

# Parkfields Middle School

## POLICY 15



“to flourish, learn & grow”

## ADMISSIONS

### ADMISSION ARRANGEMENTS FOR ACADEMIC YEAR 2020/2021

The published admission number (PAN) for Parkfields Middle School is 113.

The Governing Body is the admissions authority for Parkfields Middle School. The Governing Body will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents/carers than the number of places available:

Children with an Education, Health and Care Plan (EHCP) naming the school will be admitted before the following oversubscription criteria applies:

1. All 'looked after' children or children who were previously “looked after” (see definitions);
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Pupils living in the catchment area with siblings at the school (see definition of sibling);
3. Other pupils living in the catchment area;
4. Other siblings (see definition);
5. Children attending lower schools within the Parkfields pyramid  
i.e. Toddington St George, Harlington, Chalton and Eversholt;
6. Children attending other lower schools within the HAST pyramid  
i.e. Greenfield & Pulloxhill, Ramsey Manor, Silsoe, Sundon & Westoning;
7. Children of staff working at Parkfields Middle School (see definition);
8. Any other children.

### Admissions Criteria

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tie-breaker in each criterion where required to determine the allocation of places. 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 Local Authority’s Tribal Admissions database to allocate the place.

## **Catchment Area**

A catchment area is a geographical area from which children are given priority for admission to Parkfields Middle School. The catchment area for Parkfields Middle School consists of: Chalgrave\*/Chalton/Eversholt\*/Harlington (including Lovett Green)/Milton Bryan\*/Steppingley/Tebworth\*/Tingrith\*/ Toddington/Wingfield\*.

*\* Asterisk denotes where there are exceptions to dwellings within catchment area - please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more detailed information on school catchment areas.*

## **Children with an Educational Health and Care Plan**

Children who have an Education, Health and Care Plan (EHCP) are required to be admitted to the school which is named on the EHCP, even if the school is full.

## **Fair Access Protocol**

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated 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 also be admitted even if the school is full.

## **Definitions of Admissions Criteria:**

### ***‘Looked after’ children***

A ‘looked after’ child is a child 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, at the time of application to the school.

### ***‘Previously looked after’ children***

A previously ‘looked after’ child is a child who was ‘looked after’, but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

### ***‘Children who appear to have been in state care outside of England and ceased to be as a result of being adopted’***

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 another provider of care whose sole purpose is to benefit society. A parent/carer will need to provide sufficient evidence of the child’s previously looked after status; e.g. UK adoption order or a copy of the adoption order from the child’s country of origin and any other relevant documentation to confirm such status.

### ***Sibling(s)***

A sibling refers to a brother or sister, half-brother or sister, step-brother 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.

### **Staff**

Teaching and non-teaching members of staff, who work full-time or part-time at Parkfields Middle School. The staff member must be a permanent member of the workforce and been employed at the school for two or more years at the time of application and/or was recruited to fill a vacant post where there was a demonstrable skill shortage.

### **Home Address**

A pupil's home address will be regarded as the address of the parent/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 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 (Mondays to Fridays) including nights. If the child spends an equal amount of time (Monday to Friday) at two addresses, **the determining factor will be the address of the parent who receives the child benefit**. If there is any query on the home address this will be checked against official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### **Admission Arrangements**

For the normal point of entry admissions round (i.e. September – mid-January), parents apply to the local authority in which they live for a place at their preferred middle school. For late applications outside the normal round of admissions (i.e. mid-January - end August), parents/carers living within Central Bedfordshire should apply direct to School Admissions at Central Bedfordshire using a 'Late Transfer to Middle' paper application form. For applications from parents/carers living outside of Central Bedfordshire, application for a place at Parkfields Middle School must be made through your home local authority.

### **Admission of Children Outside their Normal Age Group**

Parents/carers who would like their child to transfer to the next phase of school outside the normal age group range for their year group, must make their admission request in sufficient time for it to be considered before Central Bedfordshire's point of entry admission round application deadline.

Parents/carers should make their request in writing to the school's Governing Body, via the Headteacher, and the Governing Body will then consider the request, making their decision on what they determine as 'in the best interests of the child'. The request should include parents'/carers' reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent(s)/carer(s) deems relevant and whether the child has previously been educated outside their normal age group. Once determined, the decision will be communicated in writing, by the Governing Body, to parent(s)/carer(s) and will include the reasons for their decision.

Requests which have been granted by the school's Governing Body must be followed-up by the child's parents/carers with a formal admission application to School Admissions, using the appropriate method of application and must be submitted within Central Bedfordshire's annual point of entry admission application timeframe. The application will be considered within the normal allocation process under the relevant admission criterion.

### **In-Year Admissions**

In-Year Admissions are applications for a school place made during the academic year and applications for admission to age groups other than the normal year of entry, which is Y5 at Parkfields. For admission applications outside the normal admissions round parents/carers should make their application to the School Admissions Team at Central Bedfordshire Council. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

### **Waiting Lists**

As required by the Admissions Code, any child refused a place at the school will be placed on a waiting list. Pupils on the waiting list will be prioritised according to the school's admissions criteria and not on the basis of the date their application was received or their name was added to the list. If a place becomes available at the school the Local Authority will contact the parent/carer of the child who is at the top of the waiting list and offer it to them. Waiting lists for the normal year of entry will be maintained for the Academic year. Your child's position on the waiting list could change if other children are added or removed.

### **Appeals**

If you have been declined a place at Parkfields Middle School you have the right of appeal to an independent Admission Appeal Panel. The appeal process is separate to the School Admissions Team and is dealt with by Committee Services.