Edith Cavell Primary School

Admissions Policy

Signed: G Bishop Chair of Governors

Signed: H Cooke Headteacher

Date: January 2025

Review date: January 2026

EDITH CAVELL PRIMARY SCHOOL

Admissions Policy 2026

Introduction

The governing body of Edith Cavell Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims

We are an inclusive school, welcoming children from all backgrounds and abilities.

All applications will be treated on merit, and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt our procedure to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy; as are any special needs the child may have.

How parents can apply for their child to be admitted to our school

Our school is a foundation school, and it determines the admission arrangements in agreement with the Local Authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which informs parents to apply for a place at the school of their choice. Bedford Borough maintains the notion of catchment areas in order to ensure that all children will have a place at a local school. However, parents have a right to express their preference for the school of their choice and should do so on the appropriate application form. Expressing a preference does not, in itself, guarantee a place at that particular school. Application forms, and should be complete least a year prior to the date of admission. The school notifies parents of the decision as soon as all the applications have been considered for the academic year.

Children are admitted to a full time place in the September of the school year in which they have their fifth birthday.

Where a place at the school is required during the school year, parents need to apply directly to the LA.

The school has an admission number of 45 pupils in each year group.

Admission Appeals – Oversubscription Criteria

In the event of there being more applications than places available, the Governors will apply the following criteria in the priority order of the categories listed.

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 (see definitions)
2. Pupils living in the catchment area with siblings at the school (see definition)
3. Other pupils living in the catchment area
4. Other siblings (see definition)
5. Any other children

If applying these criteria results in there being more children with an equal right to admission to the school than the number of places available, the tie break will be the distance the pupil lives form 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. The distance will be measured from the address point of the pupil's home to the pedestrian entrance on Kneller Close. Priority will not be given within each criterion to children who meet other criteria.

If a pupil 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 pupils of the same age and has places available.

Pupils who have an Education Health Care Plan (EHCP) are required to be admitted to the school which is named on the EHCP, 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.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children in our school. (Details of appeal arrangements are set out in the Code of Practice on Schools Admission Appeals, which came into force in September 1999.)

Published Admission Number

The capacity is the number of children the school can accommodate, so long as the standard number in each year group is not exceeded. The published admission number for our school is 45 children in each academic year group. We keep this number under review and the governors will apply to change the number if circumstances allow.

Infant class size

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

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 purpose is to benefit society.

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 pupil'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.

In-Year Admissions

Requests for admission into other year groups should be made to Bedford Borough Council.

Bedford Borough Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third preference) for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not however the guarantee of a place.
- The admission of pupils who have an 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 In-Year Fair Access Protocol.
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, the Governing Body will consult with the Local Authority who will be able to advise whether the first of these conditions applies.
- The admission of a looked after child outside of the normal admissions round as a result of a direction by the local authority acting as a corporate parent.
- The admission of a child in very exceptional circumstances in which the Local Authority and the Headteacher are in agreement that not to agree to admit the child would be perverse.
- The admission of a twin or children from multiple births provided the admission would not cause a breach of infant class size limits

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.