



# **POLICY DOCUMENT**

For use by all member schools

## **Admissions 2019 - 20**

	<b>Name</b>	<b>Date</b>
Written By	Joanna Brinkley Executive Headteacher	October 2014
Consultation process	LBB	December 2014
Director Approval v1.0	Jacqui Nelson, Chair of Trust Board	March 2015
EHT Authorisation	Jo Brinkley	December 2015
Director Approval	Clive Lees, Chair of Trust Board	January 2016
Director Approval	Clive Lees, Chair of Trust Board	November 2016
Consultation process	LBB	December 2016
Director Approval	Clive Lees, Chair of Trust Board	December 2017

## **Proposed Admissions Policy 2019 - 20**

- a. All applications shall be received and offers made individually by the LA in common with other Bromley Primary Schools.
- b. The Standard Number for admissions to Hayes Primary School is 90, to St Mary Cray Primary Academy is 60, to Dorset Road Infant School is 30, to Castlecombe Primary School is 30 in Key Stage 1 and 60 in Key Stage 2, to Midfield Primary is 60 and to Leasons Primary is 60. The published admission number is inclusive of students with a statement of Special Educational Needs or Education, Health and Care Plan (EHC) in accordance with the relevant statutory requirements. In addition to the 60 places at Midfield, there is a special resourced provision, The Tree House, which comprises two classes for a total of up to 18 pupils from Reception to Year 6 with autistic spectrum disorder. Pupils are allocated to The Tree House by the Local Authority.
- c. In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child.

Once a place has been offered the parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born between 1 April and 31 August 2015 and offered a place for admission in the 2019-20 academic year will be expected to start school by the start of the 2020 Summer term.

In exceptional circumstances parents can also request that their child attends part-time until the child reaches compulsory school age but this must be in discussion with the Headteacher and in the best interest of the child.

Parents of summer born children may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. The request will be considered by the admissions authority on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The admissions authority will take into account the parents' views, the views of the relevant Headteacher, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely. Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request. Where the request is agreed by the admissions authority, a new application for admission into Reception Year will need to be made the following year when the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. The application must be accompanied by a copy of the letter confirming the decision of the admissions authority. That application will not receive priority over other applications, and will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. This means that, although the parents may have obtained the admissions authority's agreement to their child being admitted below its normal age range into Reception Year one school year after being eligible to start school, their child may not achieve a place in Reception Year at the academy the following year.

Where the admissions authority refuses a request for admission of a child outside of his or her normal age group, they will write to the parents confirming the decision and clearly setting out the reasons for it.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. The Trust will consider applications outside of the child's normal age group on an individual basis taking into account any information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents wishing to apply for a place outside of the normal age group should contact the Headteacher in writing in the first instance.

- d. Parents of summer born children (i.e. born between 1 April to 31 August) may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. Any place already achieved for the child in Reception Year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and if deferral is agreed parents will need to re-apply for admission the following year.

The school/academy will make a decision, having taken into account the circumstances of each case, together with the opinion of the Headteacher. Where the request is agreed by the academy, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary.

- e. All applications shall be made using the LA standard application process on line. The link to this can be found on the relevant LA website.

f. Admission Criteria

Where applications are oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Looked After Children (Children in Public Care) (see note 1)

- (ii) In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

- (iii) Siblings – children who have a brother or sister attending at the beginning of their first term (see note 2). If the number of siblings results in a school been oversubscribed, then places will be allocated using the proximity criteria described in (v) below.

- (iv) Children of staff at schools

Each school within The Spring Partnership Trust may give priority regarding oversubscription criteria to children of staff at the relevant school in either or both of the following circumstances:

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

In these cases, the member of staff must have been contracted for a total of more than 15 hours per week on average for the two years prior to the application and in the case of Central Trust staff, priority shall be in relation to that school nearest to the usual place of employment;

If the number of children of staff at schools results in a school been oversubscribed, then places will be allocated using the proximity criteria described in (v) below.

- (v) Proximity, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4).

Note 1: a) A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be “looked after” when the child starts school unless (b) applies.

b) or a child who was previously looked after by an English or Welsh Local Authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted 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).

Note 2: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and, in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Note 3: “Home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless in exceptional circumstances through a court order, will not be accepted during the coordinated admission process. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of a school with a waiting list, the offer may be rescinded.

Note 4: Distance will be measured (in a straight line) from the front door of the child’s home address (including flats) to the main entrance of the school building, using the Local Authority’s computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property, with those living closer to the school receiving the higher priority. The furthest distance reached is checked to confirm it is

unique. Where the next applicant measures the same the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same 'Easting and Northing' measurements, places will be allocated by door number, the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be alphabetical by applicant surname.

- g. With regard to admissions into Year 3 at Castlecombe Primary, in the event of over-subscription, the following criteria shall apply in priority order:
- (i) Looked after or previously looked after children (see note 1).
  - (ii) Children in attendance at the linked Dorset Road Infant School. If the number of applications from the children in the Dorset Road Infant School exceeds the number of places available, decisions on the allocation of places will be made in as follows:-a) Siblings – children who have a brother or sister at Castlecombe Primary School or the linked Dorset Road Infant School who will be attending at the beginning of their first term.  
b) Proximity – measured in a straight line from the front door of the home to the main entrance door of Castlecombe Primary School.
- h. TSPT will maintain a clear, fair and objective waiting list until the 31 December 2019 for reception applicants at which point a further application must be made to the London Borough of Bromley (Local Authority). These applications and any further applications after that date should be directed to the (Local Authority) using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.
- i. All in year applications should be directed to the London Borough of Bromley using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Any child not offered a place will be placed on the waiting list. Parents have the statutory right of appeal against Local Authority decisions made under this paragraph and such appeals should be directed to the Local Authority.
- j. The Spring Partnership Trust, in common with all other schools, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a child directed by the Fair Access Protocol will take precedence over any child already on the school waiting list and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.
- k. Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the Trust's decision not to offer a place. Although The Spring Partnership Trust is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.
- l. Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all schools is inclusive of students with a statement of special educational needs or Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC Plan.
- m. Comments on the admissions policy can be addressed to the office of the relevant school.