



## **ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2025**

### **Principles**

The Governors are committed to an admissions policy that fully reflects the school's core principles of:

- Friendship & Compassion
- Inspiration
- Determination
- Enjoyment
- Success

Furthermore, they are committed to a policy which aims to maintain its comprehensive, multicultural character in accordance with the nine protected characteristics of the 2010 Equalities Act.

### **Year 7 Admissions**

The Published Admissions Number (PAN) will be 240.

If the number of applications for places exceeds the number of places available the following criteria will be applied, in the order set out below, to decide which students to admit.

- a. All "Looked After" children or children who were previously "Looked After" (see definition) including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b. Children who have siblings at the school at the point of application.
- c. Children of staff who have been employed by Biddenham for two or more years at the time at which the application for admission to the school is made (see notes) or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- d. Children whose homes are in the catchment.
- e. Very exceptional medical grounds.
- f. Any other children.

### **Notes**

1. In any case where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be the distance from the school, measured in a straight line, using the Local Authority's computerised mapping system. The distance will be measured from the address point of the child's home to the entrance of the school, with those living closer to the school being accorded higher priority. The Governing Body does not give priority within each criterion to children who meet other criteria. The Local Authority will measure all distances for the Governing Body.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. 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 at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.

3. Pupils who have an Education, Health and Care Plan (EHCP) are required to be admitted to the school which is named on the EHCP, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

## Definitions

### 1. **'Looked After' Children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### 2. **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).

### 3. **A Child regarded as having been in state care in a place outside of England**

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. The care may have been provided in orphanages or other settings.

### 4. **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister 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.

### 5. **'Very Exceptional' Medical Grounds**

'Very Exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/child minder.

### 6. **Home Address**

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Information regarding the transfer process will be given to the parents of all year 6 pupils in the catchment area. Parents can also apply using the on-line application procedure for the Local Authority in which they live. When completed, the form must be returned by the date specified.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in early March 2025, by the Local Authority in which they live, whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into the catchment area, will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

Whilst admission will normally be into year 7, or into year 12, students may be admitted to years 8, 9, 10 and 11 where there are vacancies. The above criteria will apply in these circumstances. The school will agree any changes to its admission arrangements with the Local Authority. Requests for admission into other year groups should be made on the 'In-year' application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. The PAN for year 11 remains at 200.

If your child is attending an independent school or a school outside Bedford Borough, please contact the school for further information.

## **7. Staff:**

The definition of 'Staff' is any member of staff employed by Biddenham, either full or part time who has been employed for two or more years at the time at which the application for admission to the school is made.

## **Appeals**

Parents who may wish to appeal against non-admission will have the right of appeal to an **Independent Appeals Panel**. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year. In making these arrangements the Governors will, of course, refer to their Instruments of Government for Foundation Schools (Standards and Framework Act 1998).

# **SIXTH FORM ADMISSION POLICY**

## **Principles**

The Governors are committed to maintaining the present policy for year 12 admissions into Sixth Form at the school with respect to its comprehensive character and age range. Students who are currently at other schools will be admitted into year 12 at age 16 without reference to ability or aptitude. However, acceptance onto individual courses of study will be dependent on students meeting specific course entry requirements. They reserve the right however, to respond to changes instituted by national and local authority initiatives.

The following arrangements with respect to admissions from September 2025 onwards will apply to all applications.

The maximum admission number for external students joining the Sixth Form from other schools will be 40, but could be extended if the school deemed it to be cost-effective and were the school to have the space, available teachers and class/subject capacity. The maximum intake for year 12 will be determined by demand, consisting of current year 11 students and new external applications.

If the number of external applications exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which students to admit.

- a. "Looked After" children and previously "Looked After" children.

- b. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- c. Children whose home is in the catchment area with siblings at the school.
- d. Other children whose home is in the catchment area.
- e. Any other children.

## Notes

1. In any case where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using the Local Authority's computerised mapping system. The distance will be measured from the address point of the child's home to the entrance of the school, with those living closer to the school being accorded higher priority. The Governing Body does not give priority within each criterion to children who meet other criteria. Local Authority will measure all distances for the Governing Body.
2. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.
3. The Governing Body does not guarantee to offer places to students who live in the catchment area or who move into the catchment area outside the normal admissions round (or after the allocation has been completed) if this would mean exceeding the admission number.
4. Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in year 12 will be maintained until 15<sup>th</sup> September of the term following the normal admission date of year 12 students.

## Definitions

1. **'Looked After' Children**  
A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).
2. **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).
3. **A Child regarded as having been in state care in a place outside of England**  
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. The care may have been provided in orphanages or other settings.
4. **Home Address**  
A student's home address will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original

official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), child benefit annual statement or family tax credit information.

#### 5. **Sibling**

A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case 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.

A 'Biddenham International Sixth Form Application Form', will be available on the school's website for all parents of students seeking to transfer to the Biddenham International School Sixth Form in September 2025. When completed, this form must be returned to the Biddenham International School Sixth Form Administrator by the deadline date of **31<sup>st</sup> January 2025**.

The allocation of places will take place after this deadline and parents will be informed before March 2025 whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into the catchment area, will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number, but all applications will be considered throughout the year and the first half term of year 12.

The school will agree any changes to its Sixth Form admission arrangements with the Local Authority.

The Published Admission Number for intended new external Sixth Form Admissions for September 2025 is **40** places, but could be extended if the school deemed it to be cost-effective and were the school to have the space, available teachers and class/subject capacity.

#### **Appeals**

Parents who may wish to appeal against non-admission will have the right of appeal to an Independent Appeals Panel. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year.

In making these arrangements the Governors will, of course, refer to their Instruments of Government for Foundation Schools (Standards and Framework Act 1998).

#### **Criteria for determining which students are allocated places on oversubscribed courses of study.**

In the event of a course or courses of study being oversubscribed, then priority for places will be determined using the following criteria:

1. Student's predicted/actual grade indicates they are qualified to meet specific course entry criteria.
2. The date which the application was received by the Sixth Form Administrator, with higher priority being given to those applications received earliest.
3. Priority to be given to applications from students who were at the school in years 7 to 11 particularly for Level 1 and Level 2 courses.