

Laburnum Primary School

Admissions Policy for 2025-2026



Updated by:	Head Teacher	Approved Date: February 2024
Last reviewed:	February 2024	
Next review due by:	Annually (in line with consultation period requirements)	

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1. Introduction

- 11** The governing board of Laburnum Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school and in line with guidance from Central Bedfordshire Council and its determined co-ordinated scheme. This can be found at:
<http://www.centralbedfordshire.gov.uk/school/admissions/arrangements-2020-2021/overview.aspx>

2. Aims and objectives

- 21** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 22** All applications will be treated on the Local Authority agreed criteria.
- 23** The first restriction is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure, agreed by the Local Authority, set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 24** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. In line with the LA it is the policy for the school to integrate children with special needs into mainstream provision whenever possible. The school does not discriminate against pupils because of their sex, race, disability, religion or belief or sexual orientation.

3. How parents can apply for their child to be admitted to our school

- 31** As our school is a foundation school, the Governing Board determines the admission arrangements. The LA is therefore the 'Admissions Authority' for our school.
- 32** Parents have a right to express a preference for the school of their choice. Expressing a preference does not, in itself, guarantee a place at this school.
- 33** The application for the main school is normally during their time at nursery and they need to apply via the Local Authority for first admission to the school, into the reception class (4+years).

- 34** Parents have to apply to the Local Authority for their child to attend the reception class (4+ years), during the preceding year. For September 2025 admissions this process opens in the Autumn term of 2023. Applications are usually made on the Local Authority's website. The online application forms are normally available from the Autumn term before your child will attend the main school, i.e. the following September, and the forms need to be returned to the Local Authority during the Spring term.
- 35** Admission to the Reception class is normally on the basis of pupils living within our catchment.

4. In-year Admission

- 41** An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 42** As a foundation school, we opt-in to the local authority's scheme for in year admissions. Therefore, all in-year admission applications are coordinated by the LA and should be completed using the appropriate LA form. The form is available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.

5. Admission Criteria

These are the agreed criteria for admissions to the school:

- 1** All 'looked after' children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2** Children living in the catchment area with siblings at the school.
- 3** Children living in the catchment area.
- 4** Very exceptional medical grounds.
- 5** Other children with siblings at the school.
- 6** Children attending the Nursery class at Laburnum Primary School.
- 7** Children who live nearest to the school determined by a straight line distance from the school site (bell tower) to the child's home address.

6. Admission appeals

- 6.1** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

7. The admissions number

- 7.1** The admissions number is the number of children (30 pupils for each year group) the school can accommodate. We keep this number under review and the governors may apply to change the number if circumstances allow. There are some circumstances agreed with the LA which may result in this number being exceeded on a temporary basis.

8. Infant class size

- 8.1** Following current government policy, we ensure that infant children (aged five to seven) are taught in classes that have a maximum number of 30 children.

9. Admissions to the Nursery

- 9.1** As our school is a foundation school, the school is the determining admission authority for the school's nursery.
- 9.2** Children enter Laburnum Nursery during the term after they are three (Jan-March births - Summer term start, Apr-Aug births - Autumn term start, Sept-Dec births - Spring term start.)
- 9.3** Therefore, parents who would like their child to be admitted to the school's nursery should ensure that they contact the school, as soon as possible, to enter their child's name into the school's admissions register. Parents need to complete the necessary application form for their child to start the nursery.
- 9.4** Usually parents are invited to visit before their child attends the nursery and are able to tour the school and nursery before making a choice.
- 9.5** Parents should complete the school's nursery admission form at the beginning of the second half of the term in the term before the child would start:
- soon after the October half term for those entering Nursery in the following January
 - soon after the February half term for those entering Nursery in the following April May
 - soon after the May/June half term for those entering Nursery in the following September
- 9.6** You will be informed about the school's acceptance of your child along with the start date, the sessions and times and the 1:1 visit date. Your child will normally be invited to a "taster session" in the half term before they start.
- 9.7** The children may have a staggered start to the nursery to ensure a smooth transition from home (or pre-school) to the nursery.

10. Summary

- 10.1** The Local Authority arranges admissions to the main school; the Reception class up to Year 6 (see the criteria above). The school arranges admissions to the school's nursery.

11. Review

- 11.1** This policy will be reviewed annually or sooner if there are any changes.