



## **ADMISSION ARRANGEMENTS FOR LUTON'S COMMUNITY SCHOOLS FOR SEPTEMBER 2018**

### **INTRODUCTION**

This paper sets out the admission arrangements for Luton's community schools for the academic year beginning September 2018.

### **LUTON BOROUGH COUNCIL'S ADMISSIONS POLICY**

Luton operates a catchment area system. Parents are advised of their designated catchment area school and of their right to express a preference for any school.

The Admission Forum, in conjunction with the Council's Executive, oversees and co-ordinates the effective working of admission arrangements. Pupils are admitted to Luton schools, without reference to ability or aptitude, up to the published admission number for each school. If the number of places in a particular year group at a school is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given overleaf) to determine how places will be allocated.

Priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocols for primary and secondary schools agreed by Luton's Admission Forum, following consultation with schools.

## COMMUNITY INFANT/PRIMARY SCHOOLS

In accordance with the Education Act 1996, children with a Statement of SEN or EHC Plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup>. 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 (section 22(1) of the Children Act 1989).
2. Brothers and sisters of pupils attending the school or the linked junior school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by medical evidence.
5. Children of staff who work at the School.
6. On the shortest distance, measured in a straight line, between the main entrance<sup>2</sup> of the school site and the pupil's home address<sup>3</sup>, with those living closer to the school being accorded higher priority.

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. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tiebreaker.

For infant/primary school admissions where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

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, witnessed by a Council officer, independent of the Admissions Team.

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<sup>1</sup> An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements 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 as amended by s.14 of the Children and Families Act 2014. 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).

<sup>2</sup> The main entrance of the School means the door used to access the School's main reception. Please note that this measuring point for Tennyson Road Primary School is the mid-point (straight line distance) between both of its sites.

<sup>3</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

Note:

1. Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of:
  - Cheynes Infant School for which Sundon Park Junior School is the linked school.
  - The linked infant school for Farley Junior School is Whipperley Infant Academy.
2. Tennyson Road Primary School will be operating on two sites:
  - Tennyson Road Primary School (South Site), Tennyson Road, Luton LU1 3RS
  - Tennyson Road Primary School (North Site), Surrey Street, Luton LU1 3BZ

The School measurement point for criterion 6 (distance criteria) will be the mid-point between the two sites, using straight line distance from each site's main reception. In June 2018, the School will inform parents of children allocated a place from September 2018, which school site their child will attend. When allocating pupils to a school site, the School will first endeavour to ensure that children with siblings at the school can attend the same site as their brother or sister to prevent logistical problems for parents. Thereafter, geographical proximity (using walking distance) of the school sites to the home address will be used (those living closest to each site will be given priority up to the site's year group capacity).

## COMMUNITY JUNIOR SCHOOLS

In accordance with the Education Act 1996, children with a Statement of SEN or EHC Plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:-

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>4</sup>. 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 (section 22(1) of the Children Act 1989).
2. Brothers and sisters of pupils attending the school or the linked infant school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by medical evidence.
5. Pupils attending the linked infant school.
6. Children of staff who work at the School

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<sup>4</sup> An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements 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 as amended by s.14 of the Children and Families Act 2014. 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).

7. On the shortest distance, measured in a straight line, between the main entrance<sup>5</sup> of the school site and the pupil's home address<sup>6</sup>, with those living closer to the school being accorded higher priority.

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. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 7) will be used as a tiebreaker.

For junior school admissions where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

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, witnessed by a Council officer, independent of the Admissions Team.

Note:

Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of:

- Whipperley Infant School for which Farley Junior School is the linked school.
- Cheynes Infant School for which Sundon Park Junior School is the linked school.

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<sup>5</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>6</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

## COMMUNITY HIGH SCHOOLS

In accordance with the Education Act 1996, children with a Statement of SEN or EHC Plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:-

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>7</sup>. 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 (section 22(1) of the Children Act 1989).
2. Pupils living in the catchment area of the school.
3. On medical grounds supported by medical evidence.
4. Brothers and sisters of pupils attending the school when the pupil starts at the school\*.
5. Children of staff who work at the School.
6. On the shortest distance, measured in a straight line, between the main entrance<sup>8</sup> of the school site and the pupil's home address<sup>9</sup>, with those living closer to the school being accorded higher priority.

\*For Challney High School for Girls this criterion will apply to sisters of pupils attending either Challney High School for Girls or Challney High School for Boys.

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. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. twins or 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, witnessed by a Council officer, independent of the Admissions Team.

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<sup>7</sup> An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements 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 as amended by s.14 of the Children and Families Act 2014. 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).

<sup>8</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>9</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

## ADMISSIONS PROCESS FOR COMMUNITY SCHOOLS

The Council will continue to use the equal preference system that was adopted for all Luton schools for September 2007 admissions.

### 'Equal preference' system

#### Stage 1

All first, second and third preference applications are considered equally against the schools' admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 150 places and there are 300 first, second and third preference applications all are considered equally against the admissions criteria.

#### Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

## TIMETABLE

### Primary Schools

<b>Week commencing 9 October 2017</b>	Parents of pupils born between 1/9/13 – 31/8/14 receive information on the Starting School admissions process.
<b>Week commencing 4 September 2017</b>	Parents of Year 2 pupils receive information on the transfer to Junior School admissions process.
<b>15 January 2018</b>	Closing date for receipt of application forms.
<b>19 February 2018</b>	Applications from Luton residents for Luton voluntary aided and foundation schools are passed to the relevant school for consideration. Applications from Luton residents for out of borough schools are passed to the relevant LA for consideration.
<b>1 March - 31 March 2018</b>	Exchange of data:  <b>1 March</b> – Luton VA and foundation schools provide the LA's Admissions Team with a list that ranks applications against their school's admissions criteria. Out of borough applications for Luton VA and foundation schools will be passed to the relevant admission authority as they are received.  Luton LA receives notification of the outcome of applications, for Luton

	<p>resident pupils, for schools outside of the Borough.</p> <p>Luton LA will notify neighbouring LAs of the outcome of applications, for a place at a Luton school, from pupils residing in their area.</p>
<b>11 April 2018</b>	Allocation lists sent to schools via email.
<b>16 April 2018</b>	<p>Decision letters posted to parents.</p> <p>Offer emails sent to parents during the course of the working day.</p> <p>Junior school decision letters are sent to parents, via the infant schools.</p>
<b>May 2018</b>	Admission appeals take place from May 2018.

### High Schools:

<b>Week commencing 4 September 2017</b>	Parents receive information on the transfer to high school admissions process.
<b>September/October 2017</b>	High School/Academy open evenings take place.
<b>31 October 2017</b>	Closing date for submission of application forms.
<b>4 December 2017</b>	<p>Application forms are sent to those admitting authorities that have not purchased the admissions phase transfer 'buy-back' package.</p> <p>Out of borough applications are sent to the relevant LA for consideration.</p>
<b>10 January 2018</b>	Admission authorities opting out of the phase transfer 'buy-back' option provide the LA's Admissions Team with a list of applicants ranked against their admissions criteria.
<b>1 – 28 February 2018</b>	<p>Exchange of data between LAs:</p> <p>Luton will notify neighbouring LAs of the outcome of applications for out of borough residents requesting a place at a Luton school.</p> <p>Luton LA receives notification of the outcome of applications to schools outside of the borough.</p>
<b>19 February 2018</b>	Provisional lists sent to junior and primary schools for checking.
<b>26 February 2018</b>	Allocation lists sent to high schools and academies. Luton junior and primary schools are sent letters to distribute to parents of Year 6 pupils on 1 March 2018.
<b>1 March 2018</b>	Offer date.
<b>April 2018</b>	Admission appeals take place from April 2018.

If schools receive direct applications they must inform Luton Borough Council of the application and forward it to the Council by the closing date regardless of whether the child(ren) reside in the Luton area.

The Council may undertake the processing of applications for foundation high schools and academies; this is subject to negotiation with schools/academies.

## **APPLICATION PROCESS**

Parents are encouraged to apply on-line, however, hard copy application forms are available on request. Parents can express up to three preferences on the Council's application form.

## **APPLICATIONS FOR SCHOOLS OUTSIDE OF LUTON**

Luton parents wishing to apply for a place at a school(s) outside of the Borough should specify the school(s) on Luton Borough Council's application form. The Council will ensure that applications for a place at schools outside of the Borough will be sent to the relevant Council for consideration. Application forms submitted, by Luton parents, direct to other local authorities will not be accepted. The Council will have regard to whether a place can be offered at a school outside of the Borough. If a pupil qualifies for a place at more than one school and the highest ranking offer is for an out of borough school this place will be offered and any lower ranking offers will not be offered.

Parents will also be advised to check with the out of borough school to see if they need to complete any supplementary forms supplied by the school.

Luton Borough Council will liaise with neighbouring Councils over the outcome of applications for Luton pupils.

## **APPLICATIONS FOR LUTON SCHOOLS FROM PARENTS RESIDING OUTSIDE OF THE BOROUGH**

Out of Borough applications will be processed in parallel with Luton applications. Out of Borough applications will be forwarded to the relevant admission authority for the school for consideration.

Luton Borough Council will then notify the home Council as to whether a place can be offered.

## **WAITING LISTS**

Where it is not possible to agree all applications for a school, a waiting list will be devised. A child's name may be held on up to three waiting lists, for their three preferred schools, if these are Luton community schools. Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the new Reception, Junior and High school intakes (Years R, 3 and 7) the names will be held on the waiting lists until 31 July 2019, however, applications received in the summer term 2019 will remain on the waiting list until July 2020. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.



For all other year groups, unsuccessful applications received from the start of the autumn term 2018 until the end of the spring term 2019 will be placed on a waiting list until 31 July 2019. Applications received from the start of the summer term 2019 to the end of the academic year will be placed on a waiting list until 31 July 2020.

### **HOME ADDRESS**

For the purposes of allocating places in the normal admissions round (i.e. the initial allocation of places for Year R, 3 and 7 intakes) where a school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date for applications.

Children who gain a place at a school because their parents/carers have given the Council a false home address will have their place withdrawn.

### **LATE APPLICATIONS**

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

Where parents have submitted an application form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.

### **YEAR N ADMISSIONS**

The admission arrangements for Nursery Schools and Year N classes within schools are delegated to governing bodies.

Children who gain a place in the nursery or early years unit attached to the school or on the school site are not guaranteed admission to the main school. Parents/carers must apply for a statutory school place using the Council's Starting School Application Form.

### **DEFERRED ENTRY**

Community infant and primary schools in Luton admit children into Reception classes in the September prior to the child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part-time until he or she is of compulsory school age, providing this place is taken up within the same academic year and they are not on roll at an alternative school.

Therefore:

- Children born between 1/9/13 – 31/12/13 can defer their place until January 2019.
- Children born between 1/1/14-31/8/14 can defer their place until April 2019.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/14-31/8/14, who would like their child to start Year 1 in September 2019 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group.

Parents/carers wishing to defer their child's entry to school must put their request in writing to the allocated school, ideally within 21 days of being offered a place by the Council.

### **ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Council. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant local authority professionals. The Council will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

### **IN-YEAR ADMISSIONS**

In-Year admissions for Years 7-11 are applications to enter a year group that has already started at the school. The Council is responsible for co-ordinating in-year applications for Luton's community schools. Therefore, parents seeking a community school place should complete the Council's In-Year Application Form and return this form directly to the Council. The Council will then liaise with all the Schools listed as a preference to ascertain which (if any) preferences can be met. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

### **PUBLICATION OF ADMISSION ARRANGEMENTS**

The Council will publish information booklets for parents on the admissions process. An interpreter service is available to assist parents/carers. Assistance can also be provided for hearing or visually impaired parents.

## RELEVANT AREA

The current relevant area for admissions consultation purposes is all admission authorities within the Borough of Luton, neighbouring Councils and all admission authorities within a three-mile radius of Luton.

## DEFINITIONS

### Siblings

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

### Medical Grounds

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

### Children of Staff

*The LA regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:*

*(a) has been in post continuously for a least two years*

*or:*

*(b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.*

*Children of staff that have given notice of resignation will not be considered under this criterion.*

*For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.*

*The staff member must be the child's parent or legal guardian and the child must be living permanently with the member of staff.*

## **Home Address**

The LA regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

## **Catchment Areas**

Details of catchment areas can be found on the Council's website at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions). Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 548016.

## Community Schools in Luton - Admission Numbers for intake years (September 2018)

SCHOOL	Admission Number
Cheyne's Infant School	90
Foxdell Infant School	90
Hillborough Infant School	90
Somerley Infant School	60
Warden Hill Infant School	120
William Austin Infant School	150
Farley Junior School	90
Ferrars Junior School	90
Foxdell Junior School	90
Hillborough Junior School	90
Somerley Junior School	60
Sundon Park Junior School	90
Warden Hill Junior School	120
William Austin Junior School	150
Beech Hill Primary School	120
Beechwood Primary School	120
Bramingham Primary School	60
Bushmead Primary School	120
Downside Primary School	150
Denbigh Primary School	90
Dallow Primary School	90
Icknield Primary School	90
Leagrave Primary School	60
Maidenhall Primary School	90 (120*)
Norton Road Primary School	60
Pirton Hill Primary School	90
Putteridge Primary School	90
Ramridge Primary School	60
Southfield Primary School	60
St Matthew's Primary School	120
Stopsley Primary School	90
Surrey Street Primary School	90
Tennyson Road Primary School	90
The Meads Primary School	90
Waulud Primary School	60
Whitefield Primary School	60

<b>SCHOOL</b>	<b>Admission Number</b>
Wigmore Primary School	90
Challney Girls High School	210
Putteridge High School	243

\*This increase is subject to Executive approval of statutory proposals to enlarge Maidenhall Primary School.