



CHILTERN
LEARNING
TRUST



Challney
High School For Boys
A Specialist Science College



CHILTERN ACADEMY
INSPIRING MINDS • BUILDING FUTURES



HIGH SCHOOL
Denbigh
A SPECIALIST SPORTS COLLEGE



MARSTON VALE
MIDDLE SCHOOL



Admission Arrangements with effect from September 2019

The Chiltern Learning Trust is a multi-academy trust encompassing the following schools:

- Challney High School for Boys, Luton
- Challney High School for Girls, Luton
- Chiltern Academy, Luton (due to open in September 2018)
- Dallow Primary School, Luton
- Denbigh High School, Luton
- Marston Vale Middle School, Stewartby, Bedfordshire
- Putteridge High School, Luton

The proposed admission arrangements for each of the schools are detailed in this document which would apply to all applications received from September 2019 onwards.

Places will be allocated using the criteria below for the following schools:

- **Challney High School for Boys**
- **Challney High School for Girls**
- **Dallow Primary School**
- **Denbigh High School**
- **Putteridge High School**

Children with a Statement of SEN or EHC plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	A looked after child or a child who was previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order.
2.	Children of staff currently employed at the school.
3.	Children in the catchment area with siblings at the school who will be still be attending the school at the proposed date of admission.
4.	Children living in the catchment area of the school.
5.	Children who live outside of the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
6.	On the shortest distance, measured in a straight line from the main front entrance of the school and the pupil's home address which is measured from a point identified on the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

Please note: For applications to either Challney High School for Boys or Challney High School for Girls, the sibling criterion will apply to siblings of pupils attending either school.

Places will be allocated using the criteria below for the following school:

- **Chiltern Academy**

Children with a Statement of SEN or EHC plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	A looked after child or a child who was previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order.
2.	Children of staff currently employed at the school.
3.	Children with siblings at the school who will be still be attending the school at the proposed date of admission.
4.	On the shortest distance, measured in a straight line from the main front entrance of the school and the pupil's home address which is measured from a point identified on the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

Places will be allocated using the criteria below for the following school:

- **Marston Vale Middle School**

Children with a Statement of SEN or EHC plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	A 'looked after' child or a child who was previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order.
2.	Children of staff currently employed at the school.
3.	Children in the catchment area with siblings at the school who will be still be attending the school at the proposed date of admission.
4.	Children living in the catchment area of the school.
5.	Children who live outside of the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
6.	Pupils who are currently attending the feeder lower schools i.e. Broadmead, Church End, Houghton Conquest, Thomas Johnson and Shelton and have done so for at least two academic years.
7.	On the shortest distance, measured in a straight line from the main front entrance of the school and the pupil's home address which is measured from a point identified on the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

Published Admissions Number

Each academy/school 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, Year 5 for Middle Schools and Year 7 for High Schools. The table below sets out the PAN for each academy/school in the Chiltern Learning Trust:

School	Published Admissions Number (PAN)
Challney High School for Boys	240
Challney High School for Girls	210
Chiltern Academy	240
Dallow Primary School	90
Denbigh High School	224
Putteridge High School	243
Marston Vale Middle School	150

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 application 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 Chiltern Learning Trust may submit an appeal against the refusal. The table below details how an appeal should be made for each school within the Trust.

School(s)	Appeal to be submitted to:
Challney High School for Boys Challney High School for Girls Chiltern Academy (due to open Sept 2018) Dallow Primary Denbigh High School Putteridge High School	Luton Borough Council School Appeals Team. The online appeal form can be accessed at: www.luton.gov.uk/admissions Or telephone 01582 548019 for a form or further assistance.

Marston Vale Middle School	Bedford Borough Council Office of the Clerk to the Appeal Panel The online appeal form can be accessed at: www.bedford.gov.uk/admissions Or telephone 01234 228523 for a form or further assistance.
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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. The request will need to be sent to the Admissions and Appeals Officer for the Chiltern Learning Trust with a copy sent to the Council's 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 Chiltern Learning Trust will require parents to make their request in writing to the Admissions and Appeals Officer for the Chiltern Learning 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, i.e.

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

If you wish to defer your child's entry to school you must put your request 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 Council's In-Year application form and return this directly to the Council for the area in which the school resides. The Council will then liaise directly with the school. The table below shows which local authorities the schools in the Trust reside in:

School(s)	Council/Local Authority area
Challney High School for Boys, Challney High School for Girls, Chiltern Academy* Dallow Primary, Denbigh High School, Putteridge High School	Luton Borough Council
Marston Vale Middle School	Bedford Borough Council

*Due to open September 2018

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.

Definitions relating to the admissions criteria

Looked After Child and Previously Looked After Child

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 Chiltern 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.

For Chiltern Academy only criterion (d) currently applies, as this is a new Free School.

Someone who meets the above criteria but has been TUPEd to another employer and is still working at the school is also defined as a member of staff for the purposes of this document.

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.

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.

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 5 for Middle, Year 7 for High/Secondary school) 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.