



ADMISSIONS POLICY

MAULDEN LOWER SCHOOL

JULY 2025

REVIEW DATE: SPRING 2026

Maulden Lower School is a Community School and the admission of pupils is controlled and administered by the Local Authority (LA). The primary allocation is carried out by the LA according to the criteria laid out in this document.

The school will admit children up to the admission number of 30 in each year group.

Admission to the Pre-School

Applications for a place at Maulden Lower School Pre-School can be made at any time for your child to start after their second birthday. The numbers and ages of children admitted to the pre-school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the pre-school. Half a terms notice is given before the child's start date.

The school will use the following admission criteria which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Children of staff.
3. Date of birth
4. Children who have siblings already attending the school.
5. Children whose parents live within the catchment area

A PLACE IN PRE-SCHOOL DOES NOT GUARANTEE A PLACE IN THE SCHOOL.

Fully funded sessions may be available for two, three and four year olds, subject to eligibility and the availability of sessions and staffing arrangements.

We operate an inclusion and equality policy and ensure that all children have access to pre-school places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending pre-school, parents/carers must complete and sign a registration form. These forms provide the school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, paternal responsibilities, dietary requirements, fees and sessions, doctor contact details, allergies, medical conditions etc.

Admission to Maulden Lower School Academic Year 2025/26

You will be notified of the dates from which you can apply on-line. The admissions brochure is published by the LA and will be available on the Council website providing full details of how to apply.

Unsuccessful applicants are placed on the waiting list and places will be offered at the school as they become available.

Please note the following:

Any form returned after the deadline date will be treated as a late application.

This means that they will be dealt with after the forms received on time and may result in not being allocated a place in the school and his/her name being placed on the waiting list.

Attendance at Maulden Lower School Pre-School does not mean automatic admittance to the lower school. An application must be made following the procedures above.

The Published Admission Number for the school is 30.

The designated measuring point of the school is the main pedestrian gate.

If there are fewer applications than places available at the school all applicants will be admitted. If there are more applications than places available, the criteria below will be used to prioritise applications. 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.

1. All 'looked after' children and all previously 'looked after children', including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff
3. Children living in the catchment area with siblings at the school
4. Children living in the catchment area
5. Children living outside the catchment area with siblings at the school
6. Any other children

Tiebreaker

Straight line distance will be used as a tiebreaker in each criterion where required to determine the allocation of places. The distance the pupil lives from the school, which is 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 Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. 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 Synergy Admissions database to allocate the place.

Pupils with an Education, Health and Care Plan

In accordance with the Education Act 1996, children with an Education, Health and Care Plan are required to be admitted to the academy/school named in the Plan and will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the Plan, even if the school is full.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Unsuccessful Applications

Waiting List

All unsuccessful applicants will be added to the waiting list which will run until the end of the academic year (July 2025). Waiting lists are ranked solely by the published oversubscription criteria for the school. The list will be ranked each time a child is added to the waiting list.

Appeals

If a place cannot be offered at Maulden Lower School applicants have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeals process will be sent to all unsuccessful applicants when notified of the outcome of their appeal.

In Year Admissions

Requests for admissions into other year groups or in year should be made directly to the School Admission Team at the Local Authority. The application form is available from the school or LA and can also be downloaded from the LA website (Central Bedfordshire residents only). Parents not living in Central Bedfordshire should contact Central Bedfordshire Local Authority or the school for an application form.

Special Needs

It is the policy of the LA to integrate children with Special Needs and Special Educational Needs into mainstream education provision whenever possible and this is reflected in the school's admission arrangements.

Consideration of applications for children identified as 'in need' will be made by the Head Teacher, Chair of Governors and Vice-Chair of Governors.

This policy statement has been endorsed by the Governing Body, and will be reviewed on an annual basis

Policy reviewed and updated: Signed Date

Policy ratified and updated: Signed Date

Appendix 1.

Definitions of Admissions Criteria

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 ceases to be so because they were adopted or became subject to a residence order or a special guardianship order.

Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care 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.

Children of staff

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

Catchment Area

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

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 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.

Any Other Children

Pupils 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, as agreed with the school's governing board.