Toddington St George Church of England School
Admissions Policy
2028 - 2029

DRAFT POLICY

Vision For Education In Our Church School: At Toddington St. George, our curriculum is underpinned by our mission statement, core values and vision for education.

Let Your Light Shine Matthew 5:15 -16
St. George's is a loving and caring community and our Christian values are at the heart of everything we do.
Every child and adult in our community is wanted, accepted and respected.
God makes each person unique in many special ways. Each and every person is precious, bringing special distinctiveness, gifts and talents to the world, things that no one else can; at St. George's we call these our sparks.
Our vision, inspired by the gospel according to Matthew, is that together, we light our sparks and let our light shine, living God's love. At St. George's we are creating a deeply Christian school for our whole community.
Lighting A Spark In Everyone

The Governing Body is responsible for the admission of pupils to Toddington St George Church of England School and admits 60 pupils to Reception each September. This admission number has been agreed by the Governing Body and applies to the academic year 2028-29.

The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy. The Governors co-operate with the LA's Fair Access Protocol for children who are hard to place and will admit such children even if the class is full.

The closing date for admission application forms to be received by the home LA is 15th January 2028. Information on completing the 'on line' application and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website.

All applications for a Reception place for entry in September 2028 **must** be made to the applicant's home local authority. Central Bedfordshire residents can apply online via www.centralbedfordshire.gov.uk/admissions or by downloading an application form from that website and returning it by post. Applications forms can also be requested by emailing admissions@centralbedfordshire.gov.uk or by calling the School Admissions Helpline on 0300 300 8000.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The school does have a Hearing Impaired Provision for pupils with hearing needs, but there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the entrance to the Year 4 access area and to the external huts. All classrooms may be entered without steps apart from two Year 4 classes. Should access be required to these classes, class arrangements will be changed to ensure access for all. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The school provides for the full-time admission of all successful applicants who were born between 1st September 2023 and 31st August 2024. However, please note the following:

a) These arrangements **do not** apply to our Nursery intake.
b) Parents of children currently in our Nursery **must** re-apply for a place in the Reception class.
c) Attendance at our Nursery **does not** guarantee a place in Reception.
d) Parents offered a place may defer the date of their child's admission until later in the year, but not beyond the point at which the child reaches compulsory school age. **Summer born children (born 1st April – 31st August) may only have admission deferred until the start of the summer term.**
e) Where parents so wish, a child may attend on a part-time basis until the child reaches compulsory school age.

Where a parent of a 'summer-born' child wishes their child to start school in the Autumn term following their fifth birthday, in September 2029, they would normally need to make an in-year application 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 starting in September 2029, rather than Y1, they should discuss their concerns with the school as soon as possible before making a request to the Governors for their child to be admitted out of year group. Such requests will be considered by the Governors on a case by case basis and in the best interests of the child (further information about out of year group requests and the process for submitting a request can be found on page 6).

All such parents are advised to make an on-time application for a place in their child's normal age group and to submit a request to the Governors for admission out of year group at the same time.
If this recommended process is followed, the Governors will respond to this request prior to any offer of a place being made. If the request is agreed then the application for a place in the child's normal age group can be withdrawn and the parents must make a new application for a Reception place for their child as part of the main admissions round the following year. This application will be processed in the same way as any other application and there is no guarantee that a Reception place will be available in the parents' preferred year group.

If the request for out of year group admission is refused, parents must decide whether or not to accept any offer of a place for the child's normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

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 but reasons will be given for the Governors' decision.

The Governors are required to admit any child with an Education, Health and Care plan which names the school. These children will be admitted before any oversubscription criteria are applied. All applicants will be admitted if there are enough places available. When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.

The oversubscription criteria will be applied separately and sequentially until all places are filled.

1) Children who are in public care (looked after children) or those who were previously looked after but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. This includes children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
2) Children living in the catchment area who are on roll at TSG nursery at the time of application.
3) Children living in the catchment area with a sibling at the school.
4) Children living in the catchment area.
5) Other children with siblings at the school.
6) Children whose parents are staff at the school.
7) Any other children.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available, then the above criteria will apply.

Definitions and notes:

'Looked After' Children: 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).

Previously 'Looked After' Children: A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child

arrangement, or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘child arrangement order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 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).

Catchment Area
A geographical area from which children are given priority for admission to this school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas. A map of the school’s catchment area is also attached to this policy.

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 / 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 (Mondays 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 or water), a rental agreement, child benefit annual statement or family tax credit information. If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address.

Siblings
A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, the 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 on the roll of the school at the time of application and be likely to remain in the school at the proposed date of admission. ‘Sibling’ includes children on the roll of the school who attend the school’s Hearing Impaired Provision.

Distance
Where more children qualify for a place under any one of the oversubscription criteria than there are places available, priority within each criterion will be given to those children whose home address is nearest to the school. The distance the pupil lives from the school is measured in a straight line, using the local authority’s computerised measuring system, with those living closer to the school receiving the higher priority. The local authority will measure the distance from the LLPG (Local Land and Property Gazetteer) address point of the pupil’s home to a point on the school site agreed with the governing body of the school, such as the school gate.

Tie-breaker
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 Central Bedfordshire Council's Synergy Admissions database to allocate the place .

Staff
Staff definition: This applies to permanent, full or part-time, staff who are employed directly by the school and have been employed at the school for two or more years at the time of application and/or staff recruited to fill a vacant post for which there was a demonstrable skill shortage. A list of roles for which the Governors have determined there to be a demonstrable skill shortage is available on request from the School Business Manager but staff will have been notified on appointment if their role was one for which the Governors considered there to be at the time a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or where the staff member has legal parental responsibility for the child and in each case the staff member must be living with the child in the same house Monday – Fridays. For the avoidance of doubt, this definition does not include peripatetic staff, or any staff who are employed by other third parties, for example staff employed by the Local Authority who are working in the school's Hearing Impaired Provision.

Twins and Multiple Births
Where a twin or multiple birth sibling has been offered the last available place then the other twin or sibling(s) will be offered a place as an exception to the infant class size rule.

Waiting List
Central Bedfordshire Council will maintain a waiting list for unsuccessful applicants until the end of July 2029. If a vacancy arises a place will be offered according to the oversubscription criteria above. The waiting list will be re-ranked according to the oversubscription criteria above each time a new name is added to the list.

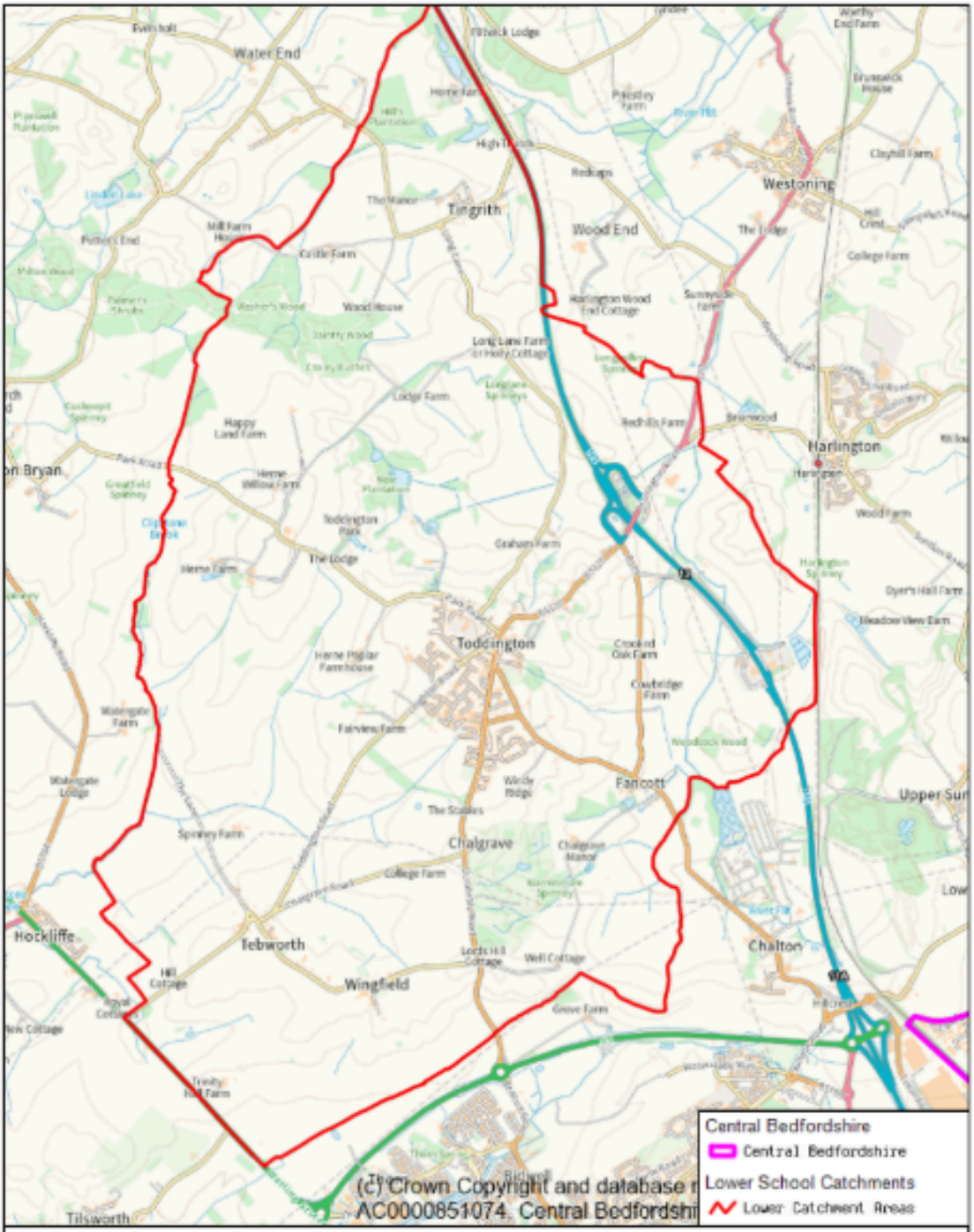
In-year Admissions
All in-year applications must be made via Central Bedfordshire Council. Application forms can be completed online or are available to download from the Central Bedfordshire website [*https://www.centralbedfordshire.gov.uk/schools-and-education/school-admissions/applying-school-place-during-academic-year*]. Completed forms should be sent directly to the LA. The LA will notify the school's Admissions Officer of the application and inform parents directly of the outcome. If there is a waiting list in the relevant year group any in-year applications will be ranked according to the oversubscription criteria above.

Out of Year Group Education
Parents who wish their child to be admitted outside his or her normal age year group must, at the time of their application for a place for their child at the school, make a separate, formal request to the Governors for their child to be admitted out of year group. Requests for admission out of year group should be made by letter addressed

to the Governors c/o the school office, and should include any evidence which parents wish the Governors to consider in support of their request. Such requests will be considered by the Governors on a case-by-case basis and in the best interests of the child. This will include taking account of the views of the Headteacher and of the child's parents; information about the child's academic, social and emotional development; where relevant, the child's medical history and the view of a medical professional; whether the child has previously been educated out of their normal age group; and whether the child may naturally have fallen into a lower age group if not for having been born prematurely.
Parents **do not** have a right of appeal against a decision not to admit a child to a year group that is not the child's normal age group but reasons will be given for the Governors' decision.

Appeals
Parents who have been refused a place for their child have a right to appeal to an independent panel. Parents wishing to appeal should complete the electronic form which is available on the Central Bedfordshire website *[https://www.centralbedfordshire.gov.uk/schools-and-education/school-admissions/school-admission-appeals]* or telephone to request a paper appeal form if preferred (0300 300 8029). The form should be sent to reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the Governors' decision not to offer a place.

Please note that a repeat application within the same academic year will not be considered by the Governors unless there has been a significant change in circumstances.



TSG catchment boundary

N Scale: 1:39685

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