



Marston Moreteyne VC School Admissions Policy 2025/2026



First admission to school is co-ordinated by the Local Authority. Applications for admission in September 2025 should be made in accordance with the Local Authority's co-ordinated scheme. Parents **must** apply to the Local Authority in which they live and return the application form to that Authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live.

Should there be more applications than places, the following criteria will be used to determine how places are allocated:-

1. All 'looked after' children or previously 'looked after' including those children who appear to the Council to have been in state care outside 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 sibling at the school.
6. Any other children.

Pupils with an Education, Health and Care Plan:

In accordance with the Education Act 1996, children who have an Education, Health and Care Plan are required to be admitted to the 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 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.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil 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's home to the main entrance. Priority will not be given within each criterion to children who meet other criteria.

Parents applying for a place at the catchment area school during the normal admissions round will normally be offered a place. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number. In such cases, an offer of a place will normally be made at the nearest school or academy to the pupil's home address which caters for pupils of the same age and has places available.

Definitions:

"Looked after children" ~ The Children Act 1989 defines a child who is "looked after" as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

"Previously 'looked after' children" ~ A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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. 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).

"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.

"Catchment area" ~ A geographical area from which children are given priority for admission to the particular school. Please see <http://my.centralbedfordshire.gov.uk/mycentralbeds.aspx> 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 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.

"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.

"Nearest school" ~ The nearest school will be identified by measuring the distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, 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.

"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 body.

Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be 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 Applications

In-year admissions are applications for a school place made during the academic year and applications for admission to age groups other than the normal year of entry. In year applications are for where the place is sought for the child in the required year group within the next 4-6 weeks or by the start of the next term.

Any place offered needs to be taken up within 4-6 weeks or by the start of the next school term.

If you are applying for a school in Central Bedfordshire, you should make your application to the School Admissions Team.

To make an In-Year application you can:

- make an application online using the online form on the Central Bedfordshire website
- download a paper application form from their website
- collect from the school
- request a form to be sent out to you by contacting Central Bedfordshire Admission Team on 0300 300 8037 or email admissions@centralbedfordshire.gov.uk

You must provide proof of your child's date of birth with your application. The processing of your application will be delayed if you fail to submit the relevant evidence.

Delayed Admissions for Summer Born Children

Parents have the right to request that their summer born (between 1 April to 31 August) child's admission to Reception Year is in the September following their fifth birthday but do not have the right to insist that their child is admitted to a particular age group. Any requests should be made in writing directly to the Headteacher and Governing Body and should include reasons for the request together with any relevant supporting information, evidence or medical history. The request will be considered and the decision and reasons for the decision will be communicated in writing to the parent/carer. If a request is granted, the parent must make an application as part of the next year's normal admission round and this will be processed within the normal allocation process.

Arrangements for the admission of pupils with disabilities

The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Most children with Special Needs will not be disabled within the meaning of the Act.

The admission of pupils with disabilities is considered in the first instance in the same way as non-disabled pupils. Further considerations are made in the light of need and accessibility. It is the School Governors' Policy to accommodate pupils with disabilities should parents wish their child to attend the school. Steps are taken to prevent any pupils being treated less favourably than other pupils. In practice we ensure that classroom and extra-curricular activities encourage the participation of all pupils, including those categorised as having Special Educational Needs. Staff organise human and physical resources within the school to increase access to learning and participation by all pupils. The School strives to ensure that whatever the abilities and needs of members of the school community, everyone is equally valued and treats one another with respect under the Equality Act 2010.

Appeals

All parents/carers have the right to appeal if they have not been offered a place at their preferred school.

The appeal process is dealt with by the Governance Services Team, Central Bedfordshire Council and is independent from the School Admissions Team. If you decide to appeal you will need to submit the grounds of your appeal by submitting your appeal electronically via the Central Bedfordshire Council website:

[School admission appeals | Central Bedfordshire Council](#)

State clearly the reasons why it is best for your child to go to this school. Your appeal will be heard by an Independent Appeal Panel composed of three members, who are unpaid, independent volunteers, and have been appointed and trained in accordance with the School Admission Appeals Code 2012.

The Members of the Panel are not associated with the council or school.

At the hearing, a representative from the Council or school will present the case for non-admission; outlining the prejudice to the school if another child is admitted. Both you and the Panel will have an opportunity to question the school case. It will then be your opportunity to present your case for why your child should be admitted to the school. The Panel and the representative from the Council, or school, will then be able to ask you questions regarding your case before both parties sum up.

The Independent Appeal Panel makes its decision in private with the Education Appeals Clerk present at the end of the appeal hearings that day. Where appeals for the same school are heard over several days, decisions are not made until after the last appeal is heard. The Panel members consider all the evidence presented and the answers given to any questions. The Clerk provides guidance on the requirements of the law and records the decision of the Panel.

The Appeal Clerk will send the decision in writing by email to all parties as soon as possible and by no later than seven days after the hearing. You will not be advised of the decision over the telephone or in person. The Panel's decision is binding on all parties.

Accepting a place at another school will not affect your chances of your appeal being successful

Once you have submitted your appeal you will receive confirmation that your appeal has been received. After the appeal deadline, the Appeal Clerk will write to you to tell you the date, time and venue of your appeal hearing. You will be given at least 2 weeks' notice of your appeal hearing. Starting school and transfer appeals have to be heard within 40 school days after the appeal deadline. Late starting school and transfer appeals, as well as in-year appeals, will be heard within 30 school days of submission. Appeals are heard during the working day; they are not heard at weekends, in the evening or during school holidays as a representative from a school must be able to take part.