

Proposed Admission Arrangements

Luton community schools for September 2022

Author: Priscilla Joseph

Contact: priscilla.joseph@luton.gov.uk

Version: 1.0 (published)

Last updated: 24 November 2020

Contents

Luton community schools for September 2022	1
Contents.....	1
Introduction.....	3
Proposed changes to the Admissions Policy	3
Children previously in state care outside of England	3
Reduction in Published Admission Numbers.....	3
Luton Council’s admissions policy	6
Community infant and primary schools	6
Community junior schools	7
Admissions process for community schools	8
‘Equal preference’ system	8
Timetable.....	8
Application process	9
Applications for schools outside of Luton	9
Applications for Luton schools from parents residing outside of Luton	10
Home address	10
Late applications	10
Nursery Admissions	10
Deferred entry	10
Admission of children outside of their normal age group	11
In-year admissions	11

Publication of admission arrangements.....	11
Relevant area	11
Definitions.....	11
Home Address.....	12
Catchment.....	12

Introduction

This paper sets out the proposed admission arrangements for Luton's community schools for the academic year beginning September 2022.

Proposed changes to the admissions policy

The arrangements remain unchanged with the exception of the following:

- ❖ The looked after / previously looked after children priority (criterion 1) has been extended to include children previously in state care outside of England who were subsequently adopted.
- ❖ A proposal to reduce the Published Admission Number (PAN) for Bushmead Primary School, Maidenhall Primary School, Pirton Hill Primary School, Stopsley Primary School and Surrey Street Primary School.

Further details on these proposals are given below.

Children previously in state care outside of England

The current admission arrangements give first priority to children who are looked after, or children who were previously looked after, (in the care of a local authority in England) but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. It is proposed to extend this criterion to include children previously in state care, outside of England, who ceased to be in care as a result of being adopted.

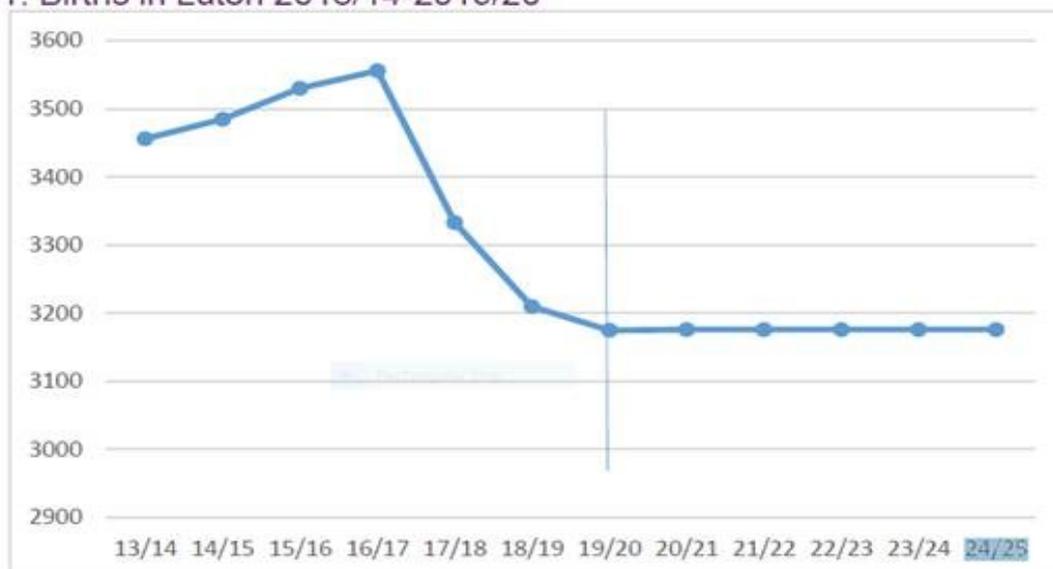
In accordance with the Department for Education's (DfE) guidance, state care will mean provision by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. The DfE consider that prioritising this group of children is important as they are vulnerable and may have experienced abuse and neglect prior to being adopted.

This change was proposed by the DfE in 2017, but is likely to become a mandatory requirement in the revised Admissions Code which is expected to be ratified in Spring 2021.

Reduction in published admission numbers

Pupil forecasts for Luton show that pupil numbers in the primary sector will decrease by 6% between January 2020 and January 2025. These projections reflect a decline in the birth rate which is illustrated below.

Chart 1: Births in Luton 2013/14-2019/20



Actual							Predicted				
2013/2014	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
3456	3485	3530	3556	3333	3210	3175	3176	3176	3176	3176	3176

Source: Luton NHS

The pupil forecasts indicate that overall Luton will have an excessive number of primary school places.

The table setting out the Reception Year pupil projections, for mainstream schools, against capacity.

Academic Year	Year R Projection	Capacity	Surplus	% Surplus
2020/21	3116	3552	436	12%
2021/22	3145	3552	407	11%
2022/23	2996	3552	556	16%
2023/24	2878	3552	674	19%
2024/25	2849	3552	703	20%
2025/26	2848	3552	704	20%
2026/27	2864	3552	688	19%
2027/28	2868	3552	684	19%
2028/29	2875	3552	677	19%
2029/30	2870	3552	682	19%

Table 1: Comparison between the Reception Year Pupil Projections and School Capacity

It is proposed that the Published Admissions Number (PAN) for the Reception Year intakes, from September 2022, will be reduced by 30 pupils.

It is proposed that the Published Admissions Number (PAN) for the Reception Year intakes, from September 2022, will be reduced by 30 pupils for the following schools:

School	Current Published Admission Number	Proposed Published Admissions Number
Bushmead Primary School	120	90
Maidenhall Primary School	120	90
Pirton Hill Primary School	90	60
Surrey Street Primary School	90	60
Stoplsey Primary School	90	60

This action will assist the above schools with their budget planning, which is particularly challenging for schools holding excessive capacity.

Bushmead Primary School – Governors have requested that the School's Published Admissions Number be reduced, from 120 to 90, as demand for places has reduced in recent years and the School has a budget deficit. The school is holding the following vacancies:

Year R (5), Year 1 (17), Year 2 (9), Year 3 (1), Year 4 (4), Year 5 (6), Year 6 (4)

The pupil forecasts indicate that the school would hold 18 vacancies for the Reception Year intake in September 2022 which would increase to 30 vacancies for the September 2024 intake. It is hoped that this reduction will increase the size of Reception Year intakes at William Austin Infant School, which is a neighbouring school.

Maidenhall Primary School – the Council is proposing a reduction in the School's Published Admissions Number, from 120 to 90, because it is holding the following vacancies:

Year R (39), Year 1 (19), Year 2 (21), Year 3 (37), Year 4 (9), Year 5 (0), Year 6 (32)¹

Pupil projections indicate that 90 places will be sufficient from September 2022 onwards.

Pirton Hill Primary School – the Governing Body has requested that the School's Published Admissions Number is reduced, from 90 to 60, to better reflect demand for places, aid budget management and assist with the school's improvement plans. The School is holding the following surplus capacity:

Year R (42), Year 1 (32), Year 2 (36), Year 3 (24), Year 4 (24), Year 5 (20), Year 6 (34)²

Pupil projections indicate that 60 places will be sufficient from September 2022 onwards.

Stopsley Primary School – the Governing Body have requested that the School's PAN is reduced from 90 to 60 as the school has a budget deficit and is holding the following surplus capacity:

Year R (25), Year 1 (31), Year 2 (30), Year 3 (12), Year 4 (25), Year 5 (4), Year 6 (5)³

Pupil projections indicate that 60 places will be sufficient from September 2022 onwards.

Surrey Street Primary School – the Governing Body has requested that the School's Published Admissions Number is reduced, from 90 to 60, to aid budget management and better match supply and demand. The School is holding the following surplus capacity:

Year R (55), Year 1 (45), Year 2 (19), Year 3 (37), Year 4 (35), Year 5 (33), Year 6 (39).⁴

Pupil projections indicate that 60 places will be sufficient from September 2022 onwards.

The Governing Bodies of community schools will be asked to sign a Memorandum of Understanding to confirm that they would be willing to increase the School's Admissions Number at a later date, if requested (within a reasonable timeframe) by the Council.

The Council may need to consult on further reductions to PANs for other community schools, in future years. Other own admission authority schools may consult on reducing their Published Admissions Number. Continued liaison will take place with academy trusts, foundation and voluntary aided schools in Luton in relation to pupil forecasts and any capacity issues.

¹ these figures reflect the number of vacancies in comparison to the School's Published Admissions Number; they do not take account of any year groups operating a lower operational capacity where the Admissions Limit has been capped at a lower figure.

² these figures reflect the number of vacancies in comparison to the School's Published Admissions Number; they do not take account of any year groups operating a lower operational capacity where the Admissions Limit has been capped at a lower figure.

³ As above

⁴ As above

Luton Council's admissions policy

Luton operates a catchment area system. Parents are advised of their designated catchment area school and of their right to express a preference for any school.

Pupils are admitted to Luton schools, without reference to ability or aptitude, up to the published admission number for each school. If the number of places in a particular year group at a school is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given overleaf) to determine how places will be allocated.

Priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocol.

Community infant and primary schools

In accordance with the Education Act 1996, children with an Education Health and Care Plan are required to be admitted to the school named in the Plan. Thereafter, the following priorities will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁵ including those who appear to the Council to have been in state care⁶ outside of England and ceased to be in care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).
2. Brothers and sisters of pupils attending the school or the linked junior school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by medical evidence.
5. Children of staff who work at the School.
6. On the shortest distance, measured in a straight line, between the main entrance⁷ of the school site and the pupil's home address⁸, with those living closer to the school being accorded higher priority.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tiebreaker.

For infant and primary school admissions where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

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-

⁵ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁶ A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

⁷ The main entrance of the School means the door used to access the School's main reception.

⁸ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Note:

Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of Farley Junior School for which Whipperley Infant Academy is the linked school.

Community junior schools

In accordance with the Education Act 1996, pupils with an Education, Health and Care Plan are required to be admitted to the school named in the Plan. Thereafter, the following priorities will apply:-

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹ including those who appear to the Council to have been in state care¹⁰ outside of England and ceased to be in care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).
2. Brothers and sisters of pupils attending the school or the linked infant school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by medical evidence.
5. Pupils attending the linked infant school.
6. Children of staff who work at the School
7. On the shortest distance, measured in a straight line, between the main entrance¹¹ of the school site and the pupil's home address¹², with those living closer to the school being accorded higher priority.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 7) will be used as a tiebreaker.

For junior school admissions where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

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-

⁹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

¹⁰ A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

¹¹ Main entrance of the School means the door used to access the School's main reception.

¹² The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Note:

Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of Farley Junior School for which Whipperley Infant Academy is the linked school.

Admissions process for community schools

The Council will continue to use the equal preference system that was adopted for all Luton schools for September 2007 admissions.

'Equal preference' system

Stage 1

All first, second and third preference applications are considered equally against the schools' admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 60 places and there are 120 first, second and third preference applications all are considered equally against the admissions criteria.

Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

Timetable

Primary schools

Week commencing 6 September 2021	Parents of Year 2 pupils receive information on the transfer to Junior School admissions process.
Week commencing 11 October 2021	Parents of pupils born between 1/9/17 – 31/8/18 receive information on the Starting School admissions process.
15 January 2022	Closing date for receipt of application forms.
23 February 2022	Applications from Luton residents for Luton voluntary aided and foundation schools are passed to the relevant school for consideration. Applications from Luton residents for out of borough schools are passed to the relevant LA for consideration.
1 March - 31 March 2022	Exchange of data: 1 March – Luton VA and foundation schools provide the LA's Admissions Team with a list that ranks applications against their school's admissions criteria. Out of borough

	<p>applications for Luton VA and foundation schools will be passed to the relevant admission authority as they are received.</p> <p>Luton LA receives notification of the outcome of applications, for Luton resident pupils, for schools outside of the Borough.</p> <p>Luton LA will notify neighbouring LAs of the outcome of applications, for a place at a Luton school, from pupils residing in their area.</p>
15 April 2022	Allocation lists sent to schools via email.
19 April 2022	<p>Starting school admissions round</p> <p>Offer emails will be sent to parents during the day who applied using the online system.</p> <p>Decision letters will be sent to parents who completed a paper application form.</p> <p>Junior school transfer</p> <p>Offer emails will be sent to parents during the course of the day who applied using the online system.</p> <p>Decision letters will be sent to parents who completed a paper application form.</p>
June 2022	Admission appeals take place from June 2022.

If schools receive direct applications they must inform Luton Council of the application and forward it to the Council by the closing date regardless of whether the child(ren) reside in the Luton area.

The Council may undertake the processing of applications for foundation high schools and academies; this is subject to negotiation with schools/academies.

Application process

Parents are encouraged to apply on-line, however, hard copy application forms are available on request. Parents can express up to three preferences on the Council's application form.

Applications for schools outside of Luton

Luton parents wishing to apply for a place at a school(s) outside of the Borough should specify the school(s) on Luton Council's application form. The Council will ensure that applications for a place at schools outside of the Borough will be sent to the relevant Council for consideration.

Application forms submitted by Luton parents direct to other local authorities will not be accepted. The Council will have regard to whether a place can be offered at a school outside of the Borough. If a pupil qualifies for a place at more than one school and the highest ranking offer is for an out of borough school this place will be offered and any lower ranking offers will not be offered.

Parents will also be advised to check with the out of borough school to see if they need to complete any supplementary forms supplied by the school.

Luton Council will liaise with neighbouring Councils over the outcome of applications for Luton pupils.

Applications for Luton schools from parents residing outside of Luton

Out of Borough applications will be processed in parallel with Luton applications. Out of Borough applications will be forwarded to the relevant admission authority for the school for consideration.

Luton Council will then notify the home Council as to whether a place can be offered.

Waiting lists

Where it is not possible to agree all applications for a school, a waiting list will be devised. A child's name may be held on up to three waiting lists, for their three preferred schools, if these are Luton community schools. Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the new Reception and Junior school intakes (Years R and 3) the names will be held on the waiting lists until 31 July 2023, however, applications received in the summer term 2023 will remain on the waiting list until July 2024. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2022 until the end of the spring term 2023 will be placed on a waiting list until 31 July 2023. Applications received from the start of the summer term 2023 to the end of the academic year will be placed on a waiting list until 31 July 2024.

Home address

For the purposes of allocating places in the normal admissions round (i.e. the initial allocation of places for Year R and 3 intakes) where a school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date for applications.

Children who gain a place at a school because their parents/carers have given the Council a false home address will have their place withdrawn.

Late applications

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

Where parents have submitted an application form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places, other than in exceptional circumstances.

Nursery admissions

The admission arrangements for Nursery Schools and Year N classes within schools are delegated to governing bodies.

Children who gain a place in the nursery or early years unit attached to the school or on the school site are not guaranteed admission to the main school. Parents/carers must apply for a statutory school place using the Council's Application form for Luton residents.

Deferred entry

Community infant and primary schools in Luton admit children into Reception classes in the September prior to the child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part-time until he or she is of compulsory school age, providing this place is taken up within the same academic year and they are not on roll at an alternative school.

Therefore:

- children born between 1/9/17 – 31/12/17 can defer their place until January 2023
- children born between 1/1/18 – 31/8/18 can defer their place until April 2023

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/18 – 31/8/18, who would like their child to start Year 1 in September 2023 would need to reapply for admission at a later date.

These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group.

Parents/carers wishing to defer their child's entry to school must put their request in writing to the allocated school, ideally within 21 days of being offered a place by the council.

Admission of children outside of their normal age group

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Council. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant local authority professionals. The Council will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

In-year admissions

In-Year admissions for Years 7-11 are applications to enter a year group that has already started at the school. The Council is responsible for co-ordinating in-year applications for Luton's community schools. Therefore, parents seeking a community school place should complete the Council's In-Year Application Form and return this form directly to the Council. The Council will then liaise with all the Schools listed as a preference to ascertain which (if any) preferences can be met. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

Publication of admission arrangements

The Council will publish information booklets for parents on the admissions process. An interpreter service is available to assist parents/carers. Assistance can also be provided for hearing or visually impaired parents.

Relevant area

The current relevant area for admissions consultation purposes is all admission authorities within the Borough of Luton, neighbouring Councils and all admission authorities within a three-mile radius of Luton.

Definitions

Children who appear to have been in state care outside of England and ceased to be as a result of being adopted

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Siblings

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Medical grounds

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Children of staff

The LA regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:

(a) has been in post continuously for a least two years
or:

(b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child's parent or legal guardian and the child must be living permanently with the member of staff.

Home address

The LA regards a pupil's home address as where she or he spends the majority of the school week (ie Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Catchment

Details of catchment areas can be found on the [council's website](#).

Catchment area lists are also available from the council by telephoning the admissions helpline on 548016.

Community schools in Luton – admission numbers for intake years (September 2022)

School	Admission number
Foxdell Infant School	90
Hillborough Infant School	90
Warden Hill Infant School	120
William Austin Infant School	150
Farley Junior School	90
Ferrars Junior School	90
Foxdell Junior School	90
Hillborough Junior School	90
Somerles Junior School	60
Warden Hill Junior School	120
William Austin Junior School	150
Beech Hill Primary School	120
Beechwood Primary School	120
Bramingham Primary School	60
Bushmead Primary School	90*
Downside Primary School	150
Denbigh Primary School	90
Icknield Primary School	90
Maidenhall Primary School	90*
Norton Road Primary School	60
Parklea Primary School	90
Pirton Hill Primary School	60*
Putteridge Primary School	90
Ramridge Primary School	60
St Matthew's Primary School	120
Stopsley Primary School	60*
Surrey Street Primary School	60*
The Meads Primary School	90

School	Admission number
Waulud Primary School	60
Wigmore Primary School	90

*proposed reduced PAN