

**GATTON VA PRIMARY SCHOOL**  
**ADMISSIONS POLICY SEPTEMBER 2018/19**

**INTRODUCTION**

Gatton VA Primary School is the first Voluntary Aided Islamic School in the Borough of Wandsworth established by the Al-Risalah Education Trust. The school will operate from a split site with Y1& Y2 housed at the Balham Masjid site.

The school's Islamic character is guided by the teachings of Qur'aan and Sunnah as understood and practiced by the Ahlus-Sunnah Wal Jamaa'ah. The Governing Body wishes to attract pupils whose parents wish them to attend a primary school with an Islamic character.

The school is normally heavily oversubscribed and the Governors are keen to ensure that children not of the Islamic faith also have an opportunity to attend the school and therefore have agreed to make up to 10 places available as open places in the event of oversubscription.

**OVERSUBSCRIPTION CRITERIA**

The Governors will admit 90 children to the Reception classes in September 2018. If the school is undersubscribed then all applicants will be offered places. In the event of oversubscription, places will be offered in the following order of priority.

**Category A: Faith Places** – up to 80 places\* will be offered to children of Muslim Families (**notes i,ii,iii and iv**)

1. Muslim Children who are '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 v);
2. Children whose families worship at, and are active in the life of either the Balham Mosque or the Tooting Islamic Centre\*\*;
3. Children of other Muslim families with a sibling\*\*\* at the school on the date of admission;
4. Muslim Children of permanent staff employed directly by the school provided they have been employed at the school for at least two years or have been appointed to meet a demonstrable skills shortage;
5. Children of other Muslim families living nearest to the school in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (note vii).

**Category B: Open Places** – up to 10 places\* will be offered without reference to faith to children whose parents desire them to be educated in a school with an Islamic ethos. This is determined through the CAF (note i)

6. Other Children who are '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 v);
7. Other children with a sibling\*\*\* at the school on the date of admission (note vi);

8. Other children of permanent staff employed directly by the school provided they have been employed at the school for at least two years or have been appointed to meet a demonstrable skills shortage;
9. Other children living nearest to the school in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (note vii and viii).

**Notes:**

- (i) \* If either category of places is undersubscribed, then the remaining places will be offered to applicants from the other category in priority order, eg any unfilled faith places will be offered to open place applicants and vice versa.
- (ii) All applicants must list the school on the Local Authority Common Application Form of the Borough they reside in.
- (iii) All applicants for a Category A (Faith Place) must also complete the Gatton School's Supplementary Information Form which requests additional information. This is available at Gatton School and the school website. Such applicants should complete all sections as appropriate.
- (iv) \*\* Applicants for a criterion 2 faith place are assessed through Section 3 and section 5 of the Supplementary form. It is assessed using a point score system – whereby each question is worth 1 point and applicants are ranked according to numbers scored. Where there is a tie, sibling, children of staff and then proximity criterion will apply. If applicants are unable to confirm to section 3 and are not able to answer positively to four or more questions from section 5 and the signatures from the Balham Mosque or TIC, the application will be ranked lower in order.  
  
Applicants for a criterion 2 faith place are assessed through Section 3 and section 5 of the Supplementary form. It is assessed using a point score system – whereby each question and the signature of the officials is worth 1 point and applicants are ranked according to numbers scored. Where there is a tie, sibling, children of staff and then proximity criterion will apply. . If applicants are unable to confirm to section 3 and are not able to answer positively to four or more questions from section 5, the application will be ranked lower in order.
- (v) A Looked After Child 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's Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989.
- (vi) \*\*\* A sibling is defined as a full brother or sister, a half brother or sister, a step brother or sister living at the same address, a child who is living at the same address 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.
- (vii) In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Admissions Authority will use straight line distance from the home to school as measured by Wandsworth Council's Geographical Information System.

(viii) The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer 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.

The above admission criteria will also be used for places that become available for all other year groups.

### **Appeals**

Parents have the right of appeal to an independent appeal against any refusal by the governors to admit their child under the School and Standards Framework Act 1998. Further details of how to appeal will be included in the notification letter.

### **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. There will be one waiting list for all applicants – with offers being made by the category in which a vacancy has become available. (e.g. If a vacancy arises in category B – it will be offered to a category B applicant on the waiting list etc.).

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

Children who hold a Statement of Special Educational Needs (SEN) which names the school will be offered a place. These children will be included in the overall admission number of 90.

### **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 have the right to request to refer their child's entry to the reception year until later in the school year or that their child takes up the place part-time until the child reaches compulsory school age. Parents considering deferred admission should contact the school to discuss the suitability for their child.

For additional information or to download a copy of the SIF or the Admission Policy, please visit the Admissions section of the schools website: [www.gatton.wandsworth.sch.uk](http://www.gatton.wandsworth.sch.uk)

### **FAQs Admissions for Gatton School**

#### **1. Who do I make the application to?**

For Reception faith places, please fill the Common Application Form (CAF) of the Borough you reside in and the school Supplementary Information Form (SIF). The CAF is submitted to the Council and the SIF must be submitted to Gatton School before the deadline. Receipt for SIF should be collected and retained from Gatton School as proof of submission on time.

#### **2. When do I make the application?**

If your child is born between 1 September 2013 and 31 August 2014, then you need to make your application before 15 January 2018. This is for children starting Reception class in September 2018. Late applicants will not be considered until after the initial offer day.

#### **3. What is the deadline for submitting a form?**

Both application forms should be completed and received by 15 January 2018.

**4. Which local authority admissions form do I complete?**

You must complete the form from the local authority where you live. For example, if you live in Croydon than you must complete the Croydon form even though you are applying for Gatton School.

**5. Who co-ordinates the school admissions?**

The Governing Body are the Admissions authority for Gatton VA Primary School. They determine the places strictly in accordance with the Admission Policy. Wandsworth Council-on behalf of the school-co-ordinates school admission arrangements for our Reception Places.

**6. How do I contact Wandsworth Borough Council or the borough I reside in?**

For Wandsworth the address is Pupil Services Section, Children Services Department, Town Hall Extension, Wandsworth High Street, London SW18 2PU. You may also telephone them on 0208 871 7316. Lambeth Council, School Admissions Team can be contacted on 020 7926 9503. Croydon Council, Education Department can be contacted on 020 8726 6400. Merton Council, Children, Schools and Families Department can be contacted on 020 8274 4901. For any other borough please visit the internet to gain contact information.

**7. Will the completion of only one form suffice for the application to be considered?**

If you are applying for a faith place you will need to fill both forms. If only the CAF is filled then the application will be considered under the open places. If the school form is not filled then the application will only be considered if there are fewer faith applications than the actual places.

**8. What will happen to my applications forms once I submit them?**

The LA will send details to the school confirming they have received the applications on time. The school will send the SIF to the Balham/TIC Mosque officials for verification. The Mosque/s may contact the applicant for verification of the information that has been provided in section 5 (category A).

**9. I have a child in year six; will the younger child get the place?**

The place cannot be sought under sibling category. The child in year six has to be attending school when the younger child is admitted at the school.

**10. I have been on the waiting list for a long time, why have I not gained a place?**

Unfortunately, how long you have been on the waiting list is not taken into consideration. Places are gained in accordance to the admissions policy.

**11. Is there a fee or contribution that would help me to gain a place for my child?**

No.

**12. Will my child get priority for a place in Gatton School if they attend the Gatton Road Al-Risalah Nursery?**

No. There is no automatic transfer to the Reception class for children who attend the nursery. All parents must reapply and be considered equally with all other applicants. The places are allocated strictly in accordance with the admission criteria.

**13. What is the average number of application forms received for Reception places?**

We receive in excess of places offered each year.

**14. Would you suggest we also fill another application form?**

Yes. It is important that you keep your options open and apply for other school places should this option fail to materialise.

**15. We only want to send our child to a Muslim School. Why couldn't you offer my child a place?**

Unfortunately we have no more than 90 places available for Reception. Despite our desire and wish to offer every child a place we cannot offer more than 90 places

**16. Who do I contact if I am still unsure?**

The Admissions Officer, Ms Shazia Nabi can be contacted on 0208 682 5570.

**NOTE:**

**Please refer to “Choose a Wandsworth Primary School” book for further information.**