DIOCESE OF

ST ALBANS

MULTI-ACADEMY TRUST

Trust

Admissions Policy

Ravensden Church of England Primary Academy

2027 - 2028

Policy type	**Statutory Trust Policy with local context**
Reviewed	**Annually**
Author/Responsible Officer	**Headteacher/Governance Officer**
Approved by	**Trust Board**
Date of ratification	**11th December 2025**
Date of next review	**Autumn 2026 for 2028/2029**

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

Enabling all to flourish: Rooted in God's love

The Diocese of St Albans Multi Academy Trust is a company limited by guarantee.
Registered in England No 10449374 Registered Office: **Manshead CE Academy, Dunstable Rd, Caddington, Luton, LU1 4BB**

Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing – not shrinking out and dying. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equal treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

Our community

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

Statement of Intent

Ravensden Church of England Primary Academy is part of the Diocese of St Albans Multi-Academy Trust (DSAMAT) family. At Ravensden Church of England Primary Academy, we welcome all pupils, and places at the school are offered in an open and fair way.

The number of places available is determined by the capacity of the school and is call the 'published admissions number'. The Published Admission Number for the school is 15.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

1. Introduction and General Principles

a. Ravensden Church of England Primary Academy is a member of the Diocese of St Albans Multi-Academy Trust. The school serves the parish of Ravensden and surrounding area. It provides an education, for children aged 2 – 11, within the setting of a Christian community for all children regardless of faith, gender or race.

b. The Diocese of St Albans Multi-Academy Trust is responsible for the admission of pupils to Ravensden Church of England Primary Academy and admits 15 pupils to the Reception class each September. This published admission number (PAN) has been agreed by the Trust and applies to admission to the Reception class for the year 2027-28.

c. The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the main entrance and at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. As a Church school we welcome applications for children of all faiths and of none. As an inclusive school, children with any special education needs will be treated as fairly as all other applications for admission.

d. The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Trust, as the Admission Authority, will allocate the available places in line with this policy.

2. Application process

2.1 Information for Bedford Borough residents on completing the 'on line' application by the closing date of 15th January 2027 and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website: Bedfordshire Borough Council Admissions Parents living outside the Bedford Borough area must make an application via their home local authority by the closing date of 15th January 2027.

2.2 All applications **must** be made on the **home** Local Authority Common Application Form (CAF). The closing date for admission application forms to be received by the home LA is as advertised by that authority

2.3 The school is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class teacher (15 per year group)

2.4 All successful applicants are entitled to a full-time place in Reception from the beginning of the autumn term in September 2027. However, please note the following:

(a) These arrangements **do not** apply to our Pre-school intake.
(b) Parents of children currently in our Pre-school **must** re-apply for a place in the Reception class.
(c) Attendance at our Pre-school **does not** guarantee a place in Reception.

(d) Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. Summer born children (born 1st April to 31st August) may only have admission deferred until the start of the summer term**.**

(e) If parents so wish, a child may attend on a part-time basis until the child reaches compulsory school age.

2.5 If parents do not wish their summer-born child to start school before the child reaches compulsory school age, then they would normally need to make an in-year application for a place in Year 1.

2.6 However if parents wish their summer-born child to start school in September 2028, and to be educated "out of year group" (i.e. in the Reception Year rather than Year 1) they may make a request in writing to the Trust for their child to be admitted out of year group. Parents should discuss this with the school as early as possible and are advised to make their written request at the same time as making an application for admission to the school for a Reception place for September 2027 as part of the normal admissions round. The Trust will decide the request on the basis of the individual circumstances of the case and in the best interests of the child (please also see paragraph 7 below).

2.7 If the request for out of year group education is agreed, the application for a Reception place for September 2027 can be withdrawn before the place is offered and the child's parents **must make a new application** as part of the following year's main admissions round for a place in the Reception class starting in September 2028. There is no guarantee that a place will be available in that year group.

2.8 If the request is refused, parents must decide whether or not to accept the offer of a place for the child's normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

2.9 The Trust will admit a pupil with an Education Health Care Plan (EHCP) which names the school. These children will be admitted before any oversubscription criteria are applied.

2.10 When there are more applications than there are places available, the Trust will admit pupils according to the following criteria in order of priority.

(a) All 'looked after' children (LAC) or children who were previously 'looked after' (PLAC) including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC) (see definitions)

(b) Children living within the catchment area with a sibling on the roll of the school (see definitions below).

(c) Other children living within the catchment area.

(d) Other children with a sibling on the roll of the school at the time of admission.

(e) Children with at least one parent who is a regular worshipper at Ravensden Parish Church or any other Christian Church. (see definition below)

(f) Children with very exceptional medical needs (see definition)

(g) Children living outside the catchment area, whose closest school is Ravensden Church of England Academy.
(h) Any other children

3. Notes

a. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using Bedford Borough Council's computerised mapping 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 designated point on the school site, namely the front door of the school. In the event of children living in a block of flats, priority will be given to the child's whose flat number is lower. Where two children live the same distance from the school the Trust will use an independently-supervised, random draw in order to allocate the place.

b. Pupils who have an Education Health and Care Plan (EHCP) that name the school will be admitted to the school. These children will be admitted before any oversubscription criteria are applied.

c. Where a place is offered to one twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted, even if the school is full and, if necessary, over PAN and as exceptions to the infant class size rule.

d. Pupils identified for admission through the local authority's 'Fair Access Protocol' will also be admitted even if the school is full and above any children on the continuing interest list (and over PAN if necessary). Parents of children who are entitled to be considered under the Fair Access Protocol may also make an in-year application to the school.

e. Parents applying under category 2.10(g) (closest school) must select "other" on the preference section of the local authority's online application form and complete the additional information box to state that Ravenden Church of England Academy is the nearest school to their home address. Paper applicants should tick the relevant box of the paper application form. Please note that there is no guarantee that a place will be available for applicants living in the catchment area or applicants for whom Ravenden Church of England Academy is the nearest school.

Definitions

'Looked after' children
The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).
Previously looked after children will be prioritized under category 2.10(a) if they were looked after immediately before being adopted or becoming subject to a child arrangements order or a special guardianship order. 'Adopted' refers to an adoption order under section 46 of the Adoption and

Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 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)

In state care outside of England means in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Catchment area

The school's catchment area is the ecclesiastical parish of Ravensden (excluding Glenrose Avenue, Wagstaffe Close, Cleat Hill and Woodlands Park). The website www.achurchnearyou.com is helpful in confirming the parish of residence.

Sibling

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister where 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. Where the applicant lives at more than one address the sibling must also live at the same address for the majority of the school week. The sibling's address will be verified by the school. 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.

Regular worshippers at a Christian Church

By regular worshipper the Trust means that at least one of the child's parents has attended a service of public worship at the relevant church at least once per month for the year immediately prior to application.

'Christian Church' means any Anglican church or any church which is a member of Churches Together in England, Churches Together in Britain and Ireland and/or The Evangelical Alliance.)

Applicants under 2.10(e) must complete Bedford Borough Council's Religious Declaration form (available at Bedford Borough Online Admissions) and have this signed by their priest or minister, in the space provided; the completed form must be emailed to admissions@bedford.gov.uk or returned to School Admissions Service, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP before the closing date for applications.

In the event that during the 12 month period specified for attendance at worship the church or religious meeting-place 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, religious meeting-place or alternative premises has been open for public worship

Children with 'Very Exceptional' Medical Needs

Applicants will be prioritized under 2.10 (f) where there are exceptional medical reasons which make it essential that the child should attend Ravensden Church of England Primary Academy and where Ravensden Church of England Primary Academy is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to Ravensden Church of England Primary Academy and the difficulties that would be caused if the child had to attend

another school. The Trust reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If a child lives at two addresses equally then parents/carers should make one joint application naming one address. If there is any query on the home address this will be checked against official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information

4. In-Year Admissions

4.1 Children will be admitted at other ages where there are vacancies. Requests for admission into other year groups should be made to the Bedford Borough Admission Team: Bedfordshire Borough Council Admissions . In considering any applications for in-year admissions the Trust will take account of the Infant Class Size Limit and of projected figures for future amalgamations of the year groups. Where there are more applications than places available the Trust will apply the oversubscription criteria set out in 2.10 above to determine which child(ren) should be allocated a place. Applicants who wish to be considered for priority under 2.10(e) must also complete the Religious Declaration form described above.

5. Waiting List

5.1 All children who are unsuccessful with their applications will be placed on a waiting list. Applications will be ranked according to the oversubscription criteria in 2.10 above and the list will be re-ranked each time a new name is added to the list, so a child's place in the list can change as other children join or leave it. The waiting list will be maintained until 31st December 2027.

6. Appeals Process

Parents who have not been allocated a place for their child have a right to appeal to an independent panel and will receive information about the appeals process with the refusal email or letter from the local authority: Bedfordshire Borough Council Admission Appeals

7. Applications for education out of year group

Children are normally educated in their normal age group, with the curriculum differentiated as necessary to meet their individual needs. However, if parents wish their child to be admitted to a different group they must make a request in writing to the Trust, at the time of application, and enclose any evidence they wish the Trust to consider in support of that request. Requests should be made by letter addressed to the Trust (email to: jhoughton@stalbansdmat.co.uk). The Trust will make its decision in the best interests of the child, based on the individual circumstances of each case, including the view of the child's parents and of the headteacher; the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether or not the child has previously been educated out of year group; and whether the child may naturally have fallen into a lower age group if it were not for being born prematurely. If

the request is agreed there is no guarantee that a place will be available in the desired year group and if the request is denied there is no right of appeal from the Trust's decision; however, reasons will be given for the Trust's decision. Please also see paragraphs 2.5 to 2.8 of this policy for requests for delayed entry to Reception of summer-born children.

8. Monitoring and Review

8.1 The Trust Board is the admission authority for the Academy and has the responsibility for reviewing the implementation and effectiveness of this policy. The policy will be approved by the Trust Board and promoted and published throughout the Trust.

8.2 The policy will be reviewed annually.