



## ADMISSION ARRANGEMENTS FOR LUTON'S COMMUNITY SCHOOLS FOR SEPTEMBER 2010

### INTRODUCTION

This paper sets out the admission arrangements for Luton's community schools for the academic year beginning September 2010.

The Council will not be required to consult on its admission arrangements for September 2011 and 2012, unless it proposes any changes to its determined admission arrangements for 2010. The admissions timetable will be set out annually in Luton's co-ordinated admission schemes.

### LUTON BOROUGH COUNCIL'S ADMISSIONS POLICY

Luton operates a catchment area system. Parents are advised of their designated catchment area school and of their right to express a preference for any school.

The Admission Forum, in conjunction with the Council's Executive, oversees and co-ordinates the effective working of admission arrangements. Pupils are admitted to Luton schools, without reference to ability or aptitude, up to the published admission number for each school. If the number of places in a particular year group at a school is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given below) to determine how places will be allocated.

Priority may also be given to the admission of challenging pupils in accordance with the In Year Fair Access Protocols for primary and secondary schools agreed by Luton's Admission Forum, following consultation with schools.

## COMMUNITY INFANT/PRIMARY SCHOOLS

In accordance with the Education Act 1996, children with a Statement of SEN are required to be admitted to the school named in the Statement. Thereafter, the following priorities will apply:-

1. Children in care, where the person with parental responsibility completes the application form.
2. Brothers and sisters of pupils attending the school or the linked junior school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by a medical certificate.
5. On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil's home address (mid point, front of house), with those living closer to the school being accorded higher priority.

## COMMUNITY JUNIOR SCHOOLS

In accordance with the Education Act 1996, children with a Statement of SEN are required to be admitted to the school named in the Statement. Thereafter, the following priorities will apply:-

1. Children in care, where the person with parental responsibility completes the application form.
2. Brothers and sisters of pupils attending the school or the linked infant school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by a medical certificate.
5. Pupils attending the infant school.
6. On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil's home address (mid point, front of house), with those living closer to the school being accorded higher priority.

Note:

Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of:

- Whipperley Infant School for which Farley Junior School is the linked school.
- Cheynes Infant School for which Sundon Park Junior School is the linked school.

## COMMUNITY HIGH SCHOOLS

In accordance with the Education Act 1996, children with a Statement of SEN are required to be admitted to the school named in the Statement. Thereafter, the following priorities will apply:-

1. Children in care, where the person with parental responsibility completes the application form.
2. Pupils living in the catchment area of the school.
3. On medical grounds supported by a medical certificate.
4. Brothers and sisters of pupils attending the school when the pupil starts at the school\*.
5. On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil's home address (mid point, front of house), with those living closer to the school being accorded higher priority.

\* For Challney High School for Boys this criterion will apply to brothers of pupils attending either Challney High School for Boys or Challney High School for Girls. For Challney High School for Girls this criterion will apply to sisters of pupils attending either Challney High School for Girls or Challney High School for Boys.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 5 for infant/primary and high and priority 6 for junior) will be used as a tiebreaker. In the event of (a) two or more children living at the same address point (e.g. twins or 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, witnessed by a Council officer, independent of the Admissions Team.

## ADMISSIONS PROCESS FOR COMMUNITY SCHOOLS

The Council will continue to use the equal preference system that was adopted for all Luton schools for September 2007 admissions.

### 'Equal preference' system

#### Stage 1

All first, second and third preference applications are considered equally against the schools' admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 150 places and there are 300 first, second and third preference applications all are considered equally against the admissions criteria.

#### Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

## TIMETABLE

The admissions timetable is set out in Luton's Co-ordinated Admission Schemes; for 2010 this is:

<b>September 2009</b>	<p>Parents of pupils born between 1/9/05 – 31/8/06 receive a <i>Starting School</i> information booklet and an application form.</p> <p>Parents of Year 2 pupils receive a booklet (<i>The Next Step to a Junior School in Luton</i>) and an application form.</p> <p>Parents of Year 6 pupils receive a booklet (<i>The Next Step to a High School or Academy in Luton</i>) and an application form.</p>
<b>October 2009</b>	High School/Academy Open Evenings take place.
<b>16 October 2009</b>	Closing date for receipt of Starting School and Junior School application forms.
<b>6 November 2009</b>	Closing date for receipt of High School/Academy application forms.
<b>4 December 2009</b>	<p>Applications for Luton's voluntary aided and foundation primary schools are passed to the relevant schools for consideration.</p> <p>Applications for Luton's voluntary aided and foundation high schools and academies are passed to the relevant schools for consideration.</p> <p>Out of borough applications are sent to the relevant Council for consideration.</p>
<b>6 January 2010</b>	<p>Luton voluntary aided and foundation infant, junior and primary schools provide the Admissions Team with a list that ranks all applications received against their School's admissions criteria.</p> <p>Luton voluntary aided and foundation high schools and academies provide the Admissions Team with a list that ranks all applications received against their School's admissions criteria.</p>
<b>12 February 2010</b>	<p>Luton Borough Council to receive notification of the outcome of applications for Luton-resident pupils to schools outside of the borough.</p> <p>Luton Borough Council to notify neighbouring Council's of the outcome of applications for a place at a Luton school/academy, from pupils resident in their area.</p>
<b>23 February 2010</b>	<p>Allocation lists sent to Community Schools by the Council.</p> <p>In the case of Academies, Foundation and Voluntary Aided Schools a list of pupils who have been granted or refused a place will be sent to the relevant school.</p>

1 March 2010	<p><b>Starting School:</b> Parents receive decision letters by post from the Council.</p> <p><b>Transfer to Junior School:</b> Decision letters are sent to parents by the Council via the infant schools.</p> <p><b>Transfer to High School:</b> Decision letters are sent by the Council to parents, via junior or primary schools.</p>
April 2010	Admission appeals take place from April 2010

If schools receive direct applications they must inform Luton Borough Council of the application and forward it to the Council by the closing date regardless of whether the child(ren) reside in the Luton area.

The Council may undertake the processing of applications for foundation high schools and academies; this is subject to negotiation with schools/academies.

## APPLICATION PROCESS

Application forms are available from Luton Borough Council. Parents can express up to three preferences on the Council's application form.

## APPLICATIONS FOR SCHOOLS OUTSIDE OF LUTON

Luton parents wishing to apply for a place at a school(s) outside of the Borough should specify the school(s) on Luton Borough Council's application form. The Council will ensure that applications for a place at schools outside of the Borough will be sent to the relevant Council for consideration. Application forms submitted, by Luton parents, direct to other local authorities will not be accepted. The Council will have regard to whether a place can be offered at a school outside of the borough. If a pupil qualifies for a place at more than one school and the highest ranking offer is for an out of borough school this place will be offered and any lower ranking offers will not be offered.

Parents will also be advised to check with the out of borough school to see if they need to complete any supplementary forms supplied by the school.

Luton Borough Council will liaise with neighbouring Councils over the outcome of applications for Luton pupils.

## **APPLICATIONS FOR LUTON SCHOOLS FROM PARENTS RESIDING OUTSIDE OF THE BOROUGH**

Out of Borough applications will be processed in parallel with Luton applications. Out of Borough applications will be forwarded to the relevant admission authority for the school for consideration.

Luton Borough Council will then notify the home Council as to whether a place can be offered.

## **WAITING LISTS**

Where it is not possible to agree all applications for a school, a waiting list will be devised. A child's name may be held on up to three waiting lists, for their three preferred schools, if these are Luton community schools. Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the new Reception, Junior and High school intakes (Years R, 3 and 7) the names will be held on the waiting lists until 31 July 2011, however, applications received in the summer term 2011 will remain on the waiting list until July 2012. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2010 until the end of the spring term 2011 will be placed on a waiting list until 31 July 2011. Applications received from the start of the summer term 2011 to the end of the academic year will be placed on a waiting list until 31 July 2012.

Should this admissions policy continue to operate for 2011 and 2012 intakes, dates in the waiting list procedure will reflect those given above, only the year will be updated.

## **HOME ADDRESS**

For the purposes of allocating places in the normal admissions round (i.e. the initial allocation of places for Year R, 3 and 7 intakes) where a school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date for applications.

Children who gain a place at a school because their parents/carers have given the Council a false home address will have their place withdrawn.

## **LATE APPLICATIONS**

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.

## **YEAR N ADMISSIONS**

The admission arrangements for Nursery Schools and Year N classes within schools are delegated to governing bodies.

## **IN-YEAR ADMISSIONS**

In-Year admissions for Years 7-11 are applications to enter a year group that has already started at the school. From September 2010 the Council will be responsible for co-ordinating in-year applications for all of Luton's children. Therefore, parents seeking a school place should complete the Council's In-Year Common Application Form and return this form directly to the Council. The Council will then liaise with all the Schools listed as a preference to ascertain which (if any) preferences can be met. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

## **CHILDREN IN CARE**

The Education (Admission of Looked After Children) (England) Regulations 2006 require admission authorities to give top priority to children in care, after children with a statement of special educational needs.

## **PUBLICATION OF ADMISSION ARRANGEMENTS**

The Council will publish information booklets for parents on the admissions process. Assistance is also available in community languages from the Council.

## **RELEVANT AREA**

The current relevant area for admissions consultation purposes is all admission authorities within the Borough of Luton, neighbouring Councils and all admission authorities within a three-mile radius of Luton.

## DEFINITIONS

### Siblings

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

### Medical Grounds

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

### Home Address

The LA regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

### Catchment Areas

Details of catchment areas can be found on the Council's website at [www.luton.gov.uk/internet/education\\_and\\_learning/schools\\_and\\_colleges/secondary\\_schools](http://www.luton.gov.uk/internet/education_and_learning/schools_and_colleges/secondary_schools). A catchment area list can be viewed via the link entitled *Transferring to a high school or academy in Luton*. Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 548016.

### Children in Care

Children in care are either accommodated by Children and Family Services under Section 20 of the Children Act 1989 or are the subject of a care order (a court order) under Section 31 of the Children Act.



## Community Schools in Luton - Admission Numbers for intake years (September 2010)

SCHOOL	Admission Number
Cheyne's Infant School	90
Denbigh Infant School	90
Downside Infant School	90 (150)
Ferrars Infant School	90
Foxdell Infant School	90
Hillborough Infant School	90
Pirton Hill Infant School	90
Putteridge Infant School	90
Somerley Infant School	60
Southfield Infant School	60
Warden Hill Infant School	90
Whipperley Infant School	60 (90)
Whitefield Infant School	60
William Austin Infant School	150
Denbigh Junior School	90
Downside Junior School	90 (120)
Farley Junior School	64
Ferrars Junior School	90
Foxdell Junior School	90
Hillborough Junior School	90
Pirton Hill Junior School	90
Putteridge Junior School	90
Somerley Junior School	60
Southfield Junior School	60
Sundon Park Junior School	90
Warden Hill Junior School	90
Whitefield Junior School	60
William Austin Junior School	150
Beech Hill Primary School	90
Beechwood Primary School	90 (120)
Bramingham Primary School	60
Bushmead Primary School	90 (120)
Chantry Primary School	60
Dallow Primary School	90
Icknield Primary School	90
Leagrave Primary School	60

<b>SCHOOL</b>	<b>Admission Number</b>
Maidenhall Primary School	90
Norton Road Primary School	60
Ramridge Primary School	60
St Matthew's Primary School	90 (120)
Stopsley Primary School	60
Surrey Street Primary School	30 (60)
Tennyson Road Primary School	30
The Meads Primary School	45 (90)
Waulud Primary School	60
Wigmore Primary School	60
Challney Boys High School	165
Challney Girls High School	182
Denbigh High School	224
Lealands High School	182
Putteridge High School	243

The figures in brackets indicate a higher admissions number that may be adopted. Adoption of the higher admission number is subject to statutory proposals being agreed and planning permission being granted for the building project.