

Admission Arrangements for Academic Year 2026/27



Potton Primary School is a Foundation school, and the governing body is the admissions authority for the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the admissions oversubscription criteria outlined in this document will be used to prioritise applications. The oversubscription criteria operates separately and sequentially until all places are filled.

Published Admissions Number (PAN): 60 Point of entry: Year R	
1.	All 'looked after' children and all children who were previously 'looked after', including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children living in the catchment area with a sibling at the school
3.	Children living in the catchment area
4.	Children living outside the catchment area with a sibling at the school
5.	Any other children

Admission rules and definitions

Tiebreaker

Straight line distance will be used as a tiebreaker in each criterion where required to determine the allocation of places. The distance the pupil lives from the school, which is 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 random selection, using the Synergy Admissions database to allocate the place.

Pupils with an Education, Health and Care Plan

In accordance with the Education Act 1996 and Children and Families Act 2014, children with an Education, Health and Care Plan (EHC Plan) are required to be admitted to the academy/school named in the EHC Plan and will be allocated a place ahead of those without an EHC Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an EHC 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 EHC Plan are required to be admitted to the school which is named on the EHC 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 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 (July 2027). 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 a Central Bedfordshire Community or Voluntary Controlled school, the applicant(s) have the right of appeal. All appeals are heard by an independent panel. Information regarding the appeal process will be sent to all unsuccessful applicants when notified of the outcome of their application.

Definitions of 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 or Special Guardianship order.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to a particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

Sibling

A sibling refers to a brother or sister, half brother or sister, stepbrother 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, and 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 be likely to remain in the school at the proposed date of admission. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

Any other children

Pupils who do not meet any of the higher oversubscription criteria will be prioritised by distance with those living closer to the school receiving the higher priority. The Local Authority uses a computerised measuring system to 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.