



## **Supportive, Cooperative, Adventurous**

# **ADMISSIONS POLICY**

### **Equality and Diversity**

Campfire Education Trust is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of your skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### **Data Protection**

Campfire Education Trust will process personal data of staff (which may be held on paper, electronically, or otherwise). Campfire Education Trust recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

<b>Ratified</b>	<b>Version</b>	<b>Date</b>
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<b>LGB</b>		
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**ADMISSIONS POLICY FOR  
BOURTON MEADOW ACADEMY, GEORGE GRENVILLE ACADEMY,  
LACE HILL ACADEMY, LUMBERTUBS PRIMARY SCHOOL, SPRING  
LANE PRIMARY SCHOOL AND MOORLAND PRIMARY FOR SCHOOL  
AGE AND NURSERY AGED CHILDREN (Annex A)**

## **Introduction**

Moving to a new school or nursery is a very important stage in the life of any child.

This policy has been prepared to help you understand the admission arrangements for your son/daughter if you wish them to attend a Campfire Education Trust school; Bourton Meadow Academy or Nursery, George Grenville Academy or Nursery, Lace Hill Academy or Nursery, Lumbertubs Primary School or Nursery, Spring Lane Primary School or Nursery and Moorland Primary or Nursery

### **PUBLISHED ADMISSIONS NUMBER (PAN)**

**Bourton Meadow Academy** 90 children to Foundation 2/Reception.

**Bourton Meadow Nursery** 76 children at any one time.

**George Grenville Academy** 30 children to Foundation 2/Reception.

**George Grenville Nursery** 26 children at any one time

**Lace Hill Academy** 30 children to Foundation 2/Reception.

**Lace Hill Nursery** 26 children at any one time.

**Lumbertubs Primary School** 30 children to Foundation 2/Reception.

**Lumbertubs Primary School Nursery** 78 children at any one time or 39 full time places.

**Spring Lane Primary School** 60 children to Foundation 2/Reception.

**Spring Lane Primary School Nursery** 64 three year old children at any one time and 32 two year old children.

**Moorland Primary School** 30 children to Foundation stage at any one time and 30

**Moorland Nursey** 30 children at any one time

Admission into schools is governed by the Schools Admission Code [schools admissions code 2014](#)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

You may defer your child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where you wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.

The academies do not operate a selection process and places are available for children of all abilities, irrespective of where they live. However, if the school is oversubscribed, then places are allocated based on the school's admission criteria.

### **Defined Catchment Area/Defined Area/Linked Area-see definition glossary at Annex B**

Bourton Meadow's, George Grenville's and Lace Hill Academy's defined catchment areas can be viewed by clicking on the link below:

<https://services.buckscc.gov.uk/school-admissions/nearest>

Moorland –the Beanhill area

Lumbertubs, Spring Lane do not have defined catchment areas.

### **Applying for a School Place**

When applying for a school place you must apply to the local authority where you live not the local authority area where the school is.

Buckinghamshire County Council, Northamptonshire County Council and Milton Keynes council have online forms available during the Autumn Term. For children starting school for the first time, it is advisable to look carefully at the information provided by the Local Authority and apply online by visiting the following websites:

<http://www.buckscc.gov.uk/services/education/school-admissions> for Buckinghamshire residents

[www.northamptonshire.gov.uk/admissionsforNorthamptonshireschools](http://www.northamptonshire.gov.uk/admissionsforNorthamptonshireschools), for Northamptonshire residents

[www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions](http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions)  
[primaryadmissions@milton-keynes.gov.uk](mailto:primaryadmissions@milton-keynes.gov.uk) - for Milton Keynes residents

The deadline for application is **15 January** of the relevant year and if you do not apply by the deadline, it may adversely affect the chance of your child being offered a place at your preferred school. **Please check when completing the application as to the exact deadline for applications to be submitted by the Local Authority to whom you are applying**

If you do not apply by the deadline your child will not be considered until after all those who applied by the deadline

The application form asks for straightforward information about you and your child. The address you should give us is your child's permanent address at the time you fill in your application. This should be where your child and you live. (see definition of home address at Annex B) If there are reasons why a child does not live at his or her parent's address, you should explain your circumstances in writing on the application form. If you are about to move into the defined catchment area of the school, an offer of a place will be on condition of providing evidence of either confirmation of legal exchange of contracts, or a lease agreement of at least six months on a property in which you and your family will be living. Failure to do so will mean a place will not be held for your child.

### **Allocation of places**

Children who have an Educational Health Care Plan (EHCP) which names the Academy as the appropriate provision will be admitted ahead of all other applicants.

## **Oversubscription Criteria**

When there are more applications for places than there are places available, priority would be given in the following order:

### **Buckinghamshire schools**

1. Children in care or were previously in care as defined in the Schools Admission Code (December 2012). See definition at Annex B
2. Children who have a sibling/s (See definition of siblings and multiple birth groups at Annex B) who will be in attendance at the time of admission and live in the defined catchment area, of the academy they are applying to Proof of permanent residence may be required.
3. Children who live in the defined catchment area, of the academy they are applying to. Proof of permanent residence may be required.
4. Children of Trust staff who wish their child to attend the school they work at. See definition of staff

5. Children who have a sibling( see definition at Annex B) who will be in attendance at the time of admission and live outside the defined catchment area, where there is one, of the academy they are applying to.

6. Other children

### **Milton Keynes schools**

1. Children in care or were previously in care as defined in the Schools Admission Code December 2012). See definition at Annex B

2. Children who have a sibling/s ( See definition of siblings and multiple birth groups at Annex B) who will be in attendance at the time of admission and live in the defined catchment area, of the academy they are applying to Proof of permanent residence may be required.

3. Children who live in the defined catchment area, of the academy they are applying to. Proof of permanent residence may be required.

4. Children who have a sibling( see definition at Annex B) who will be in attendance at the time of admission and live outside the defined catchment area, where there is one, of the academy they are applying to.

5. Children of Trust staff who wish their child to attend the school they work at. See definition of staff

6. Other children

### **Northamptonshire schools**

1. Children in care or were previously in care as defined in the Schools Admission Code December 2012). See definition at Annex B

2. Children of Trust staff who wish their child to attend the school they work at. See definition of staff.

3. Children who have a sibling (see definition at Annex B) who will be in attendance at the time of admission.

4. Other children

If the published number is exceeded priority will be given to those who live closest to the school using a recognised mapping system). If two or more applications cannot be separated then places will be allocated using a random allocation system. **Local Authority systems may vary so please check.**

**Late Applications:** Applications received after the published closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time. The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon your ability to submit an application on time or where a family has just moved into the area. **Please ensure you check the cut off times for application returns with the Local Authority to whom you are applying as times do vary on 15 January.**

**Waiting Lists:** Following an unsuccessful application, parents/carers can request that your child's name be placed on the waiting list. Waiting lists are held for all year groups by the Local Authority. Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list (the waiting lists will be re-ranked once a place becomes available, according to the oversubscription criteria for the school and priority will not be given to those who applied first or were added to the waiting list first will be offered the place.) This is not dependent on whether an appeal has been submitted. **Your Local Authority may require you to reregister your child on a waiting list each term so please check.**

**Admissions of children outside your normal age group-not summer born:** If you wish your child to be considered for admission to a year group which is outside their normal age appropriate year group, then you must complete either the Local Authority common application form or the in-year admission form, as appropriate by the Local Authority and have had agreement from the Academy in writing that they are in agreement with the request. Suggested forms of evidence for such are quests are:

- Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely.
- Letter from the Headteacher at the child's current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside your normal age group.
- Letter from the Headteacher at the child's current school regarding the child's social and emotional development and the likely impact of the admission.
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist.
- Medical history of the child along with a letter from the Consultant / GP outlining the benefits of admission outside your normal age group.

**Admissions of children outside your normal age range- summer born (1 April-31 August)** If you wish to delay your child starting school by a full year and wish them to attend reception the following year then this must be agreed in writing by the Academy, but your application will be considered equally with the following year's reception intake. There is no guarantee

that there will be a place for the following year. **Please check the Local Authority you are applying to for the process for doing this.**

**Appeal Arrangements:** All appeals will be co-ordinated by the Trust with the relevant Local Authority. Where an Academy is unable to offer a place because the academy is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002. Parents should notify the Academy as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit your case to the panel in writing and also to attend in order to present your case.

**Fraudulent or Misleading Applications** The admissions authority (or the Local Authority processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

**Conflicting Applications** The Local Authority can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application. If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

## Annex A

### Applying for a Nursery Place.

**Please talk directly to the school where the nursery is located for an application form for nursery provision.**

The Trust Academy Nurseries, with their additional care sessions and lunch clubs, have been established to offer extended care for the neighbouring and wider community of each of our schools. These facilities on the academy sites are offered to complement academy life and other additional educational activities which are already part of the extended provision.

- For Bourton Meadow and Lace Hill Nurseries children can only be registered for a nursery place after their second birthday after which they will be placed on a waiting list.
- For George Grenville Nursery children have to be 18 months to register.
- Lumbertubs, Spring Lane and Moorland are happy to accept applications at any age.

Parents can request up to five free education sessions each week of three hours in the morning and the afternoon. The combination of these sessions are flexible and we try wherever possible to accommodate parents who may want to go to work or access training.

Parents are strongly encouraged to take up to five sessions or more as we feel that this benefits children's social, emotional and intellectual development and preference will be given to those requesting at least five sessions a week.

Along with the education sessions parents may also purchase additional sessions and/or lunch club sessions. This means that at:

- **Bourton Meadow Academy** nursery children can start at 8.30am, have lunch at school and remain at school until 3.30pm. Preference is given to parents wanting a greater number of sessions.
- **George Grenville Academy** nursery opens from 8.45am to 3.05pm in line with your school day. Again, preference is given to parents wanting a greater number of sessions.
- **Lace Hill Academy** nursery children can start at 8.35am to 3.15pm. Preference is given to parents wanting a greater number of sessions.
- **Lumbertubs Primary** nursery children can start at 8.30, have lunch at school and then remain at school until 3.30.
- **Spring Lane Primary** nursery children can start at 8.45, have lunch at school and continue until 3.30.
- **Moorland Primary** nursery children can start at 8.45, can have lunch and continue until 2.40pm. There is also a provision for provides wrap around care from 8.00 to 6.00pm.

At **Bourton Meadow, Lace Hill and Lumbertubs Nurseries** children are eligible for care sessions, places permitting, from the start of the term they turn three. They become eligible for the free education sessions the term following your third birthday.

**At George Grenville Nursery** children are eligible for care sessions, places permitting, when they turn two and become eligible for education sessions the term following your third birthday.

**At Spring Lane Nursery** children are eligible for care sessions in the term after your second birthday, dependant on funding.

**At Moorland Nursey** if there are places available they will be admitted the term before they are three.

### **Admissions Criteria**

The following criteria will be taken into consideration, in the following order, when allocating places in the Bourton Meadow, George Grenville, Lace Hill, Lumbertubs and Spring Lane and Moorland Nurseries:

1. Age of child
2. Children of academy staff
3. Catchment area of the academy, where there is one
4. Child already accessing care sessions
5. Siblings in the nursery
6. Siblings in the linked academy
7. Special circumstances that can be discussed on an individual basis

All other policies and procedures are covered by those already in operation at Bourton Meadow Academy, George Grenville Academy, Lace Hill Academy, Lumbertubs Primary School, Spring Lane Primary School and Moorland Primary School.

Please note FEES are calculated and invoices issued to be paid in advance each half term as stated in our Nursery Terms and Conditions unless other arrangements are made with the school.

Please note that a place in the nursery class does not mean automatic entitlement to a place in your preferred Academy and it must be applied for as part of the admissions policy

## **Definitions Annex B**

According to the Schools Admission Code December 2014 [School Admissions Code 2014](#)

### **Catchment Area School**

A geographical area, from which children may be afforded priority for admission to a particular school.

### **Home Address (Child's):**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (15 January).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### **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 your social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>17</sup> (or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>).

### **Sibling**

Is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- Half-brothers and half-sisters
- Step-brothers and step-sisters
- Adopted children
- Children in foster care

- Children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **Multiple Birth Groups:**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission Number (PAN).

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

### **Staff**

Children of staff at **the school to which they are applying**, in either or both of the following circumstances:

- a. Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.