

## Policy for Admissions

The Local Education Authority is responsible for the admissions of statutory pupils. William Austin Junior School therefore follows the guidelines issued by Luton Borough Council to ensure that all decisions on the admission of pupils are fair and open.

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.

The Admission Forum, in conjunction with the Council's Executive, oversees and co-ordinates the effective working of admission arrangements. Pupils are admitted to Luton schools without reference to ability or aptitude, up to the published admission number for each school.

### The Organisation of the School

The standard number for admissions to each year group is 150. The children are organised into five classes.

### Arrangements for Admission

The majority of new pupils transfer to this school from William Austin Infant School in September of each year. Parents of pupils are invited to the school for a transition meeting during the Summer Term.

Other parents who require a place for their child must contact the Admission Office at the Town Hall.

If the number of places in a particular year group is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given below) to determine how places will be allocated.

Priority may also be given to the admission of challenging pupils in accordance with the protocol agreed by Luton's Admissions Forum, following consultation with the school.

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

1. Children in care, where the person with parental responsibility completes the application form.
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 a medical certificate.
5. Pupils attending the infant school.
6. On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil's home address (mid point, front of house), with those living closer to the school being accorded higher priority.

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

## 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 150 places and there are 300 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.

Full information relating to the admission arrangements of the LA is explained on the Luton Borough Council website [www.luton.gov.uk](http://www.luton.gov.uk)

## Requirements by the school from parents prior to admission

As a condition of admission into the school all parents will:

1. be asked to provide two proofs of identity – the child's birth certificate and a proof of address;
2. be required to complete a pupil information form which provides the school with emergency contact numbers.

Failure by parents to provide this information will delay the admission of their child.

From September 1999, all parents will also be asked to sign a Home/School Agreement. However, a place will not be withheld if a parent chooses not to sign.

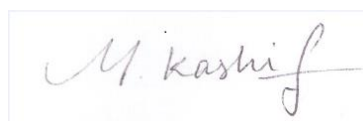
The Policy for Admissions will be monitored and reviewed by the Governing Body on an annual basis.

Policy updated: July 23

Staff responsible: Debra Evans

This policy was ratified by the Governing Body on: 6<sup>th</sup> July 2023

Signed on behalf of the Governing Body:



(signature)

M. Kashif - Chair of Governors  
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