



THE TENNYSON

Learning Community

Together in strength and partnership

Determined Admissions Arrangements

Version	V1
Policy	12/12/2019
Effective Date	01/09/2021
Next review due	31/08/2020

Contents

Admission Arrangements with effect from September 2021	3
Published Admissions Number	4
Allocation of places.....	4
Allocation for twins or children from multiple births.....	4
Application process.....	4
Waiting Lists.....	5
Appeals.....	5
Late Applications.....	5
Admission of children outside of their normal age group.....	5
Deferred Entry (Year R - Starting School admissions only).....	6
In-Year Admissions.....	6
In-Year Fair Access Protocol.....	6
Definitions relating to the admissions criteria	7
Looked After Children and Previously Looked After Children	7
Children of staff.....	7
Catchment area	7
Catchment Area Roads/ Streets.....	8
Siblings.....	8
Children living closest to the school.....	8
Medical grounds.....	9
Home address.....	9
Contact us	10

Admission Arrangements with effect from September 2021

The Tennyson Learning Community is a multi-academy trust currently with one school, based on two campuses in south Luton. The Tennyson Road Campus is planned for one form of entry and the Surrey Street Campus operates with two forms of entry. In total, this provides a PAN of 90 pupils.

South Campus: Tennyson Road, Luton, LU1 3RS

North Campus Surrey Street, Luton, LU1 3BZ

Places will be allocated using the criteria below for Tennyson Road Primary School:

Children with an Education, Health and Care (EHC) plan naming the school will be admitted before the following oversubscription criteria applies:

1. Looked after children or children who were previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order.¹
2. Brothers and sisters of pupils attending the school when the pupil starts at the school.²
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by medical evidence.
5. Children of staff currently employed at the school.
6. On the shortest distance, measured in a straight line, between the main entrance³ of the school site and the pupil's home address⁴, with those living closer to the school being accorded higher priority.

¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements 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 as amended by s.14 of the Children and Families Act 2014. 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).

² For applications to the school the sibling criterion will apply to siblings of pupils attending either of the north or south campuses and admission is not guaranteed to be to the same campus

³ The main entrance of the School means the door used to access the School's main reception. Please note that this measuring point for Tennyson Road Primary School is the mid-point (straight line distance) between both of its sites.

⁴ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

Published Admissions Number

Each academy/school, and campus where relevant has a published admissions number (PAN), which is the number of places they are able to offer for the point of entry to the school, i.e. Year R for Primary Schools. The table below sets out the PAN for each academy and school campus in the Tennyson Learning Community:

School	Published Admissions Number (PAN)
Tennyson Road Primary – South	30
Tennyson Road Primary – North	60
Tennyson Road Primary – Combined	90

Allocation of places

The admissions criteria for each school will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. Within each criterion applicants are ranked according to the shortest distance, measured in a straight line from the front main entrance of the school and the pupil's home address. The pupil's home address is the point identified in the Local Land and Property Gazetteer (LLPG). Those who live closer to the school will be accorded higher priority. 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 tie-breaker will be random allocation.

Allocation for twins or children from multiple births

Where oversubscription applies:

Where one twin/child of a multiple birth qualifies for a place and the other sibling(s) do not, the school will exceed the published admissions number to allocate places to both or all children. For example if a school has 90 places and one twin gains the 90th place and the other is the 91st child and would ordinarily be refused admission, we will allocate an additional place or places (in the case of triplets etc). Where this is for a Primary school in the Trust and Infant Class Size legislation applies, the additional child/children will be classed as an exception for the time they are in an infant class, i.e. Year R, 1 and 2 or until the class numbers fall back to the current infant class size limit. This is in line with the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Application process

All applicants have to apply to their home local authority and complete the necessary online or paper application form. All first, second and third preference applications are considered

equally against the academy/school's admission criteria and the preference rank will only be considered if a place can be offered to the child at more than one school.

Waiting Lists

Where it is not possible to agree all applications for the school, a waiting list will be kept. The waiting list is organised in the priority of the school's admissions criteria. It is not based on the date the application was added to the list. The waiting list will be held until 31st July in the academic year of when admission is required. Therefore, it will be necessary for parents to re-apply to remain on the waiting list.

Appeals

In accordance with the Schools Standards and Framework Act 1998, any applicant who is refused admission to one of the academies/schools in the Tennyson Learning Community may submit an appeal against the refusal. Appeal panels are entirely independent of the admitting authority and must apply the principles of natural justice and have regard to the School Admission Appeals Code. The school appeals team detailed below will provide details and further assistance.

The appeal should be made to:

Luton Borough Council, School Appeals Team

Website: www.luton.gov.uk/admissions

Telephone: 01582 548019

Late Applications

Applications received after the closing date will not be considered in the initial allocation of places except in very exceptional circumstances. Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places except in very exceptional circumstances.

Admission of children outside of their normal age group

Parents may seek a place for their child outside of their chronological year group and may wish for their child to be educated in the year above or below what they would normally be placed in. For example if the child is gifted and talented or has experienced ill health. If a parent wishes for their child to be considered for a place at one of the Trust schools outside of their chronological age group then the request will need to be submitted in writing and include information regarding the child's academic, social and emotional development and whether the child is or has been educated outside of their year group prior to this request. The request will need to be sent to the Admissions and Appeals Officer for the Tennyson Learning Community with a copy sent to the relevant authority admissions team.

In addition, parents of children who are summer born (those born between 1 April and 31 August) may request that their child is admitted outside of their normal age group and be admitted to the reception year for the September following their fifth birthday rather than Year 1. The Tennyson Learning Community will require parents to make their request in writing to the Company Secretary (the Admissions and Appeals Officer for the Trust) setting out the reasons for the request. The Trust will consider any such requests on a case by case basis taking into account the best interests of the child concerned and will communicate the decision in writing to the parent.

Deferred Entry (Year R - Starting School admissions only)

Children are admitted to the reception class at a primary school in the September prior to their fifth birthday. Parents can choose to defer their child's entry until he or she is of compulsory school age, providing this place is taken up within the same academic year:

Children born between:	Can defer their place until:
1 September - 31 December	January (Spring term)
1 January - 31 August	April (Summer term)

If parents wish to defer their child's entry to school the request must be put in writing to the school, ideally within 21 days of being offered the place. Parents can also request that their child attends part time until he/she reaches compulsory school age. Such requests should be made in writing to the headteacher after an offer of a place has been confirmed.

In-Year Admissions

In-year admissions are applications to enter a year group that has already started at the school. Parents wishing to seek a place at one of the Trust schools should complete the relevant local authority In-Year application form and return this directly to the authority for the area in which the school resides. The authority will then liaise directly with the school.

The table below shows which local authorities the schools in the Trust reside in:

School(s)	Local Authority area
Tennyson Road Primary School	Luton Borough Council

In-Year Fair Access Protocol

All Local Authorities must have a Fair Access Protocol to ensure that outside of the normal admissions process, unplaced children are allocated a suitable school as quickly as possible. The Trust will participate in the Fair Access Protocol that is in operation for the academy/school in which local authority it resides in. Pupils admitted via the Fair Access

Protocol override the usual admission arrangements in line with the mandatory requirements of the School Admissions Code.

Definitions relating to the admissions criteria

Looked After Children and Previously Looked After Children

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. This includes children who were adopted under the Adoption Act 1976 and the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order under the terms of the Children Act 1989. A parent/carer will need to provide a copy of the Adoption Birth Certificate or Child Arrangements Order or Special Guardianship Order for a child to be considered under this criterion.

Children of staff

For the purposes of Tennyson Learning Trust's admissions criteria for its schools, a member of staff is defined as someone who meets all the following criteria a) to c) or meets criterion d), at the time the application for admission to the school is made:

- a) Is employed at the school on a permanent contract;
- b) Has been in post continuously for at least two years;
- c) Has not given notice of resignation; Or:
- d) Is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Someone who meets the above criteria but has been transferred to another employer (e.g. academy conversion) and is still working at the school is also defined as a member of staff for the purposes of this document. The children of staff criterion is school specific and staff children can only be considered for admission at the school their parent works at and not another school within the Trust.

Catchment area

A catchment area is a geographical area from which children are given priority for a place to the school. To check which catchment area you live in, please see your home local authority admissions information.

The list of roads/streets which form the catchment areas can be found at www.luton.gov.uk/admissions

Catchment Area Roads/ Streets
Arthur Street
Ashton Road
Baker Street
Capability Green
Castle Street 101-end & 82-end
Cowper Street
Cutenhoe Road 1-143 & 2-178
Dornan Court
Gardener Court
Green Keepers (Stockwood Park, Farley Hill)
Harcourt Street
Hoo Street
Lawn Path
London Road
Ludlow Avenue
Ormesby Close
Somersby Close
South Road
St Paul's Gardens
St Paul's Road
Strathmore Avenue 115-end & 134-end
Tavistock Crescent
Tavistock Street
Tennyson House
Tennyson Road
Uplands Court
Waterhouse Gardens
West Hill Road

Siblings

The term siblings includes natural, half and step brother and sisters. It also includes fostered siblings, where foster care has been arranged by a Local Authority. Other family relationships such as cousins will not be considered under this criterion.

Children living closest to the school

Children living closest to the school measured on straight line distance from the school's main front entrance to the pupil's home address, which is measured from a point identified

on the Local Land and Property Gazetteer (LLPG). Those who live closer to the school are accorded higher priority. The school measurement point for the criterion 7 (distance criteria) for Tennyson Road Primary School, will be the mid-point between the two sites, using straight line distance from each site's main reception.

Parents must not state Tennyson Road Primary School, North Site and South Site as separate preferences. The application will be processed with Tennyson Road Primary School as one preference.

In June 2020 the School will inform parents of children allocated a place from September 2020, which school site their child will attend. When allocating pupils to a school site, the school will first endeavour to ensure that children with siblings at the school can attend the same site as their brother or sister to prevent logistical problems for parents.

Thereafter, geographical proximity (using walking distance) of the school sites to the home address will be used (those living closest to each site will be given priority up to the site's year group capacity).

Medical grounds

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school. If a child is allocated a place at Tennyson Road Primary School and has exceptional medical circumstances, the CEO of the Tennyson Learning Community will decide which site is most suitable to cater to the child's medical needs.

Home address

All applicants will be required to provide proof of address/residence. The school regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights), with his/her parent or legal guardian. Where the child spends an equal amount of the school week at two addresses with either parent/guardian, the parent in receipt of Child Benefit will be deemed as the main address and a Child Benefit statement will be required to provide proof of this. The address of a childminder or family member who looks after the child before or after school cannot be used. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

For the purposes of allocating places in the normal admissions round (i.e. Year R for Primary, Year) where a school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date of applications. Children who gain a place at the

school because their parents/carers have given a false home address will have their place withdrawn.

Contact us

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