

# Floreat Education



## Admissions Policy

### **FLOREAT WANDSWORTH PRIMARY SCHOOL**

ADOPTED BY: LGB

DATE of ADOPTION: July 2015

DATE of LAST REVIEW: December 2016

REVIEWED BY: FEAT Board

DATE RATIFIED BY BOARD: August 2015

NEXT REVIEW DATE: December 2017

# Floreat Wandsworth Primary School Admissions Criteria 2018/19

## Primary - Reception Admission Criteria

### INTRODUCTION

The admissions policy for Floreat Wandsworth Primary School complies with the requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law. Our admissions process is designed to be inclusive, open, fair and transparent.

### ADMISSIONS NUMBER

Floreat Wandsworth Primary School has an admission number of 60 for entry in Reception. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied. Where more applications are received, the oversubscription criteria will be used to allocate places.

### SPECIAL EDUCATIONAL NEEDS

Floreat Wandsworth Primary School will admit any child with a Statement of Special Educational Needs or Education, Health and Care Plan where that Statement or Plan names Floreat Wandsworth Primary School as the most appropriate school for the child in question. This is not an oversubscription criterion and applies even where in admitting this pupil the school would exceed its published admission number.

### OVERSUBSCRIPTION CRITERIA

The over-subscription criteria for Reception admission in September 2018 are:

**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 Governing Body;**

**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 Director of Education and Social Services 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 only permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose. A childminder's address will not be accepted. A parent/carer may be asked to provide evidence to verify that an address is permanent.
  
6. 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.

## **TIE-BREAKER**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to Reception classes is determined using the admission criteria for primary schools. Attendance at a nursery does not guarantee a Reception place at the attached infant or primary school. Admission to the primary school from the nursery is therefore not automatic and cannot be guaranteed.

Late applications will only be considered after offers have been made to applicants who applied by the closing date.

## **DEFERRED ENTRY FOR INFANTS**

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows: a letter should be sent to the Headteacher at the school. This will be discussed with members of the governing body in the admissions committee where a decision will be made. This decision will be communicated back to the parents by the Headteacher in writing.

## APPLICATION PROCESS

The school will be participating in coordinated admission arrangements administered by Wandsworth Borough Council. Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online via the local council website or on a paper form available from the school or the local council's School Admissions Team.

The closing date for Reception class applications will be 15th January 2018. Notification letters will be sent out on 16th April 2018. 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

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place, in accordance with the published oversubscription criteria. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## IN-YEAR ADMISSIONS

Should there be a vacancy in a year group during the academic year; places will be offered after applying the above admissions criteria to all applicants including those on 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.