

Bourton Meadow School

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2010 – AUGUST 2011

Bourton Meadow School is a combined school that has two points of admission – to the pre-school (known as foundation 1) from the age of 3 and to the main school at reception (known as foundation 2). It is a Foundation Status school where the Governing Body is the admissions authority with admission decisions delegated to a responsible committee of which the Head Teacher is a member.

Where a child is admitted to the school's foundation 1 provision there can be no guarantee of a place in the main school as the coordinated admissions scheme is used to decide who should be admitted to the main school.

Admission arrangements to the foundation 2 class in September 2010

The Governing Body works closely with the LA to co-ordinate admissions to all maintained schools in Buckinghamshire. Details of the LA's co-ordination arrangements and an application form are in the Buckinghamshire booklet, available from the school and the LA. This also explains the timetable for applications, how parents will be informed of the result of their application, and how parents can express a preference for a school and give reasons for that preference. It also gives details of how applications received after the deadline, and waiting lists will be handled.

At Bourton Meadow School, pupils are normally admitted at the beginning of the foundation 2 year without reference to ability or aptitude. The school also welcomes children with disabilities, provided appropriate support can be put in place. We admit children to foundation 2 classes at the beginning of the academic year (1st September to 31st August) in which they have their fifth birthday. Children who have attended our foundation 1 class will be full time whilst children new to the school will have a short part time induction. (Please refer to 'deferred' entry–below). Children may be admitted at other times and to other classes.

The number of intended admissions at foundation 2 for the year commencing 1 September 2010 is 75.

If there are more applications received than the places available at a school then the places will be allocated within the primary scheme in accordance with the published oversubscription criteria for the school.

Details of the dates for timely applications and how late applications are handled are given in the primary scheme.

Oversubscription criteria for Bourton Meadow School

Once children with statements of special educational need have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

1. **Children in care and children with a statement of SEN**
2. Children living within the **catchment area** of the school.
3. **Siblings** of children who will be in attendance at Bourton Meadow School in year R to Year 5 at the time allocations are made or who have already been offered a place to start at the school (Year R to Year 6). For casual admission after the normal point of entry: Siblings of children who are in Year R to Year 6 at the time of admission to the school.
4. Children who have **exceptional** medical or social needs, which can only be met at Bourton Meadow School, supported by written evidence from an appropriate professional person.
5. Once the above criteria have been applied, then any further places will be awarded according to the distance between the family's **normal home address** and the school's nearest entrance gate: closest first. Details of how the distance is measured are set out below.

Where a school can accommodate some, but not all, of the children who qualify for one of the above criteria, priority will be given to children taking account of the next rule in the numbered list.

Definitions

Child in Care - this is a young person being looked after by the local authority. The term covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings

Parent - This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

Sibling - A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. We will only consider a pupil in a primary school as a 'sibling' if he or she is attending the school in the specified year groups at the time of allocating (or, for casual admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme.

Multiple births – twins, triplets etc - In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth groups the following will apply:

For admission to Key Stage 1 - Only one child may be admitted. This will be the child who would have the first name alphabetically. Parents have the option of seeking an alternative school able to admit both (or all) of the children.

For admission to classes other than at Key Stage 1 - Both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

Normal home address – In line with the LA rules, we mean your child's home address. This is your child's address at the time you make your application for a place. We regard a child's home address to be where he or she spends the majority of the school week, Monday to Friday, including nights. Evidence of permanent address may be requested.

Exceptional rule: the Governing Body reserves the right to seek further information on the exceptional medical or social needs from appropriate professionals. Any applications will be considered by the admissions committee. All applications must include third party professional support explaining why a place at Bourton Meadow is required, and why no other allocation would be appropriate.

Definition of home to school distance - The shortest appropriate route will be measured according to the Buckinghamshire County Council's Geographical Information System.

Catchment Area – a map of the catchment area can be viewed at the school office or at:

http://www.buckscc.gov.uk/bcc/get/assets/docs/ed_catch_map_bourton_meadow.pdf

Admission arrangements to the foundation 1 class in September 2009

The **foundation 1** classes accommodate 3 and 4 year-old children. Parents must apply in accordance with the coordinated scheme and places are then allocated in line with the admissions rules for the school. There is no automatic admission into main school from these classes and this is stated in the letter offering a place in the nursery.

Parents can register their child with the school for consideration for a part time funded place the term after the child's 3rd birthday.

However, children can be admitted into the integrated care programme of the foundation 1 class as soon as they reach their 3rd birthday

If applications exceed the number of places then once children who already hold a statement of special educational need have been allocated places the remaining places will be allocated in the following order:

- 1. Children in care**
2. Children who have **exceptional** medical, or social needs supported by written evidence from an appropriate professional.
3. Children living within the **catchment area** of the school
4. **Siblings** of children who are attending the school at the time allocations are made.
5. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address and the school's nearest entrance gate: offering the closest first. Details of how the distance is measured are set out below.

Where some, but not all of the children who qualify under a particular rule can be admitted, we will give priority to children by taking account of the next rule in the numbered list. The terms used in these rules are as defined in the primary scheme. The catchment area used is also as defined in the primary scheme.

All Other Admissions

Admission to other years at the school or to foundation 2, once offers of places have been made, depends on whether or not there are places available. All year groups at the school have 75 places. Information on the availability of places and application forms can be obtained from the school. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority, a place will be offered. It should be noted that the only way that a place can be offered once the admission number is reached for any year group, except in exceptional circumstances, is by appealing to an independent panel.

Waiting Lists

The school maintains a waiting list for those children who are not offered a place. The position on the waiting list is determined according to the over-subscription criteria above, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Fair Access protocol (including Children Moving into the Area)

Bourton Meadow School adheres to BCC guidelines on the admission of “vulnerable children”. The Fair Access protocol defines ‘vulnerable children’ and this includes those who move into the catchment area outside of the normal admissions round for their year group without a school place.

Deferred Entry

Parents of children younger than five have the right to defer entry until no later than the term after the child’s fifth birthday and within the same academic year.

Pupils with Disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Bourton Meadow School will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Visiting Arrangements

Prospective parents/guardians are most welcome to make an appointment to visit the school to talk to the Headteacher and see the school at work.

Appeals

There are established arrangements for appeals against non-admission. All parents refused a place have the right of appeal to an independent panel of governors. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not usually consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address. The decision of the panel is binding on the school/LA and the parents.

**For further information, in the first instance, please contact the school.
Contact details are as follows:**

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