



ADMISSION ARRANGEMENTS 2011

Children who have reached the age of nine by 31 August normally transfer from lower to middle school at the beginning of the school year in September.

In the autumn term of the year before transfer is to take place, parents will receive a form from the Local Education Authority, which they must complete, stating their middle school preferences. Parents are given a return date for this form by the authority. In the spring term of the year before transfer is to take place, the Local Authority write to parents offering them a place at a middle school.

In addition to the Open Evening, held in the autumn term in the year before transfer takes place, there will be a further meeting in the following summer term for parents whose children are coming to Daubeney in that September to meet Year 5 tutors and other members of staff, who will answer any questions parents may have. During the summer term all new intake children have the opportunity to spend a morning at Daubeney, meeting teachers and looking around the school.

If you are moving into the area and want to visit the school, please contact the Headteacher for an appointment.

Admissions Policy

The admission number for September 2011 is 120. Admissions to Daubeney will be determined on the basis of the admissions criteria.

If the number of places in a particular Year Group at Daubeney is not sufficient to meet the requests of all the parents, then the following criteria will be applied (in the rank order shown) to determine how the places will be allocated:-

- a) all 'looked after' children (see definition)
- b) pupils living in the catchment area with siblings at the school (see definition of sibling)
- c) other pupils living in the catchment area
- d) very exceptional medical grounds (see definition)
- e) other siblings (see definition)
- f) to children from other schools in the Kempston Education Trust (Springfield Lower School, Camestone Lower School, Balliol Lower School and Bedford Road Lower School, subject to those schools joining the Kempston Education Trust).
- g) Any other children

If applying these criteria results in there being more children with an equal right of 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 block entrance. Priority is not given within each criterion to children who meet other criteria.

Pupils who have a statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.

Parents applying for a place at the catchment area school during the normal admissions round will normally be offered a place. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun or been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest maintained school which caters for pupils of the same age and has places available.

Appeals/Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list, which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the autumn term.

In Year Admissions

Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions.

Definitions

“Looked After” Children

A “looked after” child is defined by the Children Act 1989 as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim Care Order (Section 38).

Sibling

A sibling is defined as 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 application and be likely to remain in the school at the proposed date of admission.

‘Very Exceptional’ Medical Grounds

‘Very exceptional’ medical grounds refers to cases where there are exceptional medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's Medical Officer may be sought to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/child minder.

Home Address

A pupil's home address will be regarded as the address of the parents or carers 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.