Central Bedfordshire

Admission Arrangements

Academic Year 2028 - 2029

Introduction

This document sets out the admission arrangements for Central Bedfordshire Council's community and voluntary controlled schools for the academic year beginning in September 2028. The Council is the admissions authority for community and voluntary controlled schools.

Pupils are admitted to the schools without reference to ability or aptitude, up to the published admission number for each school. If the number of places for the point of entry year group at a school is not sufficient to meet the number of applications from parents, the admissions oversubscription criteria will be applied which determines how places are allocated.

If there are fewer applications than places available at a school all applicants will be admitted.

The oversubscription criteria operate separately and sequentially until all places are filled.

The following oversubscription criteria apply to the majority of Community and Voluntary Controlled (VC) schools in Central Bedfordshire; this is known as the standard admissions criteria:

Central Bedfordshire Council: Standard admissions oversubscription criteria.	
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of staff.
3.	Children living in the catchment area with a sibling at the school.
4.	Children living in the catchment area.
5.	Children living outside the catchment area with a sibling at the school.
6.	Any other children.

The above standard admissions criteria apply to the following schools, which are listed below with their published admission number (PAN) and designated measuring point:

School	Point of entry	PAN	Designated measuring point
Lower Schools (Year R – 4)			
Chalton Lower School	Year R	15	School gate
Fairfield Park Lower School	Year R	90	Equidistant point between Dickens Boulevard and Ruskin Drive sites.
Flitwick Lower School	Year R	60	Main office

Haynes Lower School	Year R	24	School front door
Husborne Crawley Lower School	Year R	12	Main entrance
Kingsmoor Lower School	Year R	30	School gate
Maulden Lower School	Year R	30	Main pedestrian gate
Ridgmont Lower School	Year R	15	Headteacher's office
Roecroft Lower School	Year R	90	Main entrance door
Russell Lower School	Year R	90	School gate
Shefford Lower School	Year R	90	War memorial in town centre.
Shillington Lower School	Year R	15	Headteacher's office
Silsoe CofE VC Lower School	Year R	30	Front door
Southill Lower School	Year R	15	Main entrance
Stondon Lower School	Year R	30	Main gate
Templefield Lower School	Year R	60	Main door
Woburn Lower School	Year R	12	Main entrance
Primary Schools (Year R – 6)			
Caddington Village School	Year R	60	School medical room
Houghton Conquest Primary School	Year R	30	Headteacher's office
Lidlington Primary School (formerly Thomas Johnson Lower School)	Year R	15	School gate.
Marston Moreteyne VC Primary School	Year R	120 (60 per site)	Main entrance at Church Walk site
Slip End Village School	Year R	24	Main gate
St. Swithun's Church of England VC Primary School	Year R	30	Main door
Swallowfield Primary School	Year R	60	Front door
Middle Schools (Year 5 – 8)			
Leighton Middle School	Year 5	150	Centre of memorial garden

Variations to the standard admissions criteria:

Some Central Bedfordshire community and voluntary controlled schools do not follow the standard admissions criteria to allow for more local circumstances, for instance where the area does not operate catchment areas or voluntary controlled schools who choose to give pupils priority based on their parents' faith.

Therefore, the following schools listed below have variations or additions to the standard admissions criteria.

Biggleswade area schools:

Wrestlingworth CofE VC Infant School	**Point of entry: Year R**	**PAN: 26**
Designated measuring point: Headteacher's office		
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	
2.	Children of staff	
3.	Children living in the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
4.	Children living in the catchment area	
5.	Children living outside the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
7.	Any other children	

Dunton CofE Junior School	**Point of entry: Year 3**	**PAN: 30**
Designated measuring point: Headteacher's office		
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	
2.	Children of staff	
3.	Children who are currently attending Wrestlingworth Infant School.	
4.	Children living in the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
5.	Children living in the catchment area	

6.	Children living outside the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.
7.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made.
8.	Any other children.

St. Andrew's CofE VC Primary School	**Point of entry: Year R**	**PAN: 120 (East site = 60 and West site = 60)**
Designated measuring point: West site: Front entrance door. East site: Front entrance door		
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	
2.	Children of staff.	
3.	Children with a sibling at the school.	
4.	Children who are living in the ecclesiastical parish of St Andrew's Biggleswade and whose parent/carer has attended a Church of England or other Christian church within the same parish at least once a month for the period of one year prior to the application being made.	
5.	Any other children.	

Edward Peake CofE VC School	**Point of entry: Year 7**	**PAN: 180**
Designated measuring point: Headteacher's office		
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.	
2.	Children of staff.	
3.	Children with a sibling at the school.	

4.	Children attending feeder primary schools in the local area: Biggleswade Academy, Caldecote CofE Academy, Dunton CofE Junior School, Lawnside Academy, Northill CofE Academy, Potton Primary School, St. Andrew's CofE VC Primary School and Sutton CofE VA Primary School.
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made.
6.	Any other children.

Houghton Regis Schools:

School	Point of entry	PAN	Designated measuring point
Houghton Regis Primary School	Year R	45	Centre of school field
Thornhill Primary School	Year R	90	School main gate
Tithe Farm Primary School	Year R	60	Main gate

Admissions oversubscription criteria for the above schools:	
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of Staff.
3.	Children with a sibling at the school.
4.	Children living closest to the school measured on straight line distance.

Leighton Buzzard Community Lower Schools:

School	Point of entry	PAN	Designated measuring point
Beaudesert Lower School	Year R	56	Main pedestrian entrance
Clipstone Brook Lower School	Year R	60	School notice board at top of school drive
Greenleas Lower School: Derwent Road Kestrel Way	Year R	Each site: 60 60	Front door
Heathwood Lower School	Year R	30	Front door
Leedon Lower School	Year R	60	Middle of school quadrant
Linslade Lower School	Year R	30	Pupils main gate
Southcott Lower School	Year R	60	Main door
Stanbridge Lower School	Year R	24	Front gate
The Mary Bassett Lower School	Year R	60	Front door

Admissions oversubscription criteria for the above schools:	
1.	All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of Staff
3.	Children with a sibling at the school
4.	Children for whom the school is their nearest lower/primary school*
5.	Any other children

*See definitions for nearest school.

Admission definitions

The definitions listed below apply to the schools listed in this document which are Community and Voluntary controlled schools. The Council is the admissions authority for these schools.

Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be as a result of being adopted.

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 (as defined by section 22 (1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e., in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. A Child Arrangements Order is defined in Section 8 of the Children Act 1989, as amended by Section 14 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place 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. A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g. Adoption order or an Adoption certificate, Child Arrangements or Residence order or Special Guardianship order.

Children of staff

Permanent full or part-time staff 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 is a demonstrable skill shortage. The relationship to the child is defined as either biological or by adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to a particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas. Not all community and voluntary controlled schools operate catchment areas.

Nearest school

Some schools give priority to children where the school is the nearest school to the child's home address. This is identified by measuring the distance the pupil lives from the school, which is measured in a straight line, using the Local Authority's measuring system, from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. The definition of 'nearest school' includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Sibling

A sibling refers to a brother or sister, half brother or sister, stepbrother or sister, adopted brother or sister or fostered 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. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

Faith

A faith criterion is used for those voluntary controlled schools who wish to prioritise children where one or more of whose parents/carers have at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year immediately prior to an application being made. "Service" means an act of public worship.

In the event that during the one-year 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 this policy in relation to attendance will only apply to the period when the church or alternative premises has been available for public worship.

For the avoidance of doubt, "Church of England" here includes any church which is a member of the Anglican Communion. A Christian Church is defined as one which is a member of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Ecclesiastical Parish (St. Andrew's CofE VC Primary School only)

This definition is only relevant to applicants who wish their application to be considered for priority under Criterion 4 of the oversubscription criteria for this school (faith applicants). Children living in the ecclesiastical parish of St. Andrew's Biggleswade and attending a Church of England or other Christian church within the same parish are given priority for a place under this criterion.

A map of the ecclesiastical parish of St Andrew's Biggleswade can be found at the end of this document. A more detailed map of the ecclesiastical parish can also be viewed via:
https://www.churchofengland.org/resources/achurchnearyoucom

Any other children / Children living closest to the school measured on straight line distance.

Pupils who do not meet any of the higher oversubscription criteria will be prioritised by distance with those living closer to the school receiving the higher priority. The Local Authority uses a computerised measuring system to measure the straight-line distance from the address point of

the pupil's home to the designated measuring point for the school, as agreed with the school's governing body.

Split Site Schools

Some of our schools operate over split sites. **Marston Moreteyne VC School and Fairfield Park Lower School** have two school sites serving different parts of their local area. Both these schools use the standard admissions criteria for Community and Voluntary Controlled schools but will determine which site the pupils allocated will attend and will base this where possible on their home address.

Fairfield Lower School defines which school site each address will get priority to and will endeavor to allocate to the specific school site using this list which can be viewed at the end of this document.

Pupils with an Education, Health and Care Plan (EHCP)

In accordance with the Education Act 1996 and Children and Families Act 2014, children with an Education, Health and Care Plan (EHCP) are required to be admitted to the academy/school named in the EHCP and will be allocated a place ahead of those without an EHCP in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an EHCP. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an EHC Plan are required to be admitted to the school which is named on the EHC Plan, even if the school is oversubscribed.

Admission rules and procedures

How places are allocated

The admissions criteria will be applied separately and sequentially until all places are allocated. If a place cannot be allocated to all applicants for the school, then the tiebreaker of straight-line distance will be used in each criterion where required to determine the allocation of places.

The distance the pupil lives from the school is measured in a straight line, using the Local Authority's measuring system, with those living closer to the school receiving higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. 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 school, the ultimate tiebreaker will be random selection, using the Synergy Admissions database to allocate the place.

Places are allocated using the equal preference system which Local Authorities across England operate. This means that applicants are considered for the school preference equally without extra weighting being given to the preference order. Where a pupil can be offered a place at more

than one school, the rankings of first, second or third preference are used to determine the single offer by selecting the one ranked highest on the application that can be offered. Therefore, each pupil will receive only one offer of a school place. If none of the preferences can be met, a place will be allocated at the nearest school with a place available.

Home address

The home address for the pupil is the address the pupil is resident at. Where there is shared responsibility between two parents living at separate addresses and the child spends time at both, the address will be determined as the address the child is living at for the majority of the school week (Monday to Friday). Court orders or child arrangement orders will also be considered if relevant.

Unsuccessful applications

Waiting List

All unsuccessful applicants will be added to the waiting list which will operate until the end of the academic year that the place is required for. Waiting lists are ranked in accordance with the published admissions oversubscription criteria for the school and not the date the application was made. The list will be ranked each time a child is added to the waiting list.

Appeals

If a place cannot be offered at a Central Bedfordshire Community or VC school the applicant(s) have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of coordinated 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 school is oversubscribed.

Pre-statutory school age children

Nursery Admissions

The admission arrangements for Nursery Schools and Nursery classes within schools are the responsibility of the Governing Body. Children who gain a place in the nursery/nursery class or early years unit attached to the school or on the school site are not guaranteed admission to the main school for Year R onwards. An application must be made for a statutory school place.

Admissions into the Reception year

All admission authorities must provide for the admission of all children in the September following their fourth birthday. This means that where the school has offered a child a place, the following entitlements apply to the child:

a) The child can take up a full-time place in the September.

b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year in which the offer was made (see below for more information on deferred entry).
c) The child can attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Children are not required to attend school until they reach compulsory school age. Children born from 1 April to 31 August known as summer born children do not need to start school until the September after their fifth birthday, a year after they could first have started school. Please see below for further information on this regarding the admission of summer born children.

Deferred Entry

Places offered in the Starting School admissions round are for children to start in the Reception class (Year R) prior to their child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part time until they are of compulsory school age, providing this place is taken up within the same academic year.

Birthday between	Term in which child is statutory school age and therefore needs to be attending school full time:	Place can be deferred until:
1 September 2021 – 31 December 2021	Spring term (January) Reception Year	Spring term
1 January 2022 – 31 March 2022	Summer term (April) Reception Year	Summer term
1 April 2022 – 31 August 2022	Autumn term (September) Year 1	Summer term

To defer your child's place please put this in writing to the Headteacher once a place has been offered.

Admission of children outside of their chronological year group including summer born children.

In line with 2.18 of the School Admissions Code, parents may seek a place for their child outside of their chronological year group. For example, if their child is gifted and talented or has experienced problems such as ill health.

In addition to this, parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request they are admitted out of their chronological year group, to Reception rather than Year 1.

Therefore parents/carers may request for their summer born child to be admitted out of their normal age group at this point, i.e., to Reception rather than Year 1.

If a child is admitted to infant/lower/primary school out of their normal age group, the parent may make further requests, for example, when they transfer from primary to secondary school.

Parents seeking a place for their child outside of their chronological year group will need to put their request in writing to the School Admissions Team via: admissions@centralbedfordshire.gov.uk

All requests for Community and Voluntary Controlled schools will be discussed with the Headteacher for the preferred schools and the Council will make a decision based on the circumstances of each case and in the best interests of the child concerned. The parents' views and relevant information about the child (academic, social and emotional development) and where relevant medical history including any views of medical professionals. If the child was born prematurely, this will also be taken into account if the child would have naturally been part of a lower age group. The views of the Headteacher of the school concerned will also be sought as an educational professional. Parent/carers will be informed of the decision in writing and the reason for the decision.

In-year admissions

Admissions to schools in-year

In-year admissions are applications to enter a year group that has already started at the school. The Council is responsible for coordinating in-year admissions for Community and Voluntary-Controlled schools and will coordinate in-year admissions for CBC academies, foundation and voluntary aided schools where they wish the Council to do so. Parents can make their application online via the Council's admissions application system via: www.centralbedfordshire.gov.uk/admissions .

The list of academies/own admission authority schools who process their own in-year admissions is available via: www.centralbedfordshire.gov.uk/admissions . Parents will therefore need to make their application for these academies/schools directly.

Fairfield Park Lower School catchment priority area for each school site

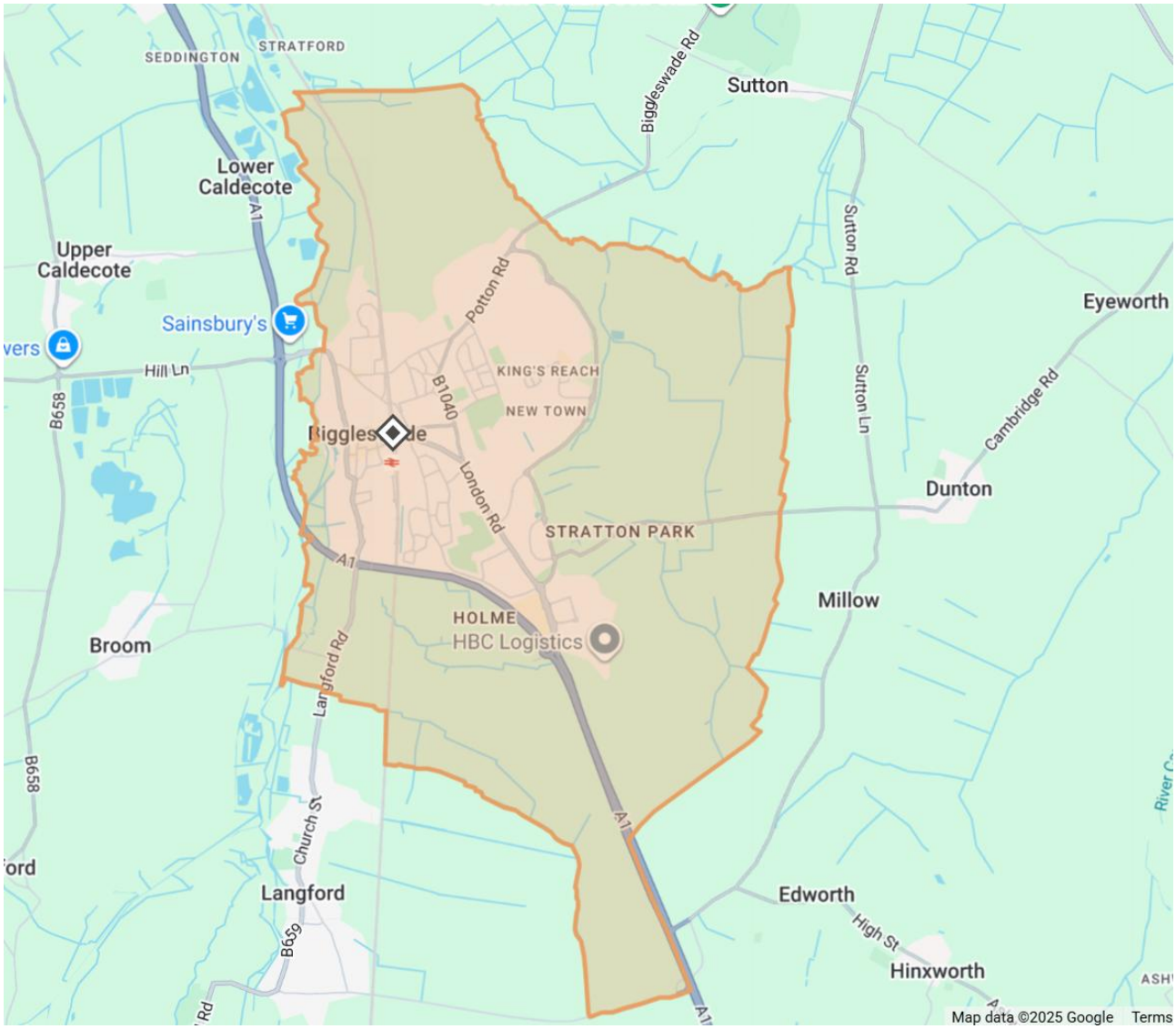
Address	Priority for Fairfield Park Lower site
Alfred Row	Ruskin Drive
Anderson Walk - properties 2,4,6	Ruskin Drive
Anderson Walk - properties 1,3,5,7	Dickens Boulevard
Beatrice Place	Ruskin Drive

Bronte Avenue - properties 1-21, 23,25,27	Ruskin Drive
Bronte Avenue - properties 22,24,26,28-155	Dickens Boulevard
Brunel Walk	Dickens Boulevard
Burton Close	Dickens Boulevard
Cavell Walk - properties 1,3,5,7,9	Ruskin Drive
Cavell Walk - properties 2,4,6,8,10	Dickens Boulevard
Charlotte Avenue	Dickens Boulevard
Connely Lane	Ruskin Drive
Copperfield Close	Dickens Boulevard
Dickens Boulevard - properties 1-23	Ruskin Drive
Dickens Boulevard - properties 24-74 inc Beeton Court	Dickens Boulevard
Disraeli Place	Ruskin Drive
Doyle Place	Dickens Boulevard
Earnshaw Drive	Dickens Boulevard
Edison Way	Dickens Boulevard
Emily Place	Dickens Boulevard
Fairfield Mews	Ruskin Drive
Faraday Gardens	Dickens Boulevard
Fleming Drive - properties 1-15, 17, 19,21	Ruskin Drive
Fleming Drive - properties 16,18,20,22-47	Dickens Boulevard
Franklin Place	Dickens Boulevard
Gaskell Place	Dickens Boulevard
Gladstone Drive	Ruskin Drive
Hardy Way	Dickens Boulevard

Heathcliff Avenue	Dickens Boulevard
Helena Crescent	Ruskin Drive
Hitchin Road - properties 153-167, inc East Lodge	Ruskin Drive
Hitchin Road - Icknield House	Dickens Boulevard
Kingsley Avenue	Ruskin Drive
Kipling Crescent	Dickens Boulevard
Leopold Corner	Ruskin Drive
Livingstone Way	Dickens Boulevard
Louise Rise	Ruskin Drive
Middlemarch	Ruskin Drive
Nickleby Way	Dickens Boulevard
Nightingale Way - properties 1-6,8,10,12,14	Ruskin Drive
Nightingale Way - properties 7,9,11,15,17,19	Dickens Boulevard
Palmerston Way	Ruskin Drive
Paxton Drive	Dickens Boulevard
Russell Walk	Ruskin Drive
Salisbury Close	Ruskin Drive
Shaftesbury Drive	Ruskin Drive
Stephenson Walk	Dickens Boulevard
Lower Wilbury Farm	Dickens Boulevard

St. Andrew's CofE VC Primary School

Map of Ecclesiastical parish of St. Andrew's, Biggleswade:



Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk
Call: 0300 300 8000
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