

ALAMEDA MIDDLE SCHOOL



Ambitious ■ Motivated
Confident to Soar

ADMISSIONS POLICY

2027-2028

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1 INTRODUCTION

At Alameda, the Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend the school. The Governing Body seeks to offer an inclusive school, welcoming children regardless of their age, ability, gender, ethnicity, culture or special educational or physical needs.

The Governors will admit 180 pupils (the published admission number) into year five per academic year. All admissions applications will be treated on merit, and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on the places available.

2 CRITERIA FOR ADMISSIONS

The Published Admission Number (PAN) is 180. The school will allocate places to children whose parents wish them to attend Alameda Middle School using the admission criteria and provided they can be accommodated with the school's pupil admission number.

1. All 'looked after' children or children who were previously 'looked after', including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the catchment area with siblings in the school
3. Children living in the catchment area
4. Other children with siblings at the school
5. Pupils who have attended the feeder lower schools i.e. Maulden, Russell and The Firs
6. Pupils of members of staff
7. Any other children (living nearest to the school first)

3 DEFINITIONS

3.1 Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be as a result of being adopted.

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 (as defined by section 22 (1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e., in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. A Child Arrangements Order is defined in Section 8 of the Children Act 1989,

as amended by Section 14 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g. Adoption order or an Adoption certificate, Child Arrangements or Residence order or Special Guardianship order.

3.2 Sibling

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.

3.3 Pupils with an Education, Health and Care Plan

In accordance with the Education Act 1996, children with an Education, Health and Care Plans are required to be admitted to the academy/school named in the Plan and will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. Thereafter, the admissions criteria for each academy/school will apply to those children without an Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the Plan, even if the school is full.

3.4 Catchment

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address. The distance the pupil lives from the school which 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 address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point.

If applying these criteria results in there being more children with an equal right to admission to the school 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 entrance of the school. The governors will not give priority within each criterion to children who meet other criteria. 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 School Admissions Team database to allocate the place. 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 be admitted even if the school is full.

3.5 Home address

The home address for the pupil is the address the pupil is resident at. Where there is shared responsibility between two parents living at separate addresses and the child spends time at both, the address will be determined as the address the child is living at for the majority of the school week (Monday to Friday). Court orders or child arrangement orders will also be considered if relevant.

3.6 Children of staff

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there is a demonstrable skill shortage. The relationship to the child is defined as either biological or by adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

4 HOW DO PARENTS AND CARERS APPLY FOR THEIR CHILD(REN) TO BE ADMITTED TO OUR SCHOOL?

- The Council's annual admissions process informs parents and carers how to apply for a place at the school of their choice when their child is due to transfer to the next phase of their education. Parents can also apply for a place in-year if they require a place in Year 5 once this year group has started at the school or in Years 6, 7 and 8.

- Applications should be made online via www.centralbedfordshire.gov.uk/admissions. The closing date for Transfer to Middle applications is 15th January. In-year applications can be made throughout the year via the online system, for a place immediately or for the next term.
- Parents and carers have a right to express their preference with regards to a school, but this does not, in itself, guarantee a place at that particular school.
- The Council will notify parents and carers of the decision regarding their child(ren)'s admission to the school as soon as all the applications have been considered for the Transfer to Middle School process – the offer day for this is 16th April or next working day or for in-year applications within 10-15 school days.

NB: At Alameda Middle School, children are admitted at the start of the academic year in which they become ten. There is one admission date per year, in September (i.e. when the autumn term begins).

5 IN YEAR ADMISSIONS

Parents and carers who wish to apply for their child to be admitted into the school during the academic year into anyone of the year groups also have to apply through Central Bedfordshire Council. Information about this can be gained from the school office.

6 WAITING LISTS

Children who have not been accepted for a place at the school will be placed on a waiting list in line with the admissions criteria until the end of the academic year.

7 ADMISSIONS APPEALS

When a child is refused a school place it is because admitting them would prejudice the education of the other children as a result of pupil numbers exceeding the school's limit. However, if a parent or carer feels that they wish to appeal such a decision then they must follow the steps in the appeals procedure that will be offered to them by Central Bedfordshire Council at the time that they are refused a school place for their child. An independent panel considers all such appeals, and its decision is binding for all parties concerned.

If the panel decides that the school should admit a child to whom a place was refused, then the school would willingly accept the decision and continue to do all that is required to provide the best education for all the children at the school.

8 CHILDREN OUT OF YEAR GROUP

In line with 2.18 of the School Admissions Code, parents may seek a place for their child outside of their chronological year group. For example, if their child is gifted and talented or has experienced problems such as ill health.

If a child is admitted to infant/lower/primary school out of their normal age group, i.e. as a summer born child who has delayed their admissions, the parent may make further requests, for example, when they transfer from lower to middle school.

Parents seeking a place for their child outside of their chronological year group will need to put their request in writing to the school and send a copy to the Council's School Admissions Team via: admissions@centralbedfordshire.gov.uk

9 MONITORING AND REVIEW

This policy will be monitored by the governing body, who will always take due note of the guidance provided by Central Bedfordshire Council. The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.