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'Empowering children through sustainable, diverse, arts-enriched education'

Revision and Approval

Rev	Date	Nature of Change	Approved by Head Teacher	Approved by the Governing Board Date	Integrity Checked	Next Review Date
01	Summer 2020	Original Issue	Summer 2020	Summer 2020	<input checked="" type="checkbox"/>	Summer 2021
02	Summer 2021	Changes to dates and oversubscription criteria to include Governor	Summer 2021	Awaiting Ratification	<input checked="" type="checkbox"/>	Summer 2022
03	Summer 2023	Changes to dates	Summer 2023	Awaiting Ratification	<input checked="" type="checkbox"/>	Summer 2024

Admissions Policy

All applications for places should be made on the Central Bedfordshire website.

Applications for places in reception

The closing date for applications under the co-ordinated admission scheme is 15th January 2024

Late applications for reception

All applications received by Central Bedfordshire from the 16th January 2024 will be classed as late and not processed until the late allocation round, which will take place after the national offer day for on time applications. Submitting a late application significantly reduces a child's chance of an offer of a place at one of their preferred schools.

In Year Admissions

To make an application for an in year admission, please contact Central Bedfordshire admissions team. For applications Central Bedfordshire aim to process these within 15 school days.



Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, who live in the home Local Authority area, are offered a place at a suitable school as quickly as possible.

If you live in Central Bedfordshire and do not currently have a school place in the local area, Central Bedfordshire will offer a place at the next nearest school with places available.

Oversubscription criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from a point on the school site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements 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 as amended by section 12 of the Children and Families Act 2014. 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).

2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area of the school, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school.

3. Places will then be offered to children of permanent full or part-time staff, including governors who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

4. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area of the school and whose parents have requested a place.

5. Places will then be allocated to pupils who live outside the catchment area of the school, whose parents have requested a place and who, at the time of admission, will have a brother or sister attending the school.

6. Places will then be allocated to other pupils who live outside the catchment area of the school whose parents have requested a place.

Independent appeals



Parents have the right to an independent appeals panel in the event that their child is declined admission to the school. Please contact Central Bedfordshire admissions team for further information on the appeals process.

Definitions of terms used in these arrangements:

Residence - This is defined as the child's permanent place of residence which is deemed to be the residential property that is their only or main home on the closing date for applications and which their parent, carer or guardian owns, leases or rents under a lease or written rental agreement. If more than one person has parental responsibility for the child and those people live in separate homes, we will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays). If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

Brothers or sisters – sibling connection

For admission purposes the school considers the following as siblings:

- a brother or sister who share the same parents;
- a half-brother or half-sister, where two children share one common parent;
- a step brother or step sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Child Arrangements Order or Special Guardianship Order.

Catchment area

To check whether properties are in Thornhill Primary School catchment area please go to <http://my.centralbedfordshire.gov.uk/>

