

BEDFORDSHIRE SCHOOLS TRUST

ADMISSIONS POLICY FOR SEPT 2020



Basic information

Gravenhurst, Langford Village, Gothic Mede, St Christophers, Etonbury, Pix Brook, Robert Bloomfield and Samuel Whitbread ["the schools"] currently make up Bedfordshire Schools Trust Ltd (BEST). The schools are based in the areas of Langford, Stotfold, Arlesey, Shefford, Gravenhurst, Clifton and Dunstable. Each BEST school has its own catchment, which is defined within the Local Authority.

The Trustees of BEST are responsible for determining and administering the policy relating to the admission of pupils/students within the multi academy trust. It is guided by the requirements of the law and the advice of Central Bedfordshire Local Authority.

In accordance with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the responsibility for determining admissions lies with BEST.

The Trustees of BEST have set its planned admissions numbers as follows;

15 pupils at Gravenhurst
30 pupils at Langford Village
60 pupils at Gothic Mede
60 pupils at St Christophers
180 pupils at Etonbury
180 pupils at Pix Brook
240 pupils at Robert Bloomfield
400 students at Samuel Whitbread

Parents/carers living in the catchment who wish to apply for a place at a BEST school for their child beginning in September 2020 must complete the paper version of the Local Authority application form or can apply on line at:

Central Bedfordshire

<http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>
E-mail admissions@centralbedfordshire.gov.uk

Bedford Borough

http://www.bedford.gov.uk/education_and_learning/schools_and_colleges/school_admissions.aspx

Luton Borough Council

http://www.luton.gov.uk/Education_and_learning/Schools_and_colleges

This should be done no later than the dates to be confirmed by the Local Authority. Late applications will be considered after those received on time.

Parents/carers who do not live in Central Bedfordshire should apply to the Local Authority in which they live. All applications will be considered at the same time.

Children with a Statement of Educational Needs and Disabilities naming a BEST school will be admitted in accordance with Central Bedfordshire policy and regulations.

The Admissions Committee of the BEST Trustees will consider all applications made in accordance with the criteria set out below without reference to the aptitude or ability of the child. All applications will be considered on an equal preference basis.

BEST abides by the Statutory Code for Admissions 2014.

ADMISSIONS CRITERIA for Gravenhurst Academy

Gravenhurst Academy has an agreed admission number of 15 for entry to the reception year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Any other children

ADMISSIONS CRITERIA for Langford Village Academy

Langford Academy has an agreed admission number of 30 for entry to the reception year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Any other children

ADMISSIONS CRITERIA for Gothic Mede Academy

Gothic Mede Academy has an agreed admission number of 60 for reception Year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Any other children

ADMISSIONS CRITERIA for St Christophers Academy

St Christophers Academy has an agreed admission number of 60 for entry to the reception year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Any other children

ADMISSIONS CRITERIA for Etonbury Academy

Etonbury Academy has an agreed admission number of 180 for entry to Year 5.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Attendance at the traditional feeder schools – St Mary's (Stotfold), Gothic Mede, Fairfield Park Lower and Roecroft Lower
6. Any other children

ADMISSIONS CRITERIA for Pix Brook Academy

Pix Brook Academy has an agreed admission number of 180 for entry to Year 5.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of staff recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school or Etonbury Academy (see definition of siblings)
4. Pupils living in the catchment
5. Attendance at the feeder schools – St Mary's (Stotfold), Gothic Mede, Fairfield Park Lower and Roecroft Lower¹
6. Any other children

ADMISSIONS CRITERIA for Robert Bloomfield Academy

Robert Bloomfield Academy has an agreed admission number of 240 for entry to Year 5.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Attendance at the traditional feeder schools – Shefford, Clophill, Haynes, Southill, Wilstead, Stondon, Shillington, Campton and Gravenhurst
6. Any other children

¹ Please note that during the initial opening phase of Pix Brook Academy, the feeder schools will be considered the same as Etonbury Academy.

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ADMISSIONS CRITERIA for Samuel Whitbread Academy

Samuel Whitbread Academy has an agreed admission number of 400 for entry to Year 9.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
3. Pupils with siblings at the school (see definition of siblings)
4. Pupils living in the catchment
5. Attendance at the traditional feeder schools – Robert Bloomfield and Henlow Church of England Academies
6. Any other children

If when applying these criteria there are more children with an equal right to admission to any particular school than the number of available places, the tie break will be the distance the pupil/student 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. The distance will be measured from the address point of the pupil/student's home to the location of the school (each school has an agreed grid reference held by the Local Authority). Priority will not be given within each criterion to children who meet other criteria.

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 tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

In the event of a place not being available at the parent/pupil's chosen school, a place will be offered at the next nearest BEST school if there are places available.

The Local Authority will only provide free home to school transport for pupil/students who are entitled through their Home to School Transport Policy. A copy of which can be found at www.centralbedfordshire.gov.uk/schooltransport. Stotfold, Arlesey and Astwick will be considered by the Local Authority as dual catchment areas for Etonbury, Pix Brook and Samuel Whitbread for years 9- 11.

Pupil/students who have a Statement of Special Educational Needs and Disabilities or Education, Health and Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Pupil/students identified for admission through the Fair Access Protocol will also be admitted even if the school 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 previous ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, residence, 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 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

“Permanent Staff”

The parent must be a permanent member of staff and been employed by BEST to work within the school for two or more years at the time of application, and/or recruited to fill a vacant post where there is a demonstrable skill shortage.

“Sibling”

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister 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.

“Catchment”

Each BEST school has its own catchment, which is defined within the Local Authority. A list of these areas is at the end of this document.

“Home address”

The address must be the address at which the child lives with their parent unless the parent/carer can provide appropriate evidence that their child lives elsewhere with someone who has legal care of the child. BEST and the Local Authority expect a child’s home address to be a residential property that is the child’s only or main residence, not an address at which the child may sometimes stay or sleep due to your domestic arrangements.

If the child lives at more than one address because childcare arrangements are shared jointly either parent may apply but the address where the child spends most of the school week will be considered the most relevant.

If it is unclear where the child spends most of the school week, we may also request further information regarding which parent is in receipt of Child Benefit and/or GP registration.

Appeals / Waiting Lists

Parents of pupil/students not offered a place at a BEST school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at any BEST school will be offered a place at another BEST school should there be a place available and / or placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term.

In-Year Admissions

Requests for admission into other year groups should be made to BEST or to Central Bedfordshire Council's School Admissions Team. The standard In-Year application form for academies/schools in Central Bedfordshire is available from the Council or can be obtained from BEST to complete from info@bestacademies.org.uk

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Or in writing to:

Admissions

Bedfordshire Schools Trust

BEST House

Shefford Road

Clifton

Bedfordshire

SG17 5QS

Admission of children outside their normal age group

Parents who want their child to transfer to the next phase of school outside their normal age group must make the request for it to be considered by Trustees. The request should be made to the Trustees of BEST via the school Principal.

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 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 using the appropriate paper CAF within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

Delayed admission for summer born children

Parents/carers can also request that their summer born child is admitted to Reception in that year rather than to Year 1. However, parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the Trustees of BEST in consultation with the Principal.

Parents/carers of Summer born children should make their application for a school place on the Common Application Form (CAF) by 15th January if their child will be 4 years old by 31st August of that year. They should make clear in the form that they wish to defer entrance to school for a year. They should apply for both entrance to their child's normal age group (Year 1) and for entrance out of the year group (Reception).

In line with the School Admissions Code December 2014("the Code"), BEST will consider a request on the basis of the individual circumstances of the case and the best interests of the child and will also take account of the parents'/carers' view. A written request, sent together with the CAF should be made by the parents/carers for the attention of the Trustees of BEST and should include the parents'/carers' reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date. Once determined, the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Where the parents'/carers' request for a school place outside the normal age group is successful, the parents/carers can withdraw their application for a place within the normal age group. They will have to make a fresh application during the admissions round the following year. Where the request for a place outside the normal age group is unsuccessful, they may decide to continue with their application for a place within the normal age group or may withdraw it and make an in year application for admission to year one for the September following the child's fifth birthday.

As set out above, if a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at a particular school and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

*A summer born child is one born between 1 April to 31 August.

Appendices

Appendix A – list of BEST school catchment areas

Appendix B – catchment maps for each BEST school

Appendix A – BEST school catchment areas

Gothic Mede Academy

Arlesey

Gravenhurst Academy

Gravenhurst * *except the following properties on Shillington Road; Old Mill Lane, Baytree and Millstream*

Langford Village Academy

Langford

Etonbury Academy & Pix Brook Academy²

Arlesey

Astwick

Fairfield

Stotfold

Robert Bloomfield Academy

Broom

Campton

Chicksands

Clophill * *except the following properties on Bedford Road; Clayhill cottages, County Garage, Firs Farm and Forest Lodge at Maulden Woods*

Deadman's Cross

Gravenhurst

Haynes * *except Limbersey Lane, Wilstead Hill and West End (although Oxleys Cottages, Oxley Farm House and flat at Four Winds Garage is)*

Higham Gobion

Ireland

Oak Farm and Sweet Briars Cottage on Bedford Road in Northill Old

Warden * *except Wood Farm (The Village)*

Pegsdon

Shefford

Shillington

East Half House and Whitehall (Wrest Park) in Silsoe

Southill

Stanford

Stondon

Samuel Whitbread Academy

Arlesey

Astwick * *except Water Tower (Toppers Hill)*

Broom

Campton

Chicksands

(continued on next page)

² Please note that during the initial opening phase of Pix Brook Academy, the catchment area will be the same as Etonbury Academy.

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Clifton
 Deadman's Cross
 Haynes * *except Limbersey Lane, Wilstead Hill and West End (although Oxleys Cottages, Oxley Farm House and flat at Four Winds Garage is)*
 Henlow
 Higham Gobion * *except Westh*
 Ireland
 Langford (*dual catchment with Stratton Upper*)
 Meppershall
 Oak Farm and Sweet Briars Cottage on Bedford Road in Northill Old
 Warden * *except Wood Farm (The Village)*
 Pegsdon
 Shefford
 Shillington
 Southill
 Stanford
 Stondon
 Stotfold

St Christophers Academy

Dun – Ick1 – Icknield

Buckwood Avenue
 Calcutt Close
 Cresta Close
 Evelyn Road
 Gorham Way
 Highfields Close
 Laurelside Walk
 Linden Close
 Linden Road
 Luton Road
 Old Dairy Court
 Poynters Road
 St Christophers Close
 Thornbury
 Walgrave Road

Dun – Ick5 - Icknield

Bernard Close
 Broadwalk
 Church Street
 Court Drive
 Dorchester Close
 High Street North
 Kingscroft Avenue
 Kingsway
 The Mall

Dun – Ick2 - Icknield

Boscombe Road
 Bramley Court
 Brandeth Avenue
 Carterweys
 Chalk Acres
 Duncombe Drive
 Fairfield Close
 Fairfield Road
 Florence Close
 Hadrian Avenue
 Katherine Drive
 Lockington Crescent
 Luton Road
 Millers Lay
 Monks Close
 Pynders Lane
 Ridgeway Avenue
 Ridgeway Drive
 Russett Way
 The Crest
 Western Way
 Wingate Road
 Woodford Road

Dun – Ick3 - Icknield

Goldstone Crescent
 Hadrian Avenue
 Holliwick Road
 Holmwood Close
 Markham Crescent
 Poynters Road
 Ridgeway Avenue
 Wilbury Drive

Dun – Ick4 - Icknield

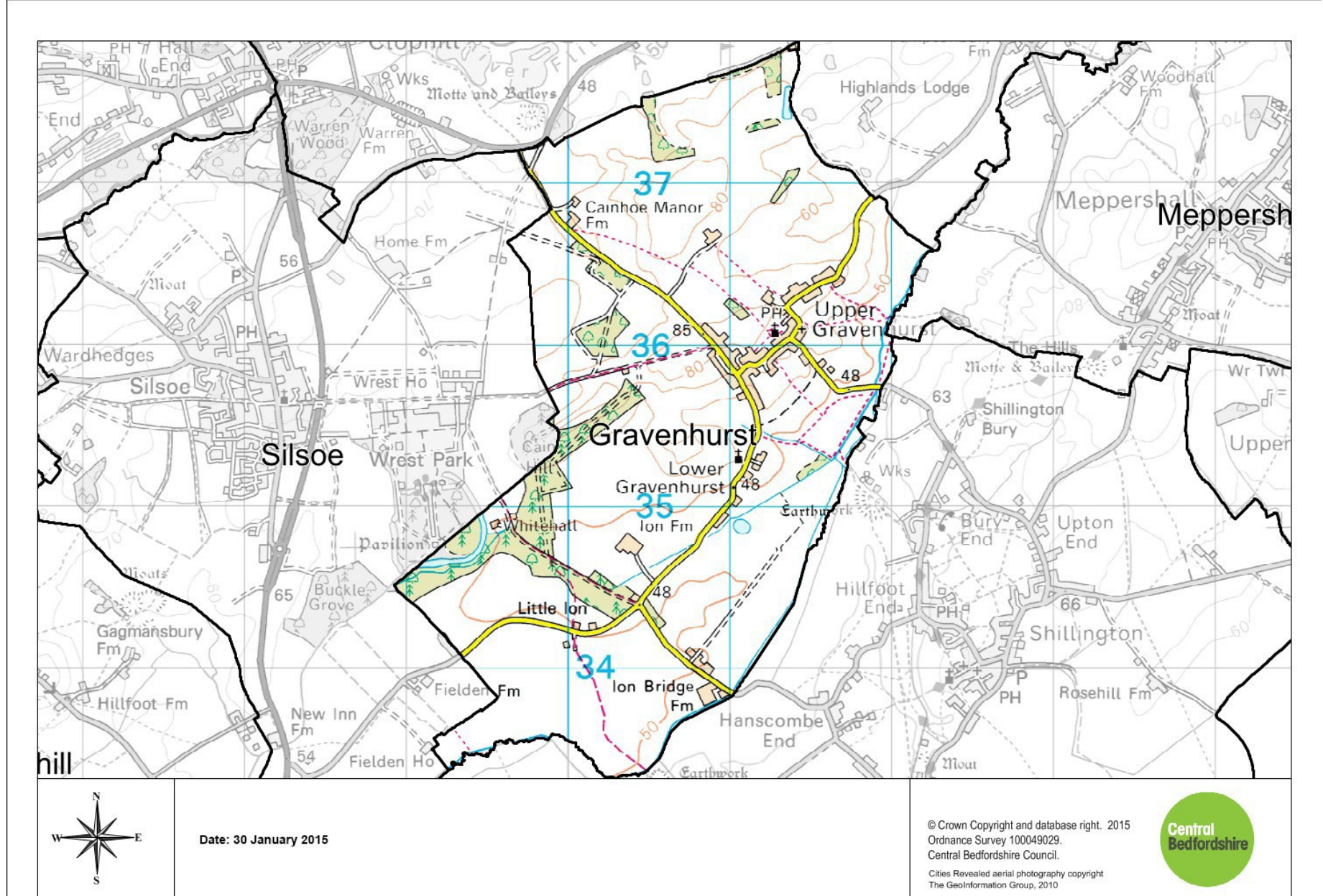
Allenby Avenue
 Dale Close
 Dale Road
 Jeans Way
 Kiln Way
 Kingsbury Avenue
 Kingsbury Gardens
 Lambs Close
 Liscombe Road
 Ludun Close
 Luton Road
 Parrott Close
 The Retreat

The map displays the Letchworth Garden City area, showing the town of Letchworth, including the Church End/Sch Chase Fm, Arlesey, and Fairfield Park. It also shows surrounding areas like Raynsford, Derwent, Stondon, and Roecroft. The map includes a compass rose, a scale bar, and a legend. The map is dated 30 January 2015.

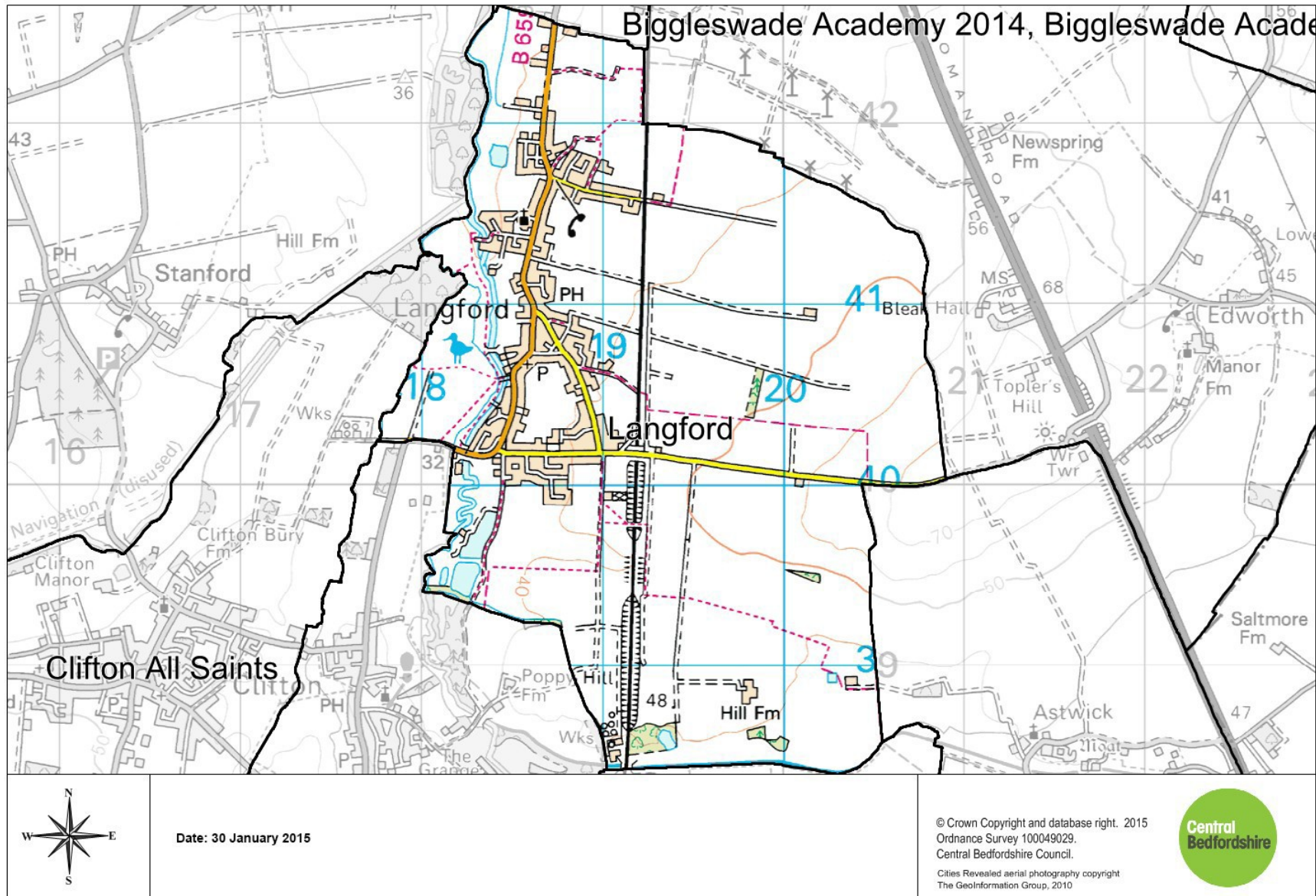
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Central Bedfordshire Council.

Cities Revealed aerial photography copyright
The GeoInformation Group, 2010

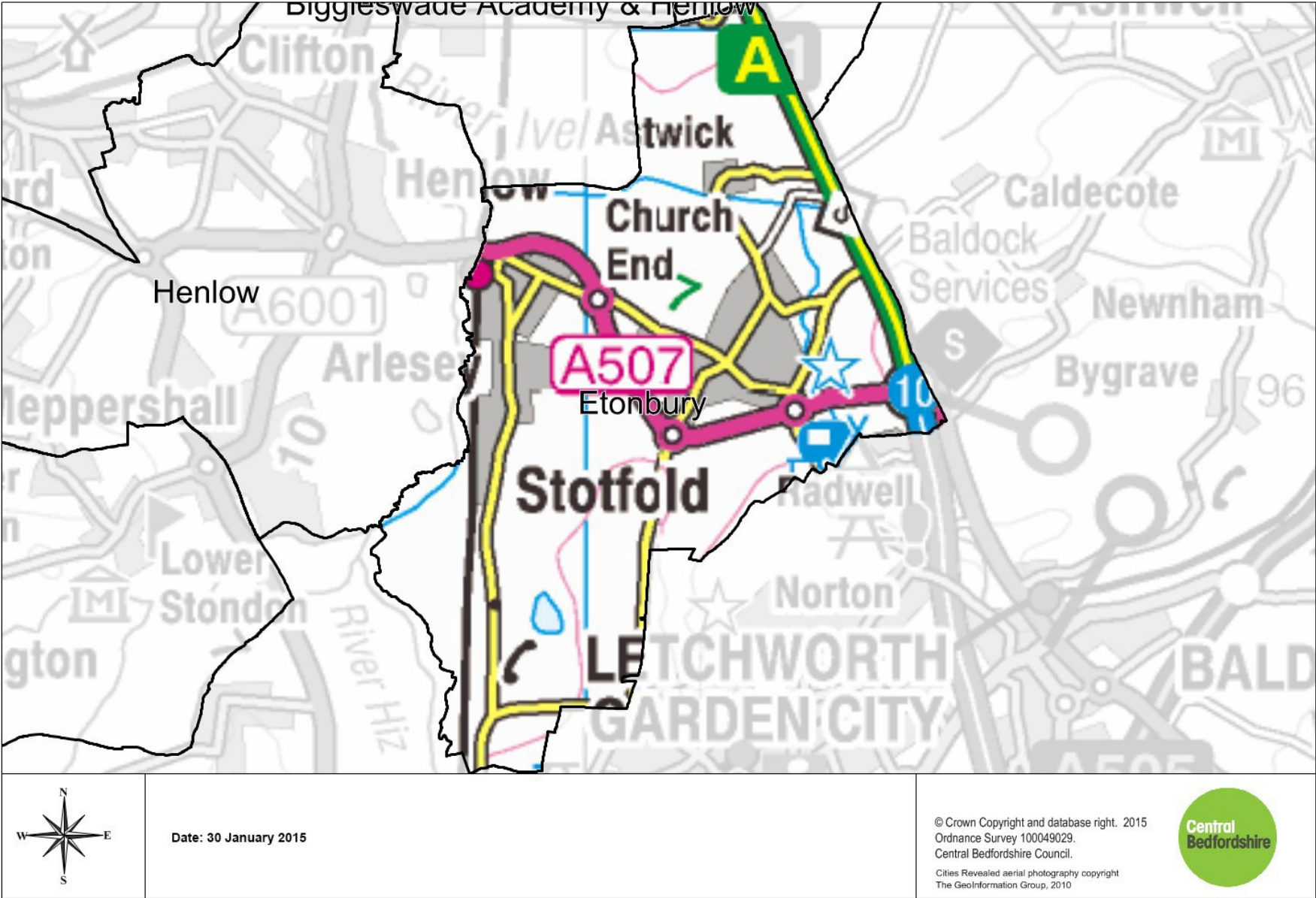
Central Bedfordshire



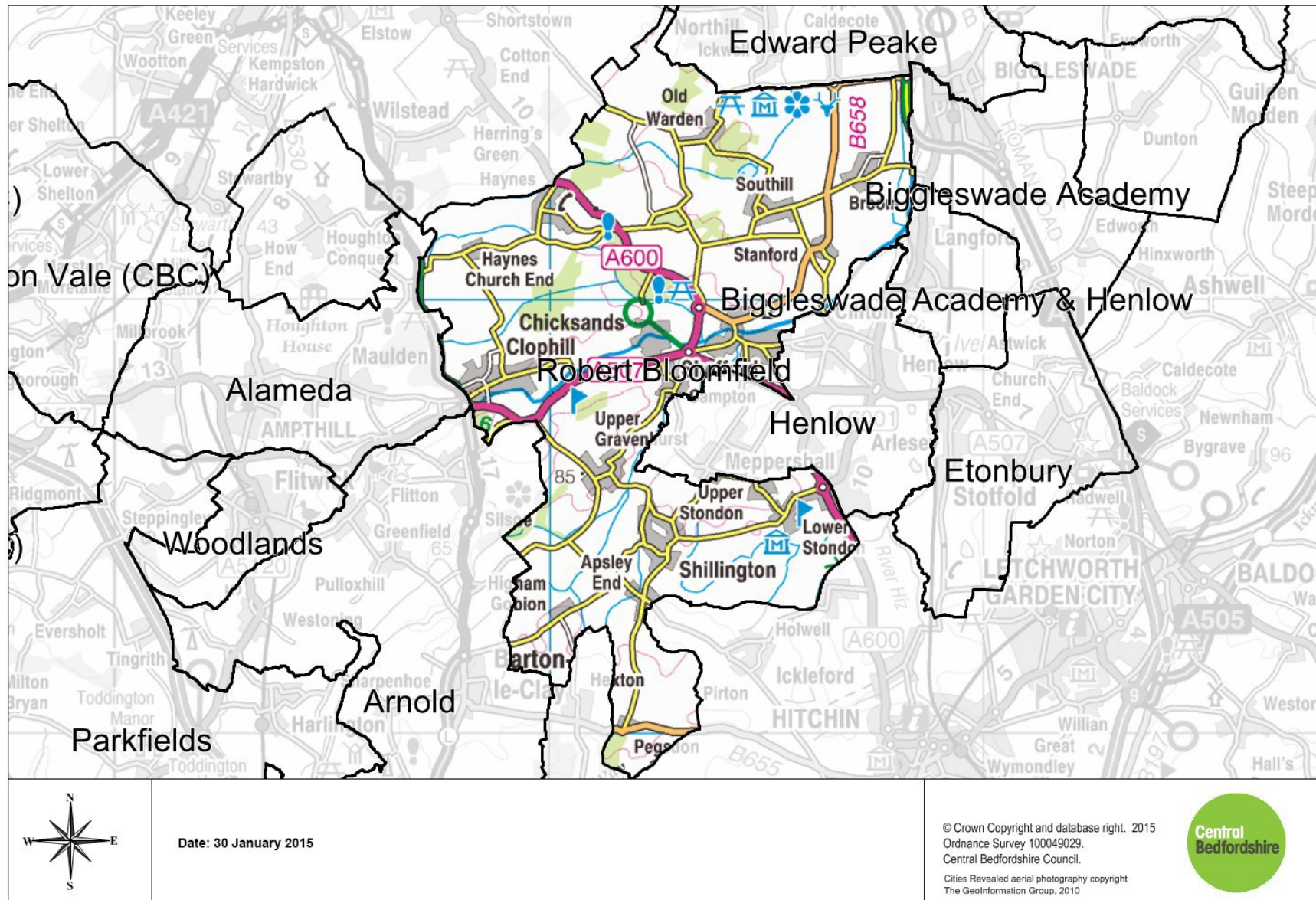
APPENDIX B – LANGFORD ACADEMY



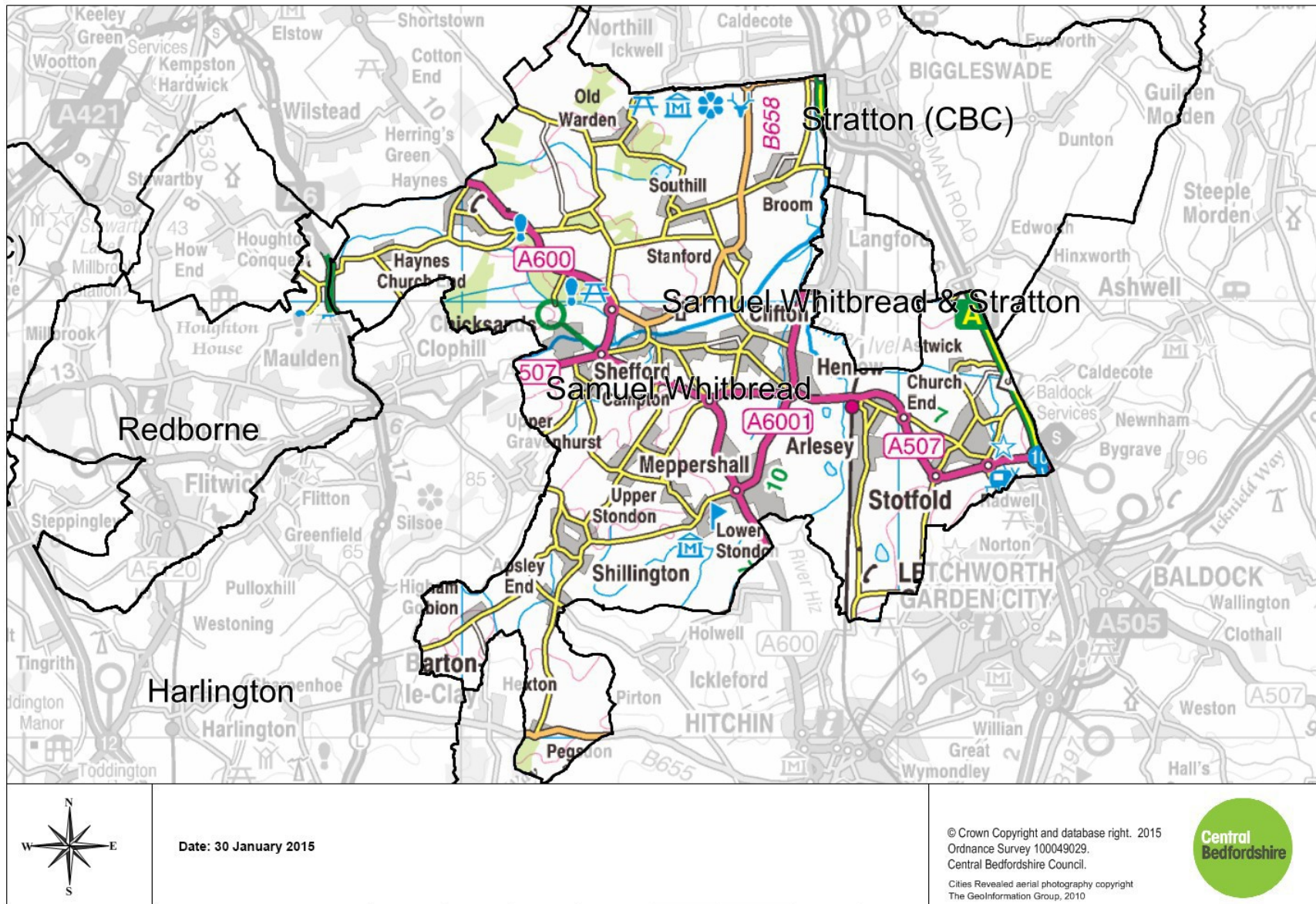
APPENDIX B – ETONBURY ACADEMY & PIX BROOK ACADEMY



APPENDIX B – ROBERT BLOOMFIELD ACADEMY



APPENDIX B – SAMUEL WHITBREAD ACADEMY



APPENDIX B – ST CHRISTOPHERS ACADEMY

