



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

ADMISSIONS POLICY

(for admission to both primary & secondary phases)

2025-2026

(with effect from September 2025)

Policy	Admissions
Date reviewed	September 2023
Next review date	September 2024
Reviewed by	Full Governing Body

INTRODUCTION

The normal admission point into the school will be at Reception and Year 7. The planned admission number (PAN) for September 2024 for Reception will be 90 and for Year 7 it will be 150. Parents will be able to apply for a place as part of the co-ordinated admissions/transfer process run by Bedford Borough School Admissions Service.

Oversubscription criteria

If fewer applications than the stated PAN are received all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with an Education Health and Care (EHC) plan where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

For Reception to Year 4:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and including 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
2. Pupils with siblings already attending the South site and who will be remaining on the South site for at least 1 term
3. Children who live nearest to the South site school determined by straight line distance from a central point on the school site to the pupil's home address using the Local Authority's computerised mapping system.

For Year 5 to Year 11

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and including 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
2. For Year 7 applications, pupils already at Castle Newnham or Hazeldene School in Year 6
3. Pupils with siblings already attending the North site and who will be remaining on the North site for at least 1 term
4. Children who live nearest to the North site determined by a straight line distance from a central point on the school site to the pupil's home address using the Local Authority's computerised mapping system.

Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

Admission Outside Normal Age Group

In exceptional circumstances the Governing Body will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group

other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases decisions will be taken in the best interests of the child.

All such requests should be made directly to the school at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process the application form should also be completed and submitted to the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place **may** be offered in the age-appropriate year group.

Deferred Entry

All children with birthdays between 1 September 2020 and 31 August 2021 will be offered a full-time place to start in September 2025. However, if parents feel their child is not ready to start full-time school at this time, they can:

- a. defer the date their child is admitted to school until later in the academic year or until the term in which the child reaches compulsory school age, or
- b. take up the place part-time until the child reaches compulsory school age, or
- c. where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the Autumn Term following their fifth birthday, the Governors will consider the request. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1. However, if parents wish such a child to be educated "out of year group" i.e. in the Reception Year rather than Year 1 they may request this and should discuss it with the School as soon as possible.

Such applications will be considered by the Governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. In such cases, parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time. The Governors will respond to this request prior to the offer of a place being made.

If the request is agreed, the application can be withdrawn for that year before the place is offered. If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday. Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Definitions:

"Looked after child" A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

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.

Previously ‘looked after’ child - A previously ‘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. 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).

“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 attend on the relevant school site as per the admission criteria at the time of application and be likely to remain in the school at the proposed date of admission and for at least 1 term.

“Home address” A pupil’s home address will be regarded as the address of the parents/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 (Monday 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, water) a rental agreement, child benefit annual statement or family tax credit information.

Admission Appeals

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools) who is refused a school place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the school. The panel will consist of people who have experience in education and are acquainted with the area.

Waiting List

In the event of more applications than available places a waiting list will be maintained. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered in accordance with the waiting list priority as per the oversubscription criteria as stated on page 2. The waiting list for the normal year of entry will be maintained until the end of the Autumn term. Parents are requested to inform the Local Authority if they wish their child’s name to remain on the waiting list. The waiting list for other year groups will be maintained for the full academic year of admission.

In-Year Admissions

Requests for admission into other year groups should be made on the In-Year Application Form. The In-Year Application Form is available from the school or the Local Authority and can be downloaded from the Local Authority website. The same admissions criteria apply in the case of a year group being full.