



Community and Voluntary Controlled schools Determined Admission Arrangements: Academic Year 2026/27

Central Bedfordshire Council is the admissions authority for Community and VC schools in its local authority area. This document details the schools that the Council is responsible for and their admission arrangements and the definitions of these.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the admissions oversubscription criteria outlined in this document will be used to prioritise applications. The oversubscription criteria operate separately and sequentially until all places are filled.

The following oversubscription criteria applies to the majority of Community and Voluntary Controlled (VC) schools in Central Bedfordshire, this is known as the standard admissions 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 a sibling at the school
4.	Children living in the catchment area
5.	Children living outside the catchment area with a sibling at the school
6.	Any other children

School	Point of entry	(PAN)	Designated measuring point
Aspley Guise Lower School	Year R	30	Main gate
Caddington Village School	Year R	60	School medical room
Chalton Lower School	Year R	15	School gate
Flitwick Lower School	Year R	60	Main office
Haynes Lower School	Year R	24	School front door
Houghton Conquest Primary School	Year R	30	Headteacher's office
Houghton Regis Primary School	Year R	45	Centre of school field
Husborne Crawley Lower School	Year R	12	Main entrance
Kingsmoor Lower School	Year R	30	School gate
Marston Moreteyne VC Primary School	Year R	120 (60 per site)	Main entrance at Church Walk site
Maulden Lower School	Year R	30	Main pedestrian gate
Ridgmont Lower School	Year R	15	Headteacher's office
Roecroft Lower School	Year R	90	Main entrance door
Russell Lower School	Year R	90	School gate

Shefford Lower School	Year R	90	War memorial in town centre.
Shillington Lower School	Year R	30	Headteacher's office
Silsoe CofE VC Lower School	Year R	60	Front door
Slip End Village School	Year R	24	Main gate
Southill Lower School	Year R	15	Main entrance
St. Swithun's Church of England VC Primary School	Year R	30	Main door
Stondon Lower School	Year R	30	Main gate
Swallowfield Lower School	Year R	60	Front door
Templefield Lower School	Year R	60	Main door
Thornhill Primary School	Year R	90	School main gate
Tithe Farm Primary School	Year R	60	Main gate
Watling Lower School	Year R	30	Main school gate entrance
Woburn Lower School	Year R	12	Main entrance

Variations to the standard admissions criteria

The following schools listed below have variations or additions to the standard admissions criteria:

Biggleswade cluster schools:

Dunton CofE Junior School		Point of entry: Year 3 PAN: 30
Designated measuring point: Headteacher's office		
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 who are currently attending Wrestlingworth Infant School.	
4.	Children living in the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
5.	Children living in the catchment area	
6.	Children living outside the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
7.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
8.	Any other children	

St. Andrew's CofE VC Primary School		Point of entry: Year R PAN: 120 (West site 60, East site 60)
Designated measuring point: West site: Front entrance door. East site: Front entrance door		
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 a sibling at the school.	
4.	Children living outside the catchment area with a sibling at the school.	
5.	Children living in the catchment area.	
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
7.	Any other children.	

Wrestlingworth CofE Infant School		Point of entry: Year R PAN: 26
Designated measuring point: Headteacher's office		
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 a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
4.	Children living in the catchment area	
5.	Children living outside the catchment area with a sibling at either Wrestlingworth Infant School or Dunton Junior School.	
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
7.	Any other children	

*See definitions for a Christian Church.

Edward Peake CofE VC School		Point of entry: Year 7 PAN: 180
Designated measuring point: Headteacher's office		
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 a sibling at the school	
4.	Children living in the catchment area	
5.	Children living outside the catchment area with a sibling at the school	
6.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
7.	Children attending Dunton Junior School, Northill Primary School and Sutton VA Primary School.	
8.	Any other children	

*See definitions for a Christian Church.

Cranfield cluster schools:

Thomas Johnson Primary School		Point of entry: Year R PAN: 30
Designated measuring point: School gate		
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 a sibling 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	

Leighton Buzzard cluster community schools:

Leighton Middle School		Point of entry: Year 5 PAN: 150
Designated measuring point: Centre of memorial garden		
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 a sibling at the school	
4.	Children living in the catchment area	
5.	Children living outside the catchment area with a sibling at the school	
6.	Any other children	

School	Point of entry	PAN	Designated measuring point
Beautesert Lower School	Year R	56	Main pedestrian entrance
Clipstone Brook Lower School	Year R	60	School notice board at top of school drive
Greenleas Lower School: Derwent Road Kestrel Way	Year R	60 60	Front door
Heathwood Lower School	Year R	30	
Leedon Lower School	Year R	60	Middle of school quadrant
Linslade Lower School	Year R	30	Pupils main gate
Southcott Lower School	Year R	60	
Stanbridge Lower School	Year R	24	Front gate
The Mary Bassett Lower School	Year R	60	Front door
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 with a sibling at the school		
4.	Children for whom the school is their nearest lower/primary school*		
5.	Any other children		

*See definitions for nearest school.

Sheffield, Arlesey and Stotfold cluster schools:

Fairfield Park Lower School		Point of entry: Year R PAN: 90
Designated measuring point: Equidistant point between Dickens Boulevard and Ruskin Drive sites		
Applications for Fairfield Park Lower will be ranked according to the standard admissions criteria as mentioned above. Where a place can be offered, the following process will determine at which school site, either Dickens Boulevard or the Ruskin Drive site, the child will attend. Successful applicants will be notified at the time of offer which school site their child will attend.		
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. <i>Looked after children in catchment will be prioritised by which priority area they are in, with those out of catchment being prioritised by straight line distance from their home address to the nearest school site to them.</i>	
2.	Children of staff <i>Where possible pupils will be allocated a place at the site at which their parent is based.</i>	
3.	Children living in the catchment area with siblings at the school <i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the Ruskin Drive site according to which site their sibling attends and will be ranked by their straight-line distance from the designated measuring point.</i> <i>If children are unable to obtain a place at the site at which their sibling attends they will be then ranked by their straight-line distance to the other Fairfield Park site. Places will be allocated in accordance with this distance after allocations have been made to those with siblings at that site taking precedence before those with siblings at the other school site.</i>	

4.	Children living in the catchment area <i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the Ruskin Drive site according to which priority area they reside in first and be ranked by their straight-line distance from the designated measuring point. If children are unable to obtain a place at the site within their priority area they will be then ranked by their straight-line distance to the other Fairfield Park site which is not in their priority area. Places will be allocated in accordance with this distance after allocations have been made to those in their priority area taking precedence before those from the other priority area.</i>
5.	Children living outside the catchment area with siblings at the school <i>Siblings will be prioritised for either the Dickens Boulevard or the Ruskin Drive site depending on which site their sibling attends and will be ranked by their straight-line distance from the designated measuring point. There will be no guarantee that a sibling can attend the same school site.</i>
6.	Any other children <i>Where possible pupils will be allocated a place at the site nearest to them, measured from their home address in a straight line, although if this is not possible a place will be allocated at the other site.</i>

Priority areas for Fairfield Park Lower School catchment area

Address	Priority for Fairfield Park Lower site
Alfred Row	Ruskin Drive
Anderson Walk - properties 2,4,6	Ruskin Drive
Anderson Walk - properties 1,3,5,7	Dickens Boulevard
Beatrice Place	Ruskin Drive
Bronte Avenue - properties 1-21, 23,25,27	Ruskin Drive
Bronte Avenue - properties 22,24,26,28-155	Dickens Boulevard
Brunel Walk	Dickens Boulevard
Burton Close	Dickens Boulevard
Cavell Walk - properties 1,3,5,7,9	Ruskin Drive
Cavell Walk - properties 2,4,6,8,10	Dickens Boulevard
Charlotte Avenue	Dickens Boulevard
Connely Lane	Ruskin Drive
Copperfield Close	Dickens Boulevard
Dickens Boulevard - properties 1-23	Ruskin Drive
Dickens Boulevard - properties 24-74 inc Beeton Court	Dickens Boulevard
Disraeli Place	Ruskin Drive
Doyle Place	Dickens Boulevard
Earnshaw Drive	Dickens Boulevard
Edison Way	Dickens Boulevard
Emily Place	Dickens Boulevard
Fairfield Mews	Ruskin Drive
Faraday Gardens	Dickens Boulevard
Fleming Drive - properties 1-15, 17, 19,21	Ruskin Drive
Fleming Drive - properties 16,18,20,22-47	Dickens Boulevard
Franklin Place	Dickens Boulevard
Gaskell Place	Dickens Boulevard
Gladstone Drive	Ruskin Drive
Hardy Way	Dickens Boulevard
Heathcliff Avenue	Dickens Boulevard
Helena Crescent	Ruskin Drive
Hitchin Road - properties 153-167, inc East Lodge	Ruskin Drive

Hitchin Road - Icknield House	Dickens Boulevard
Kingsley Avenue	Ruskin Drive
Kipling Crescent	Dickens Boulevard
Leopold Corner	Ruskin Drive
Livingstone Way	Dickens Boulevard
Louise Rise	Ruskin Drive
Middlemarch	Ruskin Drive
Nickleby Way	Dickens Boulevard
Nightingale Way - properties 1-6,8,10,12,14	Ruskin Drive
Nightingale Way - properties 7,9,11,15,17,19	Dickens Boulevard
Palmerston Way	Ruskin Drive
Paxton Drive	Dickens Boulevard
Russell Walk	Ruskin Drive
Salisbury Close	Ruskin Drive
Shaftesbury Drive	Ruskin Drive
Stephenson Walk	Dickens Boulevard
Lower Wilbury Farm	Dickens Boulevard

Admission rules and definitions

Tiebreaker

The admissions criteria will be applied separately and sequentially until all places are allocated. If a place cannot be allocated to all applicants for the school, then the tiebreaker of straight-line distance will be used in each criterion where required to determine the allocation of places.

The distance the pupil lives from the school is measured in a straight line, using the Local Authority's measuring system, with those living closer to the school receiving 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 tiebreaker will be random selection, using the Synergy Admissions database to allocate the place.

Places are allocated using the equal preference system which Local Authorities across England operate. This means that applicants are considered for the school preference equally without extra weighting being given to the preference order. Where a pupil can be offered a place at more than one school, the rankings of first, second or third preference are used to determine the single offer by selecting the one ranked highest on the application that can be offered. Therefore, each pupil will receive only one offer of a school place. If none of the preferences can be met, a place will be allocated at the nearest school with a place available.

Home address

The home address for the pupil is the address the pupil is resident at. Where there is shared responsibility between two parents living at separate addresses and the child spends time at both, the address will be determined as the address the child is living at for the majority of the school week (Monday to Friday). Court orders or child arrangement orders will also be considered if relevant.

Pupils with an Education, Health and Care Plan

In accordance with the Education Act 1996 and Children and Families Act 2014, children with an Education, Health and Care Plan (EHC Plan) are required to be admitted to the academy/school named in the EHC Plan and will be allocated a place ahead of those without an EHC Plan in the allocation process. Thereafter

the admissions criteria for each academy/school will apply to those children without an EHC 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 EHC Plan are required to be admitted to the school which is named on the EHC 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 2027). 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 a Central Bedfordshire Community or VC school the applicant(s) have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application.

Definitions of Admissions Criteria:

Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be 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 (as defined by section 22 (1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. A Child Arrangements Order is defined in Section 8 of the Children Act 1989, as amended by Section 14 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g. Adoption order or an Adoption certificate, Child Arrangements or Residence order or Special Guardianship order.

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 either biological or by 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 a particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

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.

Please see www.centralbedfordshire.gov.uk/admissions for more information on the nearest lower/primary school (Leighton Buzzard area only). Pulford VA Lower School will not be considered as a pupil's nearest school for the purposes of this policy as admission to Pulford is predominantly based on faith grounds rather than a pupil's address.

Sibling

A sibling refers to a brother or sister, half brother or sister, stepbrother 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.

Faith

A faith criterion is used for those voluntary controlled schools who wish to prioritise children where one or more of whose parents/carers have at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year immediately prior to an application being made. "Service" means an act of public worship.

In the event that during the one-year period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of this policy in relation to attendance will only apply to the period when the church or alternative premises has been available for public worship.

For the avoidance of doubt, "Church of England" here includes any church which is a member of the Anglican Communion. A Christian Church is defined as one which is a member, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Any other children

Pupils who do not meet any of the higher oversubscription criteria will be prioritised by distance with those living closer to the school receiving the higher priority. The Local Authority uses a computerised measuring system to 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.

Admissions into the Reception year

All admission authorities must provide for the admission of all children in the September following their fourth birthday. This means that where the school has offered a child a place, the following entitlements apply to the child:

- a) The child can take up a full-time place in the September.
- b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year in which the offer was made (see below for more information on deferred entry).
- c) The child can attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Children are not required to attend school until they reach compulsory school age. Children born from 1 April to 31 August known as summer born children do not need to start school until the September after their fifth birthday, a year after they could first have started school. Please see below for further information on this regarding the admission of summer born children.

Deferred Entry

Places offered in the Starting School admissions round are for children to start in the Reception class (Year R) prior to their child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part time until they are of compulsory school age, providing this place is taken up within the same academic year.

Birthday between	Term in which child is statutory school age and therefore needs to be attending school full time:	Place can be deferred until:
1 September 2021 – 31 December 2021	Spring term (January) Reception Year	Spring term
1 January 2022 – 31 March 2022	Summer term (April) Reception Year	Summer term
1 April 2022 – 31 August 2022	Autumn term (September) Year 1	Summer term

To defer your child's place please put this in writing to the Headteacher once a place has been offered.

Admission of children outside of their chronological year group including summer born children.

In line with 2.18 of the School Admissions Code, parents may seek a place for their child outside of their chronological year group. For example, if their child is gifted and talented or has experienced problems such as ill health.

In addition to this, parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request they are admitted out of their chronological year group, to Reception rather than Year 1.

Therefore parents/carers may request for their summer born child to be admitted out of their normal age group at this point, i.e., to Reception rather than Year 1.

If a child is admitted to infant/lower/primary school out of their normal age group, the parent may make further requests, for example, when they transfer from primary to secondary school.

Parents seeking a place for their child outside of their chronological year group will need to put their request in writing to the School Admissions Team via: admissions@centralbedfordshire.gov.uk

All requests for Community and Voluntary Controlled schools will be discussed with the Headteacher for the preferred schools and the Council will make a decision based on the circumstances of each case and in the best interests of the child concerned. The parents' views and relevant information about the child (academic, social and emotional development) and where relevant medical history including any views of medical professionals. If the child was born prematurely, this will also be taken into account if the child would have naturally been part of a lower age group. The views of the Headteacher of the school concerned will also be sought as an educational professional. Parent/carers will be informed of the decision in writing and the reason for the decision.