



Harrold Priory Middle School

Admission Arrangements for September 2016

The following policy has been agreed by the Governing Body of Sharnbrook Academy Federation to apply for admission to Harrold Priory Middle School.

Year 5 Admissions

The Published Admission Number (PAN) for year 5 is 90

Oversubscription Criteria

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

1. 'Looked After' Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (see notes a and b)
2. Other students living in the catchment area with siblings at the school see notes (c and d)
3. Other students residing within the School's catchment area (see note c);
4. Students transferring from one of the following schools: Harrold Lower School, Carlton Lower School, Turvey Lower School, Christopher Reeves Lower School and St Lawrence Lower School;
5. Other students with siblings who attend the school; (see d)
6. Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made (see note f)
7. Other students

Tiebreaker:

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main school reception on the main school site. 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.



Admissions Process

Application forms are available from the school or Local Authority and can also be downloaded from the Local Authority website (Bedford Borough residents only). Parents not living in Bedford Borough should contact their own Local Authority for an application form.

The school allocates places on an equal preference basis as explained in the Bedford Borough school transfer booklet and is a part of the Local Authority co-ordinated admissions process.

Appeals

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

Waiting list

The school maintains waiting lists for admission into Year 5 until the end of the Autumn term in the year of entry. Parents not offered a place are kept on the relevant waiting list which has been prioritised according to the oversubscription criteria.

Casual Admissions

Requests for admission into other year groups should be made to the Bedford Borough Council who, by agreement, manage these requests for admission on the school's behalf.

Admission Outside Normal Age Group

In exceptional circumstances the Governors 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.



Notes

- a. 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).
- b. 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).
- c. The catchment area comprises the parishes of Harrold, Carlton & Chellington, Turvey, Poddington, Wyminton and Odell. A map showing these areas is included in the Bedford Borough admissions booklet and on the website http://www.bedford.gov.uk/education_and_learning/schools_and_colleges/cadem/school_admissions/school_catchment_areas/catchment_maps.aspx

Details are also published on the school's website and it is separately available from the school.

- d. A sibling refers to 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 the application and be likely to remain in the school at the proposed date of admission.
- e. A pupil's/student's home address will be regarded as the address of the parent(s) or guardian(s) with parental responsibility with whom the student usually lives. This will not usually include grandparents, aunts or uncles. Where a student spends time with parents at more than one address, the address used will be the one at which the pupil / student is ordinarily resident and where the pupil / student spends the majority of the school week (Mondays to Fridays) including nights. Proof of residency in a catchment area can be requested. If this occurs one of the following will be required: a copy of a recent utility bill, a child benefit statement or family tax credit information. If any of these documents cannot be supplied because of a house move then one of the following must be provided:
 - Confirmation that the house purchase is legally binding (a solicitor's letter to confirm completion will be sufficient)
 - Formal tenancy agreement showing that parent will be resident at the proposed address for at least 12 months.



- f. The definition of 'Staff' is any member of staff employed by Sharnbrook Academy Federation, either full or part time who has been employed for two or more years at the time at which the application for admission to the school is made.

- g. Pupils who have a Statement of Special Education Needs or Education, Health and Care (EHC) plan are required to be admitted to the school which is named on the statement or plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.