

# **BEDFORDSHIRE SCHOOLS TRUST ADMISSIONS POLICY FOR SEPT 2021**



## **Basic information**

Gravenhurst, Langford Village, Gothic Mede, Lawnside, St Christophers, Etonbury, Pix Brook, Robert Bloomfield and Samuel Whitbread [“the schools”] currently make up Bedfordshire Schools Trust Ltd (BEST). The schools are based in the areas of Langford, Biggleswade, Stotfold, Arlesey, Shefford, Gravenhurst, Clifton and Dunstable. Each BEST school has its own catchment, which is defined within the Local Authority.

The Trustees of BEST are responsible for determining and administering the policy relating to the admission of pupils/students within the multi academy trust. It is guided by the requirements of the law and the advice of Central Bedfordshire Local Authority.

In accordance with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the responsibility for determining admissions lies with BEST.

The Trustees of BEST have set its planned admissions numbers as follows;

15 pupils at Gravenhurst  
30 pupils at Langford Village  
60 pupils at Gothic Mede  
60 pupils at Lawnside  
60 pupils at St Christophers  
180 pupils at Etonbury  
180 pupils at Pix Brook  
240 pupils at Robert Bloomfield  
400 students at Samuel Whitbread

Parents/carers living in the catchment who wish to apply for a place at a BEST school for their child beginning in September 2021 must complete the paper version of the Local Authority application form or can apply on line at:

### **Central Bedfordshire**

<http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>

E-mail [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

### **Bedford Borough**

[http://www.bedford.gov.uk/education\\_and\\_learning/schools\\_and\\_colleges/school\\_admissions.aspx](http://www.bedford.gov.uk/education_and_learning/schools_and_colleges/school_admissions.aspx)

### **Luton Borough Council**

[http://www.luton.gov.uk/Education\\_and\\_learning/Schools\\_and\\_colleges](http://www.luton.gov.uk/Education_and_learning/Schools_and_colleges)

This should be done no later than the dates to be confirmed by the Local Authority. Late applications will be considered after those received on time.

Parents/carers who do not live in Central Bedfordshire should apply to the Local Authority in which they live. All applications will be considered at the same time.

Children with an Education, Health and Care Plan (EHCP) naming a BEST school will be admitted in accordance with Central Bedfordshire policy and regulations.

The Admissions Committee of the BEST Trustees will consider all applications made in accordance with the criteria set out below without reference to the aptitude or ability of the child. All applications will be considered on an equal preference basis.

BEST abides by the Statutory Code for Admissions 2014.

**ADMISSIONS CRITERIA for Gravenhurst Academy**

Gravenhurst Academy has an agreed admission number of 15 for entry to the reception year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Any other children

**ADMISSIONS CRITERIA for Langford Village Academy**

Langford Academy has an agreed admission number of 30 for entry to the reception year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Any other children

**ADMISSIONS CRITERIA for Gothic Mede Academy**

Gothic Mede Academy has an agreed admission number of 60 for reception Year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Any other children

**ADMISSIONS CRITERIA for Lawnside Academy**

Lawnside Academy has an agreed admission number of 60 for reception Year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Any other children

**ADMISSIONS CRITERIA for St Christophers Academy**

St Christophers Academy has an agreed admission number of 60 for entry to the reception year.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Any other children

**ADMISSIONS CRITERIA for Etonbury Academy**

Etonbury Academy has an agreed admission number of 180 for entry to Year 5.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Attendance at the traditional feeder schools – St Mary's (Stotfold), Gothic Mede, Fairfield Park Lower and Roecroft Lower
7. Any other children

**ADMISSIONS CRITERIA for Pix Brook Academy**

Pix Brook Academy has an agreed admission number of 180 for entry to Year 5.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Attendance at the feeder schools – St Mary's (Stotfold), Gothic Mede, Fairfield Park Lower and Roecroft Lower<sup>1</sup>
7. Any other children

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<sup>1</sup> Please note that during the initial opening phase of Pix Brook Academy, the feeder schools will be considered the same as Etonbury Academy.

# **BEDFORDSHIRE SCHOOLS TRUST**

## **ADMISSIONS POLICY FOR SEPT 2021**



### **ADMISSIONS CRITERIA for Robert Bloomfield Academy**

Robert Bloomfield Academy has an agreed admission number of 240 for entry to Year 5.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Attendance at the traditional feeder schools – Shefford, Clophill, Haynes, Southill, Wilstead, Stondon, Shillington, Campton and Gravenhurst
7. Any other children

### **ADMISSIONS CRITERIA for Samuel Whitbread Academy**

Samuel Whitbread Academy has an agreed admission number of 400 for entry to Year 9.

In case of over subscription the Trustees will give priority to children in the following order:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children of permanent staff who have been employed for two years or more at the time at which the application for admission to the school is made or recruited to fill a skill-shortage area (see definition)
4. Pupils with siblings at the school (see definition of siblings)
5. Pupils living in the catchment
6. Attendance at the traditional feeder schools – Robert Bloomfield and Henlow Church of England Academies
7. Any other children

If when applying these criteria there are more children with an equal right to admission to any particular school than the number of available places, the tie break will be the distance the pupil/student lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil/student's home to the location of the school (each school has an agreed grid reference – see grid below). Priority will not be given within each criterion to children who meet other criteria.

<b>BEST school</b>	<b>Designated measuring point</b>
Gravenhurst Academy	School door
Langford Academy	School office
Gothic Mede Academy	Main entrance
Lawnside Academy	Main entrance
St Christophers Academy	School gate
Etonbury Academy	Central point of the main hall
Pix Brook Academy	Main entrance door
Robert Bloomfield Academy	Main entrance
Samuel Whitbread Academy	Reception office

# **BEDFORDSHIRE SCHOOLS TRUST**

## **ADMISSIONS POLICY FOR SEPT 2021**



In the event of (a) two or more children living at the same address point (e.g. 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, using the School Admissions Team database to allocate the place.

In the event of a place not being available at the parent/pupil's chosen school, a place will be offered at the next nearest BEST school if there are places available.

The Local Authority will only provide free home to school transport for pupil/students who are entitled through their Home to School Transport Policy. A copy of which can be found at [www.centralbedfordshire.gov.uk/schooltransport](http://www.centralbedfordshire.gov.uk/schooltransport). Stotfold, Arlesey and Astwick will be considered by the Local Authority as dual catchment areas for Etonbury, Pix Brook and Samuel Whitbread for years 9- 11.

Pupil/students who have an Education, Health and Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Pupil/students identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

### **Definitions:**

#### **“Looked after children”**

A ‘looked after’ child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to a school.

#### **“Previously ‘looked after children”**

A previously ‘looked after’ child is a child who was ‘looked after’, but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

#### **“Permanent Staff”**

The parent must be a permanent member of staff and been employed by BEST to work within the school for two or more years at the time of application, and/or recruited to fill a vacant post where there is a demonstrable skill shortage.

#### **“Sibling”**

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority 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. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

#### **“Catchment”**

Each BEST school has its own catchment, which is defined within the Local Authority. A list of these areas is at the end of this document.

#### **“Home address”**

The address must be the address at which the child lives with their parent unless the parent/carers can provide appropriate evidence that their child lives elsewhere with someone who has legal care of the child. BEST and the Local Authority expect a child's home address to be a residential property that is the child's only or main residence, not an address at which the child may sometimes stay or sleep due to your domestic arrangements.

# **BEDFORDSHIRE SCHOOLS TRUST**

## **ADMISSIONS POLICY FOR SEPT 2021**

If the child lives at more than one address because childcare arrangements are shared jointly either parent may apply but the address where the child spends most of the school week will be considered the most relevant.

If it is unclear where the child spends most of the school week, we may also request further information regarding which parent is in receipt of Child Benefit and/or GP registration.

### **“Any other children”**

Pupils/students who do not meet any of the higher criteria will be prioritised by the distance with those living closer to the school receiving the higher priority. Using their computerised measuring system, the Local Authority will measure the straight-line distance from the address point of the pupil’s home to the designated measuring point for the school.

### **Appeals / Waiting Lists**

Parents of pupil/students not offered a place at a BEST school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at any BEST school will be offered a place at another BEST school should there be a place available and / or 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 to BEST or to Central Bedfordshire Council’s School Admissions Team. The standard In-Year application form for academies/schools in Central Bedfordshire is available from the Council or can be obtained from BEST to complete from [info@bestacademies.org.uk](mailto:info@bestacademies.org.uk)

Or in writing to:

Admissions  
Bedfordshire Schools Trust  
BEST House  
Shefford Road  
Clifton  
Bedfordshire  
SG17 5QS

### **Deferred Entry**

Parents of children offered a place for admission in the reception year are offered a full time place to commence in the September following their child’s fourth birthday. However, parents may defer the admission of their child until later in the academic year or until their child becomes of statutory school age or request that their child takes up their place part time until they reach statutory school age. A place cannot be deferred beyond statutory school age nor beyond the academic year for which the place was offered. Therefore the following will apply, according to the child’s date of birth for deferring entry to the Reception year:

<b>Child born:</b>	<b>Term which place can be deferred until:</b>
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring term (January)
1 <sup>st</sup> January – 31 <sup>st</sup> March	Summer term (April)
1 <sup>st</sup> April – 31 <sup>st</sup> August	Summer term (April)



**Delayed admission for Summer born children (those born between 1<sup>st</sup> April and 31<sup>st</sup> August)**

Parents/carers can also request that their Summer born child is admitted to Reception in the September following their fifth birthday rather than to Year 1. However, parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the Trustees of BEST and any request should be initially submitted to the Principal of the academy.

Parents/carers of Summer born children should make their application for a school place on the Common Application Form (CAF) by 15<sup>th</sup> January if their child will be 4 years old by 31<sup>st</sup> August of that year. They should make clear on the form that they wish to defer entrance to school for a year. They should apply for both entrance to their child's normal age group (Year R) and for entrance out of the year group.

BEST Trustees will consider a request on the basis of the individual circumstances of the case and the best interests of the child. To this end, the Trustees will liaise with the Principal and must take account of the parent/carers' view. A written request should be made by the parents/carers for the attention of the Trustees of BEST and should include:

- the parent/carers' reasons for the request
- information regarding the child's academic, social and emotional development
- any supporting evidence the parent/carer deems relevant
- where relevant, medical history and views of medical professionals (this may include details of if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date)

Once determined, the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Where the parent(s)/carer(s) request for a school place outside the normal age group is successful, the parent(s)/carer(s) can withdraw their application for a place within the normal age group. They will have to make a fresh application during the admissions round the following year.

Where the request for a place outside the normal age group is unsuccessful, they may decide to continue with their application for a place within the normal age group or may withdraw it and make an in year application for admission to Year 1 for the September following the child's fifth birthday.

**Admission of children outside their normal age group**

Parent(s)/carer(s) who want their child to transfer to the next phase of school outside of their normal age group must make a request in sufficient time for it to be considered before the application deadline.

Requests should be submitted, in writing, for the attention of the Principal of the academy, who will liaise with the Trustees of BEST. The request should include:

- the parent/carers' reasons for the request
- information regarding the child's academic, social and emotional development
- any supporting evidence the parent/carer deems relevant
- whether the child has previously been educated outside their normal age.

Once determined the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application using the appropriate paper CAF within the admission timetable. The application will be considered within the normal

# **BEDFORDSHIRE SCHOOLS TRUST**

## **ADMISSIONS POLICY FOR SEPT 2021**



allocation process under the relevant admission criterion.

Please note that requests for a child to delay admission to the next phase of school can only be considered if the child is in possession of an Education, Health and Care Plan (EHCP). Unless they are a Summer born child who meets the criteria set out above.

### **Children with Special Educational Needs**

It should be noted that children in possession of an Education, Health and Care Plan will be admitted in accordance with the SEND admissions process. Please contact Central Bedfordshire Council for further information.

### **Appendices**

Appendix A – list of BEST school catchment areas

Appendix B – catchment maps for each BEST school



**Appendix A – BEST school catchment areas**

**Gothic Mede Academy**  
Arlesey

**Gravenhurst Academy**  
Gravenhurst \* *except the following properties on Shillington Road; Old Mill Lane, Baytree and Millstream*

**Langford Village Academy**  
Langford

**Lawnside Academy (Biggleswade)**

Anne Street	Lime Tree Walk
Ashley Gardens	London Road
Auckland Road	Mountbatten Drive
Banks Road	Newton Court
Bellingham Place	Northfields
Brigham Gardens	Nursery Close
Boddington Gardens	Orchard Close
Chestnut Avenue	Potton Road
Churchill Court	Reynolds Close
Cooks Way	Sandy View
Copelands	Rowan Crescent
Crab Lane	Rowletts View
Drove Road	Shuttleworth Court
Edward Road	Spring Close
East Walk	South Walk
Eagle Farm Road	Sutton Avenue
Glebe Road	Stoneland Avenue
Furzenhall Road	Stratton Way
Grosvenor Gardens	The Avenue
Havelock Road	The Baulk
Hitchmead Road	Urban Way
Jubilee Gardens	West Walk
Laburnham Road	Winston Crescent
Lindsell Crescent	
Lawnside	
Lawrence Road	

**Etonbury Academy & Pix Brook Academy<sup>2</sup>**  
Arlesey  
Astwick  
Fairfield  
Stotfold

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<sup>2</sup> Please note that during the initial opening phase of Pix Brook Academy, the catchment area will be the same as Etonbury Academy.

# **BEDFORDSHIRE SCHOOLS TRUST**

## **ADMISSIONS POLICY FOR SEPT 2021**



### **Robert Bloomfield Academy**

Broom  
Campton  
Chicksands  
Claphill \* *except the following properties on Bedford Road; Clayhill cottages, County Garage, Firs Farm and Forest Lodge at Maulden Woods*  
Deadman's Cross  
Gravenhurst  
Haynes \* *except Limbersey Lane, Wilstead Hill and West End (although Oxleys Cottages, Oxley Farm House and flat at Four Winds Garage is)*  
Higham Gobion  
Ireland  
Oak Farm and Sweet Briars Cottage on Bedford Road in Northill Old  
Warden \* *except Wood Farm (The Village)*  
Pegsdon  
Shefford  
Shillington  
East Half House and Whitehall (Wrest Park) in Silsoe  
Southill  
Stanford  
Stondon

### **Samuel Whitbread Academy**

Arlesey  
Astwick \* *except Water Tower (Topleys Hill)*  
Broom  
Campton  
Chicksands  
Clifton  
Deadman's Cross  
Haynes \* *except Limbersey Lane, Wilstead Hill and West End (although Oxleys Cottages, Oxley Farm House and flat at Four Winds Garage is)*  
Henlow  
Higham Gobion \* *except Westh*  
Ireland  
Langford (*dual catchment with Stratton Upper*)  
Meppershall  
Oak Farm and Sweet Briars Cottage on Bedford Road in Northill Old  
Warden \* *except Wood Farm (The Village)*  
Pegsdon  
Shefford  
Shillington  
Southill  
Stanford  
Stondon  
Stotfold

**BEDFORDSHIRE SCHOOLS TRUST**  
**ADMISSIONS POLICY FOR SEPT 2021**



**St Christophers Academy**

**Dun – Ick1 – Icknield**

Buckwood Avenue  
Calcutt Close  
Cresta Close  
Evelyn Road  
Gorham Way  
Highfields Close  
Laurelside Walk  
Linden Close  
Linden Road  
Luton Road  
Old Dairy Court  
Poynters Road  
St Christophers Close  
Thornbury  
Walgrave Road

**Dun – Ick5 - Icknield**

Bernard Close  
Broadwalk  
Church Street  
Court Drive  
Dorchester Close  
High Street North  
Kingscroft Avenue  
Kingsway  
The Mall

**Dun – Ick2 - Icknield**

Boscombe Road  
Bramley Court  
Brandeth Avenue  
Carterweys  
Chalk Acres  
Duncombe Drive  
Fairfield Close  
Fairfield Road  
Florence Close  
Hadrian Avenue  
Katherine Drive  
Lockington Crescent  
Luton Road  
Millers Lay  
Monks Close  
Pynders Lane  
Ridgeway Avenue  
Ridgeway Drive  
Russett Way  
The Crest  
Western Way  
Wingate Road  
Woodford Road

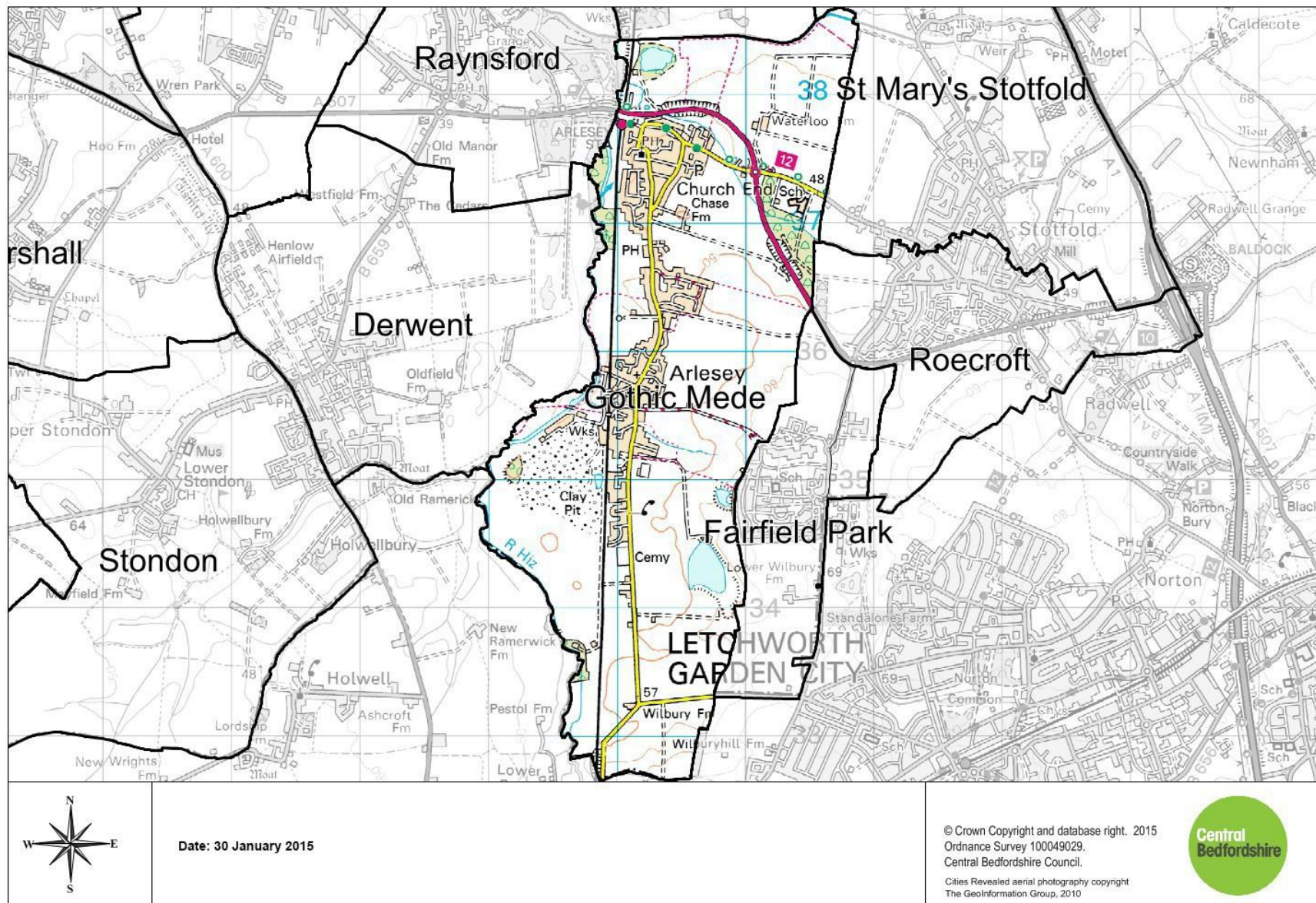
**Dun – Ick3 - Icknield**

Goldstone Crescent  
Hadrian Avenue  
Holliwick Road  
Holmwood Close  
Markham Crescent  
Poynters Road  
Ridgeway Avenue  
Wilbury Drive

**Dun – Ick4 - Icknield**

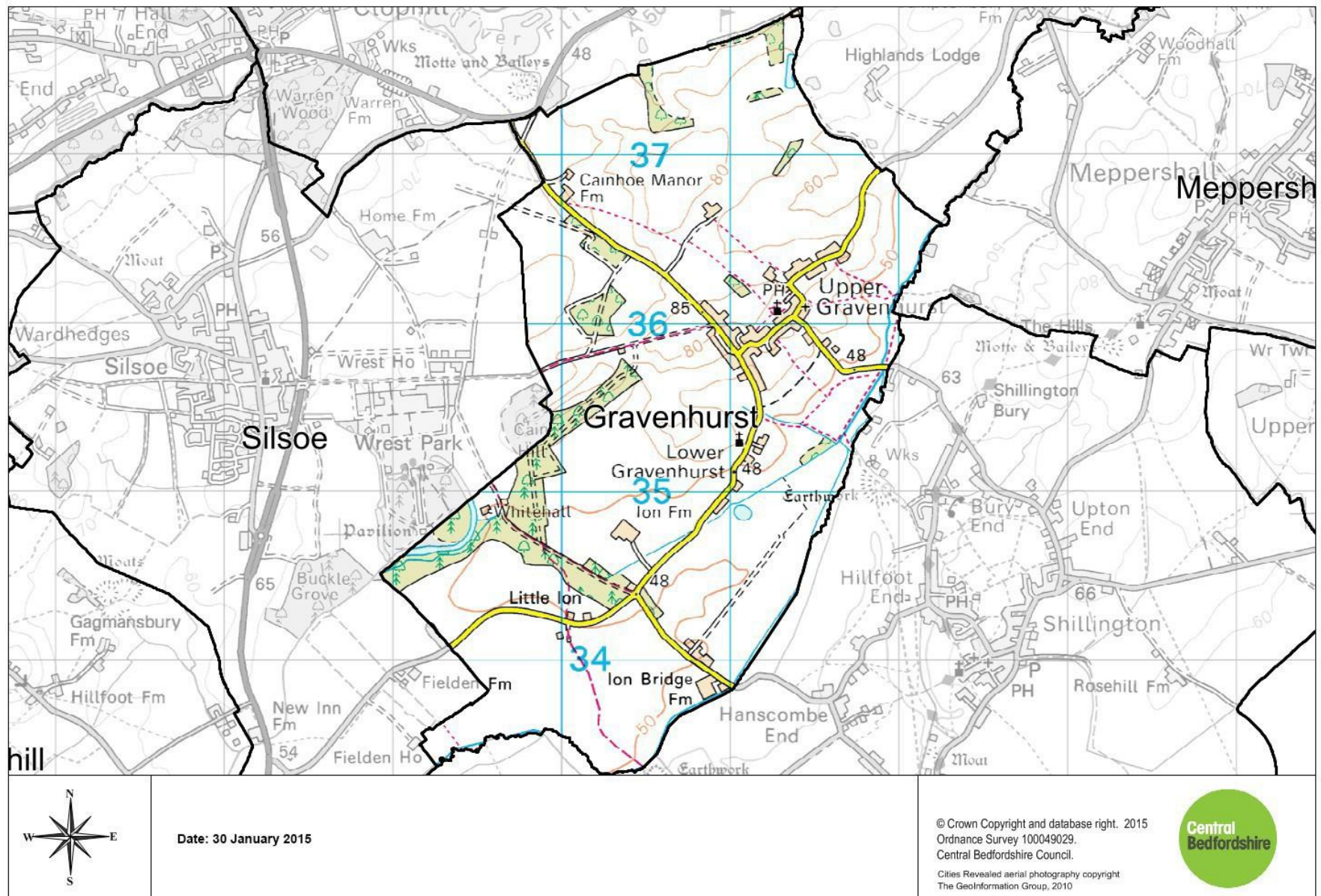
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Dale Close  
Dale Road  
Jeans Way  
Kiln Way  
Kingsbury Avenue  
Kingsbury Gardens  
Lambs Close  
Liscombe Road  
Ludun Close  
Luton Road  
Parrott Close  
The Retreat

## APPENDIX B – GOTHIC MEDE ACADEMY





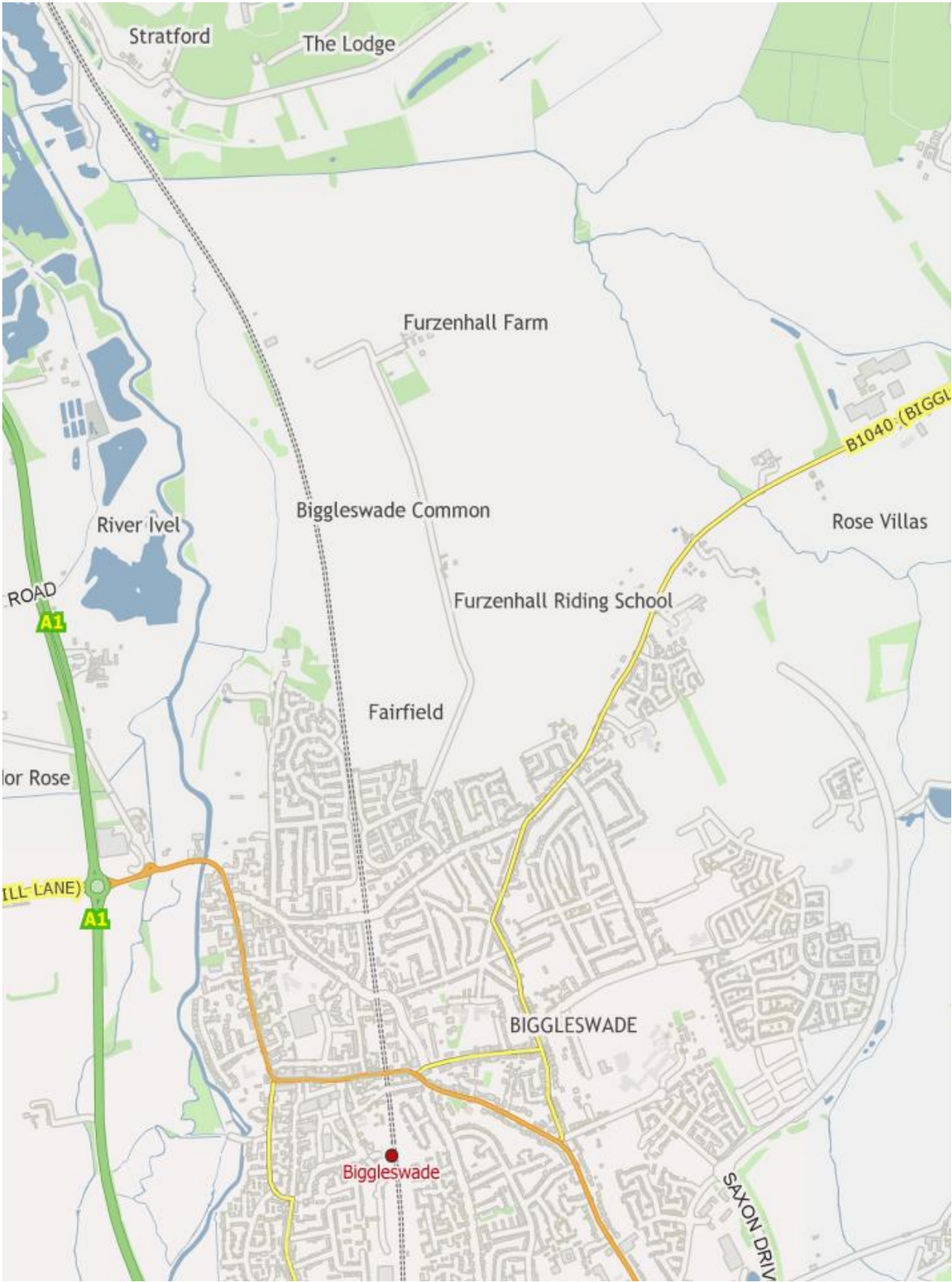
## APPENDIX B – GRAVENHURST ACADEMY



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APPENDIX B – LAWNSIDE ACADEMY

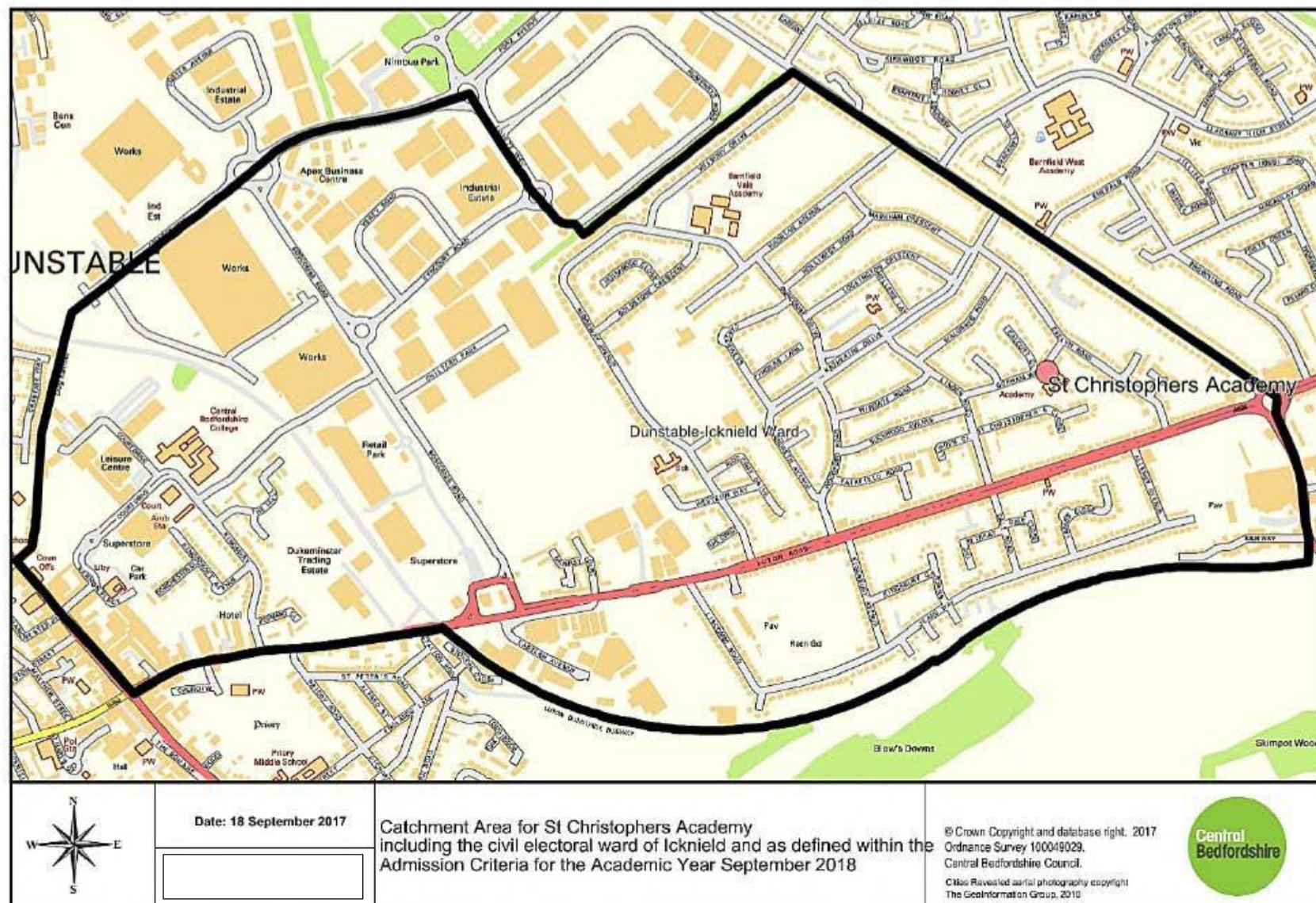


Lawnside Lower School Catchment

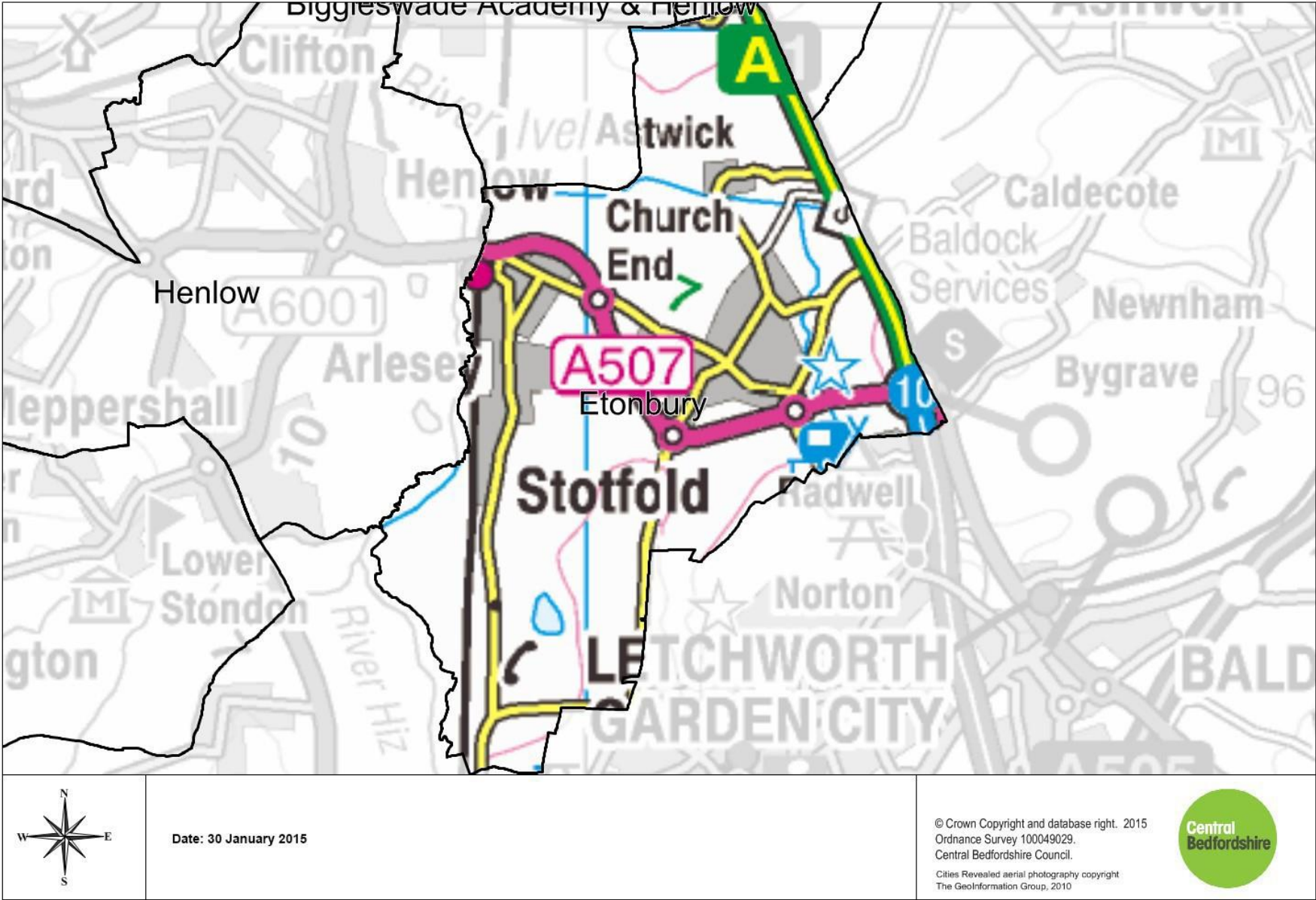
Crown Copyright and database right. 2017  
Ordnance Survey 100049029 Central  
Bedfordshire Council  
Cities Revealed Aerial photography copyright  
The GeoInformation Group 2017



## APPENDIX B – ST CHRISTOPHERS ACADEMY

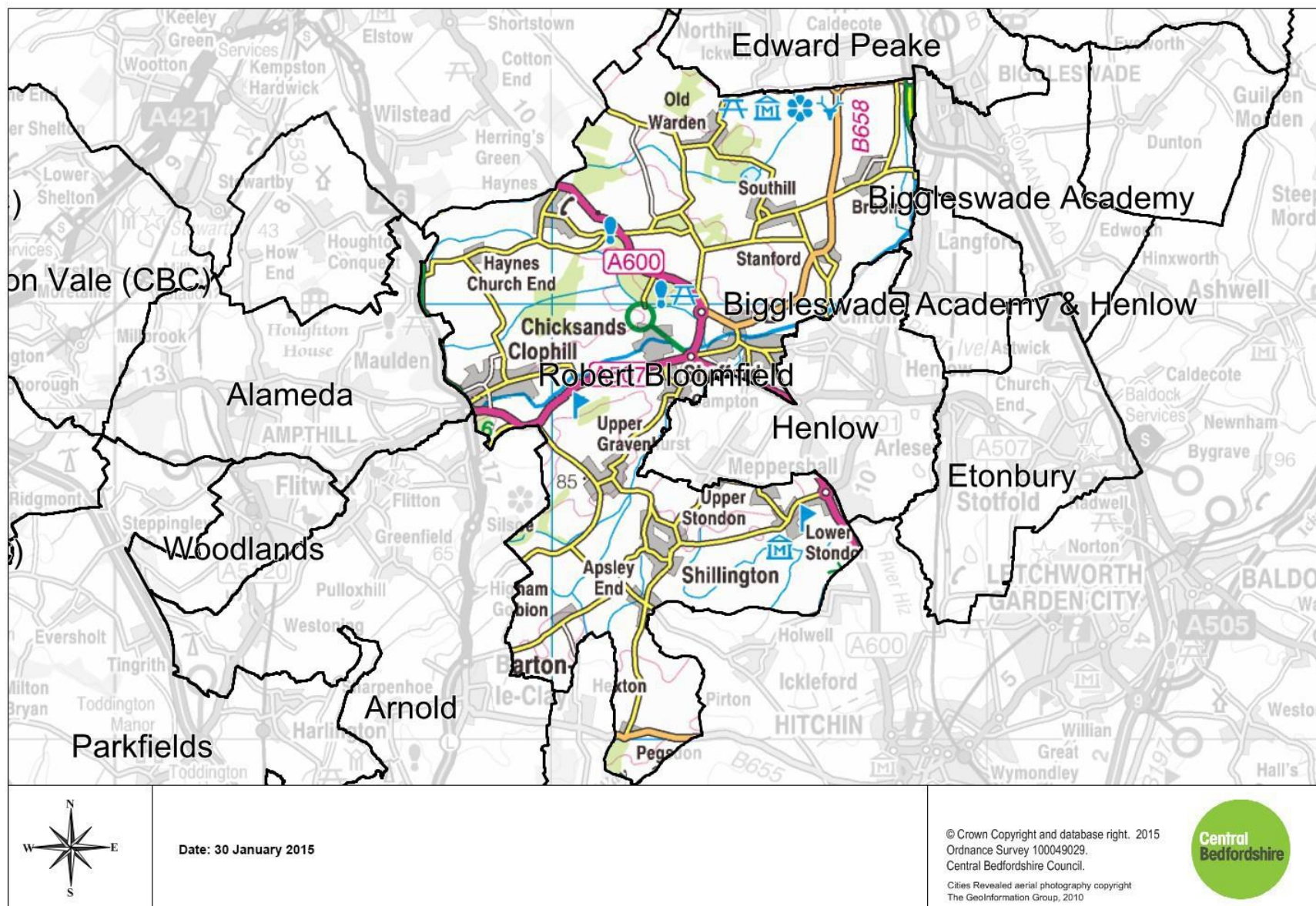


APPENDIX B – ETONBURY ACADEMY & PIX BROOK ACADEMY





## APPENDIX B – ROBERT BLOOMFIELD ACADEMY



## APPENDIX B – SAMUEL WHITBREAD ACADEMY

