

ALAMEDA MIDDLE SCHOOL



INSPIRE • ACHIEVE • EXCEL

ADMISSIONS POLICY

2022-2023

DOCUMENT STATUS

ORIGINAL AUTHOR	Miss M Warner
DATE OF PRODUCTION	October 2020
CURRENT STATUS	Approved
REVIEWING BODY	FGB
NEXT REVIEW DUE	October 2021 Full Review 2027
RELATED POLICIES	N/A



TABLE OF CONTENTS

DOCUMENT STATUS	i
TABLE OF CONTENTS	ii
1 INTRODUCTION	1
2 Criteria for Admissions	1
3 Definitions	1
3.1 'Looked after' children	1
3.2 Previously 'looked after' children	1
3.3 Sibling	2
3.4 Pupils with a Statement of Special Education Needs or Education, Health and Care Plan .	2
4 How do parents and carers apply for their child(ren) to be admitted to our school?	3
5 In Year Admissions.....	3
6 Waiting lists	3
7 Admissions Appeals	4
8 Monitoring and Review	4



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'
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

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

3.2 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.



3.3 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.

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.

3.4 Pupils with a Statement of Special Education Needs or Education, Health and Care Plan

In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter, the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or 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 a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.

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.

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

- The Council's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice.
- Application should be made on a form that can be obtained from the school or parents/carers can apply on line (www.centralbedfordshire.gov.uk/admissions), and should be returned by the date stipulated (parents and carers also need to register their child at the school by completing the school's registration form and providing a copy of their child(ren)'s birth certificate).
- 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.

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.

When children join Alameda during the school year a parent /carer interview is required prior to the child(ren) starting to ensure that the transition for the child(ren) into Alameda is smooth and that appropriate provision is ensured.

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 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.

