

Cauldwell Lower School

Admission Policy

Cauldwell Lower School is a 300 place community school. We admit catchment children on a twice-yearly basis with Autumn 5's being admitted in January. Spring and Summer 5's being admitted in April, the total number of places will not exceed 60.

If the number of places in a particular year group 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:

1. All 'looked after' children
2. Pupils living in the catchment area
3. Very 'exceptional' medical ground
4. Siblings
5. Children attending Peter Pan Nursery School
6. Any other children

Notes:

- In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the distance criterion (5) above will be used as a "tie-breaker" to resolve the matter. Priority is not given with each criterion to children who meet other criteria
- Overriding priority will be given by the LEA to the admission of pupils who have a Statement of Special Educational Needs which names the school. Priority may also be given to the admission of 'hard to place' pupils, e.g. excluded pupils, normally in accordance with any protocols which have been agreed with groups of schools.

- Parents applying for a place during the normal admissions round will be offered a place. However, if a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) there will be no guarantee of a place if this would mean exceeding the admission number. In such cases, parents will be referred to the local education authority

Procedure for admissions

There is a standard form known as the Common Application Form (CAF).

The CAF is used for the purposes of admitting pupils into the intake year.

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Parents will be invited to request the CAF and the Guide for Parents, which contain information on:

- The schools in Bedfordshire
- Schools' admission numbers and criteria
- How to complete the common application form
- How places are allocated
- Timetable for the application and allocation process
- School transport
- Who to contact for advice

The CAF enables parents/carers to:

- Express a preference for up to 3 schools plus their catchment school (if the catchment school is in Bedfordshire and it is not one of the 3 preferences)
- Give reasons for their preferences
- Rank their preferences

The Timetable:

1. In May, the Local Authority will publish its booklet on lower school admissions.

2. Completed CAF's are to be returned to the School Admissions Service by the end of September via the school.
3. All preferences will be logged on the database and by 1st week in November the School Admissions Service will notify the admission authority of every nomination that has been made for the school.
4. By the last week in November the admission authority will consider all applications for the school, apply the school's oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
- Where the child is eligible for a place at two or more of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is a Bedfordshire resident. If the child does not reside in Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.

In April the School Admissions Service will inform all lower schools of the pupils to be offered places at their schools.

By 30th April the School Admissions Service will notify parents of the outcome of their applications.

By April parents not offered a school place would be invited to request a place at a school with vacancies.

By April parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.

By February the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since December.

Late Applications

The closing date for applications in the normal admissions round is 15th January. Applications received after 15th January but before the normal time of admission, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. However, it may be necessary to make a priority placement available for Bedfordshire children in rural areas whose application is late for good reason.

In-year or Casual Admissions:

If a parents wishes to apply for a school place after the start of the academic year or during the academic year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school, they are likely to make contact with either the school or the Local Authority.

If one of the alternative preferences is for a foundation or voluntary aided school, the School Admissions Service will liaise with the school to determine if a place is available. A place will be offered by the School Admissions Service at the next highest preference that can be met.

If all preferred schools are full and the pupil lives in Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority place available for Bedfordshire pupils in rural areas.