Admission Arrangements Policy
Academic Year 2027/28

The Chiltern Learning Trust is a multi-academy trust with seventeen schools across Luton and Bedfordshire, as detailed below:

The admission arrangements for each of the schools in the Chiltern Learning Trust (CLT) are detailed in this policy which apply to all applications received for September 2027 onwards (academic year 2027/28).

CLT Luton Schools

Places will be allocated using the criteria below for the following schools: **Dallow Primary School** **Challney High School for Boys** **Challney High School for Girls** **Denbigh High School** **Lea Manor High School** **Putteridge High School**	
Children with an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.
2.	Children of staff currently employed to work at the school
3.	Children in the catchment area with siblings at the school who will 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.	Children living closest to the school measured on straight line distance.
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 an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.
2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children living closest to the school measured on straight line distance.

CLT Central Bedfordshire Schools

Places will be allocated using the criteria below for the following schools: **Ardley Hill Academy, Dunstable** **Lark Rise Academy, Dunstable** **Lancot School, Dunstable** **Aspley Guise Village School**	
Children with an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.
2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children living closest to the school measured on straight line distance.

Places will be allocated using the criteria below for the following school: **Linslade Middle School, Leighton Buzzard**	
Children with an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.
2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children who are currently attending Greenleas Lower School - Derwent Road site, Linslade Lower School or Southcott Lower School.
5.	Children living closest to the school measured on straight line distance.

Places will be allocated using the criteria below for the following school: **Cedars Upper School, Leighton Buzzard - Year 9**	
Children with an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.

2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children who are currently attending either Linslade Middle School or Leighton Middle School.
5.	Children living closest to the school measured on straight line distance.

Places will be allocated using the criteria below for the following school: Cedars Upper School, Leighton Buzzard - Year 12	
The published admission number for external students entering the Sixth Form is 50. All Cedars Upper School students in Year 11 are guaranteed a place if they meet the academic standards required as set out below: ● A minimum of 5 GCSE grades 9-4. This must include a minimum of 3 grade 5's and meet the individual entry requirements in the subjects you wish to study. Individual subjects may have other requirements. Please refer to the individual subject information sheets available from the school website for more details on precise requirements and the specific study skills required.	
In the event of oversubscription of external applicants to the Sixth Form places will be offered by applying the following criteria in the order given:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.
2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children living closest to the school measured on straight line distance.

CLT Bedford Schools

Places will be allocated using the criteria below for the following schools: Daubeney Academy Kempston Academy - Year 7	
Children with an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.

2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children who currently attend Springfield Primary School in Kempston.
5.	Other students who currently attend any of the following schools in Kempston: Bedford Road Primary, Balliol Primary, Kempston Rural Primary, Camestone Primary
6.	Children living closest to the school measured on straight line distance.

Places will be allocated using the criteria below for the following school: Kempston Academy - Year 12	
The published admission number for external students entering the Sixth Form is 80. All Kempston Academy students are guaranteed a place if they meet the academic standards required as set out in the Sixth Form prospectus. The entry requirements are the same for internal and external applicants.	
In the event of oversubscription of external applicants to the Sixth Form, places will be offered by applying the following criteria in the order given:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted.
2.	Children who have siblings at Kempston Academy.
3.	Children of staff currently employed to work at the school
4.	Children living closest to the school measured on straight line distance.

Places will be allocated using the criteria below for the following schools: Springfield Primary School, Wootton Primary School and Stewartby Primary School	
Children with an Education, Health and Care (EHC) plan naming the particular school will be admitted before the following oversubscription criteria applies:	
1.	Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be so as a result of being adopted
2.	Children of staff currently employed to work at the school
3.	Children with siblings at the school who will still be attending the school at the proposed date of admission.
4.	Children living closest to the school measured on straight line distance.

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, Year 7 for High Schools and Year 9 for Upper Schools. The table below sets out the PAN for each academy/school in the Chiltern Learning Trust:

School	Point of entry	Published Admissions Number (PAN)
Ardley Hill Academy	Year R	60
Cedars Upper School	Year 9 Year 12	320 50
Challney High School for Boys	Year 7	243
Challney High School for Girls	Year 7	224
Chiltern Academy	Year 7	240
Dallow Primary School	Year R	90
Daubeney Academy	Year 7	120
Denbigh High School	Year 7	224
Kempston Academy	Year 7 Year 12	210 80
Lancot Academy	Year R	60
Lark Rise Academy	Year R	45
Lea Manor High School	Year 7	240
Linslade Middle School	Year 5	150
Stewartby Primary School	Year R	60
Putteridge High School	Year 7	243
Springfield Academy	Year R	60
Wootton Primary School	Year R	120
Aspley Guise Village School	Year R	30

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 allocate 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:**
Ardley Hill Academy, Dunstable Cedars Upper School, Leighton Buzzard Lancot School, Dunstable Lark Rise Academy, Dunstable Linslade Middle School, Leighton Buzzard Aspley Guise Village School	Central Bedfordshire Council Education Appeals Clerk Committee Services More information can be accessed at: www.centralbedfordshire.gov.uk/admissions Email: education.appeals@centralbedfordshire.gov.uk
Challney High School for Boys, Luton Challney High School for Girls, Luton Chiltern Academy, Luton Dallow Primary School, Luton Denbigh High School, Luton Lea Manor High School, Luton Putteridge High School, Luton	Luton Borough Council School Appeals Team. More information can be accessed at: www.luton.gov.uk/admissions Email: admissionsappeals@luton.gov.uk
Daubeney Academy, Kempston Kempston Academy, Kempston Stewartby Primary School, Stewartby Springfield Primary School, Kempston Wootton Primary School	Bedford Borough Council Office of the Clerk to the Appeal Panel More information can be accessed at: www.bedford.gov.uk/admissions Email: schoolappeals@bedford.gov.uk

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 an application 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 Manager for the Chiltern Learning Trust with a copy sent to the relevant 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. Chiltern Learning Trust will require parents to make their request in writing to the Admissions Manager 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 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 a Chiltern Learning Trust school can contact the academy/school for more information via their website or by telephone or seek information on how to apply via the Local Authority in which the academy or school resides. If the school is oversubscribed we will place your child on a waiting list in accordance with their admissions criteria and offer you the right of appeal.

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

School(s)	Council/Local Authority area
Ardley Hill Academy Cedars Upper School Lancot School Lark Rise Academy Linslade Middle School Aspley Guise Village School	Central Bedfordshire Council
Challney High School for Boys Challney High School for Girls Chiltern Academy Dallow Primary Denbigh High School Lea Manor High School Putteridge High School	Luton Borough Council
Kempston Academy Daubeney Academy Stewartby Primary School Springfield Primary School Wootton Primary School	Bedford 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.

For Luton schools, priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocol and via managed moves where a placement has been coordinated by Luton's Pupil Placement Panel.

Definitions relating to the 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
- Special Guardianship order

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.

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.

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 Chiltern Learning Trust.

Catchment area

A catchment area is a geographical area from which children are given priority for a place at the school. To check which catchment area you live in, please see your home local authority admissions information. The schools in the Chiltern Learning Trust which operate a catchment area are:

- Challney High School for Boys, Luton
- Challney High School for Girls, Luton
- Dallow Primary School, Luton
- Denbigh High School, Luton
- Lea Manor High School, Luton
- Putteridge High School, Luton

The list of roads/streets which form the catchment areas for each of the above schools can be found at www.chilternlearningtrust.org/governance

Siblings

The term siblings includes natural, half and step brothers 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 measured on straight line distance.
For all CLT schools that don't operate catchments children will be measured in a straight line 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 Designated Measuring point for Wootton Primary School is the distance to the front gate of either Bedford Road Site or Harris Way Site, which is closer.

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(s) 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 Trust and School reserves the right to seek verification of the applicant's address from the Local Authority in which the home is situated.

For the purposes of allocating places in the normal admissions round, the child's address as at the on time application closing date will be used and any changes of address thereafter will not be considered until after the initial allocation of places. Children who gain a place at the school because their parents/carers have given a false home address will have their place withdrawn.

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