



The Shared Learning Trust

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THE LINDEN  
ACADEMY

# **The Linden Academy Admissions Arrangements 2025-2026**

Title: Admissions Policy 2025-2026

Reviewed by: The Board of Trustees

Approved:

Review date: Autumn 2025

### **Background to The Linden Academy**

The Linden Academy is a member of The Shared Learning Trust, including The Chalk Hills Academy, The Stockwood Park Academy, The Vale Academy and The Rushmere Park Academy.

The Linden Academy is a co-educational, mixed-ability primary school for children aged 4-11, situated within Luton, located at its site in Osborne Road, Luton.

The Linden Academy has an agreed admission number of 72 for the Reception Year R intake in 2025-2026.

### **Admission to The Linden Academy 2025-2026**

Where numbers of applications for year R, or other year groups, exceed the published admission numbers the following oversubscription criterion will apply in consecutive order:

#### **Over subscription criteria**

**Criterion 1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the Trust to have been in state care outside of England and ceased to be in care 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, in England (section 22(1) of the Children Act 1989).

A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

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).

#### **Criterion 2: Children of staff**

- a) Where the member of staff has been employed **at the school** for two or more years at the time at which the application is made and/or:
- b) The member of staff is recruited to fill a vacant post **at the school** for which there is a demonstrable skill shortage.

Points a) and b) refer to the individual school and not schools within a Trust.

#### **Criterion 3: Children who have siblings currently at The Linden Academy**

Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house.

**Criterion 4: Children who live in the following wards.**

The Linden Academy will draw its students from the following wards; Farley, Dallow, South, Biscot, Crawley, High Town and Wigmore.

**Criterion 5: Shortest Distance**

Children who live closest to the academy measured in a straight line from the main front entrance of the academy and the pupil's home address.

In any situation where the application of the above (admission) rules results in a situation where there are more children with an equal right to admission to the academy than the number of available places, a distance tie-break will be used, giving priority for admission to the child living closest to the school. The tie break will be the distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the academy will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Osborne Road. Priority is not given within each criterion to children who meet other criteria.

**Application Form**

For admissions in 2025-2026 during the normal admission round, applications can be made using the online application or a paper application form provided by the Local Authority in which you live. This should be returned to your Local Authority.

Applications for normal admissions to the Reception Year for children living within the Central Bedfordshire area should be made to the Central Bedfordshire Council.

Applications for normal admissions to the Reception Year for children living within the Luton area should be made to the Luton Council.

Parents can express up to three preferences on the application form. The national closing date for the normal admission round for starting school applications is 15 January 2025.

**In Year Admissions**

In-Year admissions are applications to enter a year group that has either already started at the academy or has expanded providing additional year group places. The Shared Learning Trust is responsible for co-ordinating all in-year applications for children wishing to access a Trust academy.

In year applications, which are outside the normal admission round naming The Linden Academy as preference should be made on the form provided by the Local Authority, and this should be forwarded direct to Central Admissions Dept, c/o The Vale Academy.

**Late applications**

Application forms received after the closing date will not be considered in the initial allocation of places).

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.

**Proof of residence**

All applicants will be required to provide proof of address/residence. The Linden Academy regards a pupil's home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or carer. 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.

**Fair Access Protocol**

Priority may be given to the admission of challenging pupils in accordance with the Fair Access Protocol exercised by the Local Authority, such placements take place outside the usual coordinated admission arrangements; this includes the admission of children above the planned admission number.

**Admission numbers for 2025-2026 will be defined by year group as shown below:**

<b>Year Group</b>	<b>Planned admission number (PAN)</b>
Year R	72
	<b>Admission Limits for Years 1-6</b>
Year 1	72
Year 2	72
Year 3	72
Year 4	72
Year 5	72
Year 6	Capped at 52

Parents will be notified of the admission number for future years, with details published through the Local Authority and trust websites.

**Where fewer applications are received**

The Linden Academy will consider all applications for places where fewer than the published admission number apply; the academy will offer places to all those who have applied.

Notwithstanding the above paragraph, The Linden Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools and the ability to refuse admission runs for a period of two years from the date of the last exclusion.

Exclusions, which took place before the child concerned reached compulsory school age, do not count for this purpose and this provision does not apply to:

- Children with Statements of Special Educational Needs (SSEN) or EHC Plans.

- Children who were reinstated following a permanent exclusion
- Children who would have been reinstated following a permanent exclusion had it been practicable to do so.

### **Twins**

In the normal admission round The Linden Academy will admit over PAN to ensure twins/multiple birth children are not split if only one child is allocated an available place. If in such cases the PAN is exceeded, further admissions will be delayed until the roll returns to PAN.

### **Offer of places**

For Reception applicants within the normal admissions round, letters notifying applicants of the outcome of their application or transfer request, will be sent by second-class post in accordance with Luton Councils co-ordinated admissions arrangements. Details of the outcome of applications relating to Reception Year (Starting School) places will be sent on 19 April 2025.

If it has not been possible to offer an applicant a place and if the applicant has selected, as one of his or her three preferences in their application form, another primary school/ academy within the Trust, it will, where possible, seek to try to offer the applicant a place at this other primary school (provided there are places available within the published the admission number for this other primary school's admission arrangements).

For in year admissions for any year group, including Reception, letters notifying applicants of the outcome of their application or transfer request, will be sent by first-class post by the academy.

### **False Information**

Where it is reasonably believed by The Linden Academy that an offer of a place has been made on the basis of a fraudulent or intentionally misleading application, the offer of a place may be withdrawn.

### **Children with Statements of Special Educational Needs**

A statement of Special Educational Need (SEN) is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for a named child. The Linden Academy will admit any child with a SEN or Educational Health Care Plan, where it is appropriately named, in the child's SEN as the appropriate school to meet the child's needs.

### **Admission of Children Outside of Their Normal Age Group**

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Trust. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant professionals. The Trust will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

### **Summer Born Children**

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 Linden Academy will require parents to make their request in writing to the Admissions and Appeals Officer setting out the reasons for the request. The Academy 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.

### **Appeal procedure**

Applicants who are unsuccessful in being offered a place at The Linden Academy will be notified of their right to appeal to an Admission Appeals Panel. Parents can lodge an appeal by contacting [admissionsappeals@luton.gov.uk](mailto:admissionsappeals@luton.gov.uk) and setting out their grounds for appeal within 20 school days of receipt of the refusal letter.

Appeals in relation to applications during the normal admission round, will be heard within 40 school days of the appeal being lodged.

The Admission Appeal Panel will decide the following in relation to an appeal:

Whether The Linden Academy admission arrangements (including the area's co-ordinated admission arrangements) comply with the mandatory requirements of the School Admissions Code, the School Admission Appeals Code and relevant admissions law as amended from time to time and in force at the time of the appeal (including part 3 of the School Standards and Framework Act 1998);

- a. Whether the arrangements were correctly and impartially applied;
- b. Whether the admission of another student would prejudice the efficient education and use of resources within the academy.

The Appeals Panel is independent of The Linden Academy and will exercise its discretion, balancing the degree of prejudice to The Linden Academy against the appellant's case for the child being admitted, before arriving at a decision.

The Linden Academy may, if it considers it appropriate, enter into an agreement with the Local Authority or any other external organisation for it to recruit, train and appoint appeal panel members, and also arrange for the appeals panel process to be administered and clerked independently from The Linden Academy.

Full details of the Admission Appeals Panel procedure will be sent to parents with the decision letter.

### **Deferred Entry**

Parents can choose to defer their child's entry to school or take up the place part-time until he or she is of compulsory school age, providing this place is taken up within the same academic year and they are not on roll at an alternative school.

Therefore:

- Children born between 1/9/20 – 31/12/20 can defer their place until January 2026.
- Children born between 1/1/21 - 31/8/21 can defer their place until April 2026.

Parents cannot defer their child's entry beyond the dates given above. Parents of children born between 1/4/21 - 31/8/21, who would like their child to start Year 1 in September 2026 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group

Parents wishing to defer their child's entry to school must put their request in writing to the allocated school, ideally within 21 days of being offered a place by the Council.

### **Waiting list**

For all other year groups, unsuccessful applications received from the start of the autumn term 2025 until the end of the spring term 2026 will be placed on a waiting list until 31<sup>st</sup> July 2026. Applications received from the start of the summer term 2026 to the end of the academic year will be placed on a waiting list until 31 July 2027.

**Contact us**

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