



## HILLBROOK PRIMARY SCHOOL

### ADMISSIONS POLICY 2019-20

#### OVERSUBSCRIPTION CRITERIA

The Published Admission Number (PAN) for the school for Reception Year Admissions in September 2019 is 120.

Children with a Statements of Special Educational Needs or Education Health and Care Plan which names the school will be offered a place. These children will be included in the overall admission number of 75. In the event of oversubscription, the remaining places will then be allocated in the following order of priority as follows:

- (i) children looked after and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (note 1);
- (ii) children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the school governing body (note 2);
- (iii) brothers and sisters of children on the roll of the school on the date of admission (note 3);
- (iv) children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System. (note 4).

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (note 4).

#### **Notes:**

1. *A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.*
2. *Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional*

*working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion. The governing body may request professional advice, from within or outside Wandsworth Council, before reaching a decision.*

- 3. A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.*
- 4. The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.*
- 5. The permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose and this must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place for the child. A business address, a childminder's address, or any address including a family member's address other than the child's permanent home will not be accepted. Proof of address will be sought and if there is any doubt about the validity of the address given it may be the subject of further investigation. Please see the "Choose a Wandsworth Primary School" admissions brochure for further information.*
- 6. Where a child lives with parents with shared custody/responsibility, the address where the child spends the majority of the week should be used by parents for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be reached between the parents and Child Benefit is claimed, the address that is registered for this claim will be used. Additional proof may be requested, eg court order or a solicitor's letter to confirm the arrangements.*
- 7. There is no automatic right of transfer from the nursery class to the infant reception class within the same primary school. If there are more applications than places available, priority will be based on the above criteria alone.*

## **ADDITIONAL INFORMATION**

### **Method of Application for Reception.**

The school will be participating in coordinated admission arrangements administered by Wandsworth Borough Council. Parents/carers must apply on Common Application Form of the local authority where they live. This can be completed online via [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions) or on a paper form available their local council's School Admissions Team. The closing date for reception class applications will be 15 January 2019. Notification letters will be sent out on 16 April 2019. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

## **Waiting List**

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

## **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wandsworth Independent Appeal Service (Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU). The form should be sent to reach the Clerk to the Appeal Panel, c/o the Wandsworth Independent Appeal Service, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

## **In Year Admissions**

For in year admissions, parents/carers must apply to the school on the Wandsworth In Year Common Application Form. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place the waiting list and appeals procedures described above will apply.

## **Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age. Parents considering deferred admission should contact the school to discuss the suitability for their child.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

## **Delayed Admission of Summer Born Children to Reception to the following September<sup>1</sup>**

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons, parents can request that the child is

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<sup>1</sup> This is interim guidance on the consideration of requests to be admitted outside a child's normal year group following the government's announcement in September 2015 to make changes to the Admissions Code. This may be superseded by the publication of a new Admissions Code.

admitted outside his/her age group. Such requests would normally apply to children that are summer born<sup>2</sup> and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

We recommend that parents considering delaying entry to Reception to the following September discuss this with the school before making a formal request. The school may wish to discuss how your child's could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date of 15 January 2017 and include a written request with the application. Your home Local Authority will then write to you to confirm the request has been received and that your current application has been cancelled.

It will be necessary to reapply for a Reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the preferred school(s) are oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

Please see [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions) for further information.

### **Admission of children outside their normal age group to other year groups<sup>1</sup>**

Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code.

The school's governing body will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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. The headteacher's views will also be taken into account. Each case must be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admissions outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Fair Access Protocol**

The school participates in the local authority's In Year Admission Fair Access Protocol to allocate places exceptionally to vulnerable and other children in accordance with the School Admission Code 2014. Where required, the admission of such pupils under the protocol takes precedence over pupils on a school's waiting list and may require the school to admit above the planned admission number for the relevant year group.

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<sup>2</sup> For admission purposes, summer born children are defined as born between 1 April and 31 August.