

Bedford Borough Council Standard Admissions Policy 2027 Community and Voluntary Controlled Schools

This policy applies to the following community and voluntary controlled schools:

- Balliol Primary
- Brickhill Primary
- Bromham Primary
- Camestone Primary
- Carlton Primary
- Cotton End Forest Primary
- Kempston Rural Primary
- King's Oak Primary
- Milton Ernest Primary
- Sheerhatch Primary
- Westfield Primary School

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children and all previously 'looked after' children, including those children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area with siblings at the school
3. Other children living in the catchment area
4. Other siblings
5. Any other children
(definitions below)

Notes

1. Each oversubscription criterion operates separately; within each criterion applicants are ranked according to the shortest distance, measured from the child's home address to a point on the school site or nodal point/points, agreed with the governing body of the school (published in the 'Starting School' and 'School Transfer' admissions booklets). 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 child 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.
2. If a child moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for children of the same age and has places available.
3. Children who have an Education Health and Care Plan (EHCP) are required to be admitted to the school which is named on their EHCP, even if the school is full. Children identified for admission through the Fair Access Protocol will also be admitted even if the school is full.
4. **Deferred Entry** – Parents/carers of children offered a place for admission in September may defer the admission until January or April, provided the child is not of compulsory school age. Parents/carers cannot defer admission beyond compulsory school age nor beyond the academic year for which the place was offered. For more information please visit [School Admissions - Deferred Admission](#)
5. **Delayed entry/Admissions outside of chronological age group** - Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, for summer born children (born 1st April – 31 August) paragraph 2.18 of the School Admissions Code states that parents may seek a place for their child outside of their normal age group and may request that their child is admitted to reception rather than year 1. For more information please visit [School Admissions - Delayed Entry Summer Born](#) . Guidance on how to submit your application can be found within our **Co-ordinated Scheme for Admissions to Primary Phase Schools and Academies** available online at [Bedford Borough - School Admissions](#)

Definitions

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after' but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

'Looked after' children from Outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to a particular school; catchment areas may change over time with the addition of new or changes to residential development. Catchment areas may be defined as a list of specific streets within an area or as postal addresses containing a named village. Some catchment areas for schools span more than one local authority area. For more detailed information on catchment areas, please visit [Bedford Borough Admissions - Catchment Areas](#)

Sibling

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

Home Address

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 child spends the majority of the school week (Mondays to Fridays) including nights. Where the child spends an equal amount of the school week at two addresses with either parent/carer, the parent/carer in receipt of Child Benefit will be deemed as the main address and a Child Benefit statement will be required to provide proof of this. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill/records, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.