



## **Supportive, Cooperative, Adventurous**

### **Equality and Diversity**

Campfire Education Trust is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### **Data Protection**

Campfire Education Trust will process personal data of staff (which may be held on paper, electronically, or otherwise). Campfire Education Trust recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

Ratified	Version	Date
<b>Adopted by Board of Trustees</b>	2	September 2020
<b>LGB</b>		
<b>Next Review Date:</b>		September 2021

**ADMISSIONS POLICY FOR**

**BOURTON MEADOW ACADEMY GEORGE GRENVILLE ACADEMY, LACE HILL ACADEMY,  
LUMBERTUBS PRIMARY SCHOOL, SPRING LANE PRIMARY SCHOOL AND MOORLAND PRIMARY FOR  
SCHOOL AGE AND NURSERY CHILDREN**

## **Introduction**

Moving to a new school or nursery is a very important stage in the life of any child.

This policy has been prepared to help you understand the admission arrangements for your son/daughter if you wish them to attend Bourton Meadow Academy or Nursery, George Grenville Academy or Nursery, Lace Hill Academy or Nursery, Lumbertubs Primary School or Nursery, Spring Lane Primary School or Nursery and Moorland Primary or Nursery

## **General Information**

**Bourton Meadow Academy** will admit up to 90 children to Foundation 2/Reception.

**Bourton Meadow Nursery** will admit up to 76 children at any one time.

**George Grenville Academy** will admit up to 30 children to Foundation 2/Reception.

**George Grenville Nursery** will admit up to 26 children at any one time

**Lace Hill Academy** will admit up to 30 children to Foundation 2/Reception.

**Lace Hill Nursery** will admit up to 26 children at any one time.

**Lumbertubs Primary School** will admit up to 30 children to Foundation 2/Reception.

**Lumbertubs Primary School Nursery** will admit up to 78 children at any one time or 39 full time places.

**Spring Lane Primary School** will admit up to 60 children to Foundation 2/Reception.

**Spring Lane Primary School Nursery** will admit up to 64 three year old children at any one time and 32 two year old children.

**Moorland Primary School** will admit up to 30 children to Foundation stage at any one time and 30

**Moorland Nursey** will admit up to 30 children at any one time

Campfire Education Trust operates an admissions policy across the whole Trust. Bourton Meadow, George Grenville, Lace Hill, Lumbertubs, Spring Lane and Moorland are Academy Schools and, as such, have their own admission arrangements within the Campfire Education Trust Admissions Policy. It is the Governing Body of the individual academy which integrates the admission criteria for both the academy and nursery and operates the admission process. However, Buckinghamshire County Council will co-ordinate admissions into the Foundation Stage for Bourton Meadow Academy, George Grenville Academy and Lace Hill Academy and Northamptonshire County Council will co-ordinate admissions into the Foundation Stage for Lumbertubs and Spring Lane. Milton Keynes will coordinate admissions into Moorland Primary. Once a place has been allocated, Buckinghamshire County Council, Northamptonshire County Council or Milton Keynes Local Authority will write to parents confirming the school place.

Entry to an academy normally takes place in the September following a child's fourth birthday although a child is not required to start school until the September following their fifth birthday, when they reach compulsory school age.

The academies do not operate a selection process and places are available for children of all abilities, irrespective of where they live. However, if there is an excessive demand for places, then places are allocated based on the school's admission criteria.

### **Defined Catchment Area**

A defined catchment area is the area normally served by a school.

Bourton Meadow's, George Grenville's and Lace Hill Academy's defined catchment areas can be viewed by clicking on the link below:

<https://services.buckscc.gov.uk/school-admissions/nearest>

Lumbertubs, Spring Lane and Moorland do not have defined catchment areas.

## **Applying for a School Place**

Buckinghamshire County Council and Northamptonshire County Council will issue application forms during the Autumn Term. For children starting school for the first time it is advisable to apply online by visiting the following websites: <http://www.buckscc.gov.uk/services/education/school-admissions/> for Buckinghamshire schools and [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk) for Northamptonshire schools, [primaryadmissions@milton-keynes.gov.uk](mailto:primaryadmissions@milton-keynes.gov.uk) for Milton Keynes. The deadline for application is 15 January of the relevant year and if you do not apply by the deadline, it may adversely affect the chance of your child being offered a place at your preferred school.

If you do not apply by the deadline your child will not be considered until after all those who applied by the deadline. This may adversely affect the chance of your child being offered a place.

The application form asks for straightforward information about you and your child. The address you should give us is your child's permanent address at the time you fill in your application. This should be where your child and you live. If there are reasons why a child does not live at his or her parent's address, the parents should explain their circumstances in writing on the application form. If you are about to move into the defined catchment area of the school, an offer of a place will be on condition of providing evidence of either confirmation of legal exchange of contracts, or a lease agreement of at least six months on a property in which you and your family will be living. Failure to do so will mean a place will not be held for your child.

## **Admissions Criteria**

Children who have an Educational Health Care Plan which names the Academy as the appropriate provision will be admitted ahead of all other applicants.

When there are more applications for places than there are places available, priority would be given in the following order:

1. Children in care or were previously in care (as defined in the Schools Admission Code December 2012).
2. Children who have a sibling who will be in attendance at the time of admission and live in the defined catchment area, where there is one, of the academy they are applying to and attend the nursery of the school they wish their child to attend. Proof of permanent residence may be required.
3. Children who have a sibling who will be in attendance at the time of admission and live in the defined catchment area, where there is one, of the academy they are applying to. Proof of permanent residence may be required.

4. Children who live in the defined catchment area, where there is one, of the academy they are applying to. Proof of permanent residence may be required.
5. Children of Trust staff who wish their child to attend the school they work at.
6. Children who have a sibling who will be in attendance at the time of admission and live outside the defined catchment area, where there is one, of the academy they are applying to and who attend the nursery of the school they wish their child to attend.
7. Children who have a sibling who will be in attendance at the time of admission and live outside the defined catchment area, where there is one, of the academy they are applying to
8. Other pupils.

**Tie-breaker:** Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on a map - the higher the priority. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

**Late Applications:** Applications received after the published closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time. The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

**Waiting Lists:** Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

**Deferred Entry:** Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or take the place up part-time, until the child reaches compulsory school age. Where parents/carers wish to defer entry this must be agreed with the Academy. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday or on their 5<sup>th</sup> birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

**Admissions of children outside their normal age group:** If parents wish for their child to be considered for admission to a year group which is outside their normal age appropriate year group, then they must complete the LA common application form or the in-year admission form, as appropriate and attach a letter outlining reasons for the request and all supporting letters and/or documentary

evidence in support of the application. The supporting letters / documentary evidence / information which is required is as follows:

- Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely.
- Letter from the Headteacher at the child's current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group.
- Letter from the Headteacher at the child's current school regarding the child's social and emotional development and the likely impact of the admission.
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist.
- Medical history of the child along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group.

**Appeal Arrangements:** All appeals will be co-ordinated by the Trust for Buckinghamshire schools, Northampton County Council for the Northampton schools or Milton Keynes for Moorland. Where a Governing Body is unable to offer a place because the academy is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002. Parents should notify the Trust as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will receive 10 school days' notice of the place and time of the hearing.

In the event of oversubscription according to these criteria, places will be allocated according to the distance of the child's home to school as measured between the main entrances of the school to the front door of the applicants' residence using appropriate computer software, with those living closer to the school receiving the higher priority. It is important to bear in mind the criteria when completing the preference form.

Please note there is no automatic right to a place at any trust school even if your child has a sibling attending the school or your child attends the Nursery at that school or if you live in the defined catchment area of the school.

For admission purposes, a sibling is defined as a brother/sister, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

These criteria also apply to admissions of children who are requesting admission during the year, for example those who have just moved into the area. In Buckinghamshire, such requests should be made directly to the appropriate school whereas in Northamptonshire.

### **Applying for a Nursery Place**

The Trust Nurseries, with their additional care sessions and lunch clubs, have been established to offer extended care for the neighbouring and wider community of each of our schools. These facilities on the academy sites are offered to complement academy life and other additional educational activities which are already part of the extended provision. For Bourton Meadow and Lace Hill Nurseries children can only be registered for a nursery place after their second birthday after which they will be

placed on a waiting list. For George Grenville Nursery children have to be 18 months to register. Lumbertubs and Spring Lane are happy to accept applications at any age

Parents can request up to five free education sessions each week of three hours in the morning and the afternoon. The combination of these sessions are flexible and we try wherever possible to accommodate parents who may want to go to work or access training.

Parents are strongly encouraged to take up to five sessions or more as we feel that this benefits children's social, emotional and intellectual development and preference will be given to those requesting at least five sessions a week.

Along with the education sessions parents may also purchase additional sessions and/or lunch club sessions. This means that at:

- **Bourton Meadow Academy** nursery children can start at 8.30am, have lunch at school and remain at school until 3.30pm. Preference is given to parents wanting a greater number of sessions.
- **George Grenville Academy** nursery opens from 8.45am to 3.00pm in line with their school day. Again, preference is given to parents wanting a greater number of sessions.
- **Lace Hill Academy** nursery children can start at 8.35am to 3.15pm. Preference is given to parents wanting a greater number of sessions.
- **Lumbertubs Primary** nursery children can start at 8.30, have lunch at school and then remain at school until 3.30. Preference is given to siblings in the school
- **Spring Lane Primary** nursery children can start at 8.45, have lunch at school and continue until 3.30. Preference is given to siblings in the school.
- **Moorland Primary** nursery children can start at 8.45, can have lunch and continue until 2.40pm. There is also a provision for provides wrap around care from 8.00 to 6.00pm. Preference is given to siblings first

At **Bourton Meadow, Lace Hill and Lumbertubs Nurseries** children are eligible for care sessions, places permitting, from the start of the term they turn three. They become eligible for the free education sessions the term following their third birthday.

At **George Grenville Nursery** children are eligible for care sessions, places permitting, when they turn two and become eligible for education sessions the term following their third birthday.

At **Spring Lane Nursery** children are eligible for care sessions in the term after their second birthday, dependant on funding.

At **Moorland Nursey** if there are places available they will be admitted the term before they are three

### **Admissions Criteria**

The following criteria will be taken into consideration, in the following order, when allocating places in the Bourton Meadow, George Grenville, Lace Hill, Moorland, Lumbertubs and Spring Lane Nurseries:

1. Age of child
2. Children of academy staff
3. Catchment area of the academy, where there is one
4. Child already accessing care sessions
5. Siblings in the nursery
6. Siblings in the linked academy
7. Special circumstances i.e. health, social or emotional

All other policies and procedures are covered by those already in operation at Bourton Meadow Academy, George Grenville Academy, Lace Hill Academy, Moorland Primary, Lumbertubs Primary School and Spring Lane Primary School.

Please note FEES are calculated and invoices issued to be paid in advance each half term as stated in our Nursery Terms and Conditions unless other arrangements are made with the school.

Please note that a place in the nursery class does not mean automatic entitlement to a place in the school/academy.