 2022. Formal applications for admission into year 7 will be accepted for the academic year 2023/24 with an agreed admission number of 150.

The Governing Body, as the admission authority, determines the Academy's admission policy and arrangements and is responsible for taking decisions on applications for admission. The Governing Body works with the Local Authority in order to ensure admissions are co-ordinated across the local authority area.

Parents who wish to apply for a place at Henlow Church of England for year 6 - 9 in the academic year 2022/23 will need to follow the in-year application process. Application form and explanation of the process can be found online at:
https://www.centralbedfordshire.gov.uk/admissions

The following oversubscription criteria applies to all year groups and is effective from September 2022. Each year group will have a PAN of 140 until 2023 where the PAN will increase 150 (with the exception of year 6 which will have a PAN of 60 in 2022 increasing to 150 in 2023).

1. All 'looked after' children or children who were previously 'looked after' (see definitions)

2. Pupils with siblings at the Academy

3. Pupils living in the catchment area

4. Children of permanent staff

5. Attendance at our traditional feeder schools: All Saints Church of England Academy, Clifton; Derwent Primary, Henlow Camp; Langford Village Academy; Meppershall Church of England Academy; and Raynsford Church of England Academy, Henlow

6. Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or, in relation to those of other faiths, relevant place of worship by attending a service at least once a month for the year prior to an application being made */**

7. Any other children

* In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, relevant place of worship or alternative premises have been available for public worship.

**Applicants in this category will need to ask their priest or minister to complete the relevant section of the Local Authority standard application form.

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 Local Authority's computerised measuring 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 office/entrance of the Academy. In the event of (a) two or more children living at the same address point (eg. 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. The Governors will not give priority within each criterion to children who meet other criteria.
2. Pupils who have an Educational Health Care Plan (EHCP) are required to be admitted to the Academy which is named on the statement, even if the Academy is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the Academy is full.

Definitions

'Looked after' children

A 'looked after' child is a child who 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, child arrangement, 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).

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an Academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the Academy is full.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings 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 application and be likely to remain in the Academy at the proposed date of admission.

Permanent Staff

Staff who work at the Academy with a permanent contract, employed on either a full or part time basis. The member of staff should have been employed at the Academy for two or more years at the time the application for admission is made; or they have been recruited for a post where there is a demonstrable skill shortage.

Children who live nearest to the Academy

A child'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 family tax credit information. The distance will be measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

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. Any pupil refused a place will be placed on a waiting list, which will be prioritised in accordance with the admissions criteria. The waiting list for the normal year of entry will be maintained until the end of the academic year. Parents are requested to inform the Academy if they wish their child's name to remain on the waiting list. Waiting lists for admission into other year groups will be maintained for the whole of that academic year.

In-Year Admissions

Requests for admission into other year groups should be made direct to the Academy on the In-Year Application form. The form is available from the Academy or Local Authority and can also be downloaded from the Local Authority website.

The following exceptions may result in the admission number for the Academy being exceeded:

- The admission of pupils who have an Educational Health Care Plan (EHCP) which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admission of pupils in accordance with the Fair Access Protocol
- The admission of a looked after child (or a previously looked after child as defined in the School Admissions Code) outside of the normal admissions round
- The admission of a twin or children from multiple births
- The admission of service children
- The admission of a child, in very exceptional circumstances, in which the Governors and the Headteacher are in agreement that not to agree to admit the child would be perverse

Admission of children outside their normal age group

Parents who want their child to transfer to the next phase of school 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.