Eversholt Lower School
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Determined Admission Arrangements for **Eversholt Academy Trust** (operating as **Eversholt Lower School**) For entry **September 2027**

Eversholt Lower School provides education for children aged 4-9 and serves the villages of Eversholt, Milton Bryan and Steppingley. We welcome applications from beyond our catchment area.

Eversholt Lower School has an agreed Published Admission Number (known as PAN). The PAN number for entry into the reception class is **15**.

The Governing Board is responsible for the admissions of pupils at Eversholt. The Local Authority (Central Bedfordshire Council) operates an agreed-coordinated admissions scheme in line with government legislation. The Local Authority manages the admissions process on behalf of Eversholt Lower School.

Admissions Criteria

If there are fewer applications than PAN 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 admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions);**
2) **Pupils living in the catchment area with siblings at the school (see definition of sibling);**
3) **Other pupils living in the catchment area**
4) **Other siblings (see definition);**
5) **Any other children**

Eversholt Lower School offers nursery places for children who meet points 1-4 on the above criteria the term after their 4th birthday. Applications for a nursery place are made via the school office.

Born between	**Nursery Start**
1st September – 31st December	January 2027
1st January – 31st March	April 2027
1st April – 1st August	September 2027 (Reception)

It is important to note that gaining a nursery place at the school does **not** guarantee a place in the reception year, and parents must apply for a reception year place by completing and submitting a Common Application Form (CAF) in accordance with the coordinated admission arrangements. CAF forms must be submitted by 15th January and are available on the Central Bedfordshire Admissions page.

TIEBREAKER

If applying these criteria results in more children with equal rights for admission to the school than the number of available places, the tie-break will be the distance the pupil lives from the school. The distance the pupil lives from the school will be 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 tiebreaker will be a random selection, using the Synergy Admissions database to allocate the place.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

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. They will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. After that, 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/academy 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 coordinated 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 academy/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. 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 Eversholt Lower School, the applicant(s) have the right to appeal. An independent panel hears all appeals. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application. The school has delegated the administration of appeals to Central Bedfordshire's Education Appeal Team, and all appeals should be made via the Central Bedfordshire website: https://www.centralbedfordshire.gov.uk/info/5/school_admissions/500/school_admission_ap%20peals
Appeal forms must be submitted by the date set out in the decision letter. Appeals are heard by an independent Appeals Panel, with an independent clerk appointed to the panel. The panel members and the clerk have received appropriate training to hear appeals.
Notification of the decision will be communicated in writing to the appellant and the admission authority not later than five school days after the date of the hearing.

DEFINITIONS

'LOOKED AFTER' CHILDREN (LAC)

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 in section 22(1) of the Children Act 1989) at the time of making an application to the school.

PREVIOUSLY 'LOOKED AFTER' CHILDREN (PLAC)

A previously 'looked after' child is a child who was 'looked after' but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

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. 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 remain in the school at the proposed date of admission.

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.

HOME ADDRESS

The address given on the application form must be the child's permanent home address at the closing date for applications. If a child lives at more than one address because childcare arrangements are shared, the school will consider the address for admission purposes to be the one where the child sleeps for most of the school week (Sunday to Thursday) unless the application is supported by a copy of a Court Order stating that a different address must be used for school admission applications. If a child lives at two different addresses equally, the application must include a copy of any court order that states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address. If a joint application is not submitted, a range of evidence will be requested to enable the school to determine the principal parental address for school admission purposes.

Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.

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 school's governing body, which is known as the designated measuring point.

IN-YEAR ADMISSIONS

Requests for admission into other year groups should be made directly to the Local Authority, which holds the school's waiting lists.

DEFERRED ENTRY TO RECEPTION

A child's admission to the Reception class may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age.

DELAYED ADMISSION FOR SUMMER-BORN CHILDREN (BORN 1ST APRIL TO 31ST AUGUST)

Where parents wish to delay their summer-born child's admission to school until the child reaches compulsory school age, they must either **(a)** make an in-year application for a place in Year 1 or **(b)** make an application to the Trust for admission out of year group, i.e. to the Reception class beginning in September.

Parents/carers do not have the right to insist that their child is admitted to a particular age group, and the Trust will make a decision in consultation with the Headteacher.

Parents/carers need to make their request in writing, separately from the Local Authority's common application form, directly to the Trust via the Headteacher. The request should include the reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant. Where relevant, their medical history and the views of a medical professional and, if applicable, details if the child was born prematurely, including whether they would have been in a lower age group had they been born on their due date.

The Trust, along with the Headteacher, will then consider the request, making their decision based on the circumstances of each case and in the best interests of the child in accordance with the School Admissions Code. Once determined, the Trust will communicate the decision to the parent(s)/carer(s) in writing and will include the reasons for the decision.

If a request is granted, the parent will need to make an application as part of next year's normal admission round, which will be processed within the normal allocation process. A place is never guaranteed at the school, and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria.

To avoid doubt, please note these arrangements allow for **the delay of the application and not a deferred offer of a place.**

Parents are advised to make an on-time application for a reception place in the child's normal age group for all their preferred schools in case their application for education outside of the year group is unsuccessful. The Trust's decision on the out-of-year group education application does not bind other admission authorities.

A summer-born child is one born between 1st April and 31st August.