



# St George's Bickley CE Primary School

## Policy: Admission Arrangements

St George's Primary School is a Church of England school that promotes the spiritual, moral, cultural and physical development of each child.

**Our School Aim:** to help all children reach their full potential and develop an enthusiasm for lifelong learning within a caring and Christian environment, preparing them to be valuable members of society.

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<b>Policy Title:</b>	<b>Admission Arrangements 2018 - 2019</b>
<b>LT Responsibility:</b>	Head of School
<b>Review Body:</b>	Executive Head Teacher
<b>Date:</b>	September 2017
<b>Review:</b>	September 2018

*We recognise that our pupils bring with them a wide variety of behaviours influenced by life experiences outside school. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Statement of Special Educational Need or Education, Health and Care Plan. We will also ensure compliance with the trust's Equality Policy taking into account pupils with protected characteristics and making reasonable adjustments for pupils with a disability within the meaning of the Equality Act 2010. Both the school and trust respects the Public Sector Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the trust's Equality Policy, the school seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.*

*This policy should be read in conjunction with the Trust's Equality Policy.  
<https://www.aquinastrust.org/>*

St George's Bickley Church of England Primary School was established in 1869, it has always been well known within the local area as being a small and welcoming community primary school. St George's provides a happy, stable and caring environment whereby our children, staff and parents work actively in partnership to enable all children to realise their full potential.

St George's promotes the spiritual, moral, cultural and physical development of each child. To help all children reach their full potential and develop an enthusiasm for lifelong learning, within a caring Christian environment, preparing them to be valuable members of society.



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### Age of Admission

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parent/guardians of children born on or after 1 March the option of choosing a September start for their child.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the beginning of the term the child reaches compulsory school age in the year of admission. Where entry is deferred to later in the academic year, the place will be held for that child and not offer 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. Hence children born between 1 April and 31 August and offered a place for admission will be expected to join the school by the start of the summer term in the academic year of admission.

### Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents should write, in the first instance, to the Head Teacher, explaining their reasons. All such requests should also be sent to [mary.capon@aquinastrust.org](mailto:mary.capon@aquinastrust.org),

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: 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 views of the Head Teacher of the school will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.



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Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Children with a Statement of Special Educational Needs or Education, Health and Care Plan**

In line with the School Admissions Code, children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHC) that name the school will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **Application Procedure**

The school is part of the locally agreed coordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/guardians with proven parental responsibility. Parents must complete their home borough's Common Application form (CAF) and return the form to the home Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents are referred to the London Borough of Bromley's website on which further details of the co-ordinated process can be found [www.bromley.gov.uk](http://www.bromley.gov.uk)

### **Admission Criteria at the School**



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The school has 60 places for entry into reception in September 2018. If there are more applicants than places available priority will be given in the following order:

1. Looked after children or previously looked after children (See note 1 below).
2. 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 by the closing date for applications.
3. Siblings – children who have a brother or sister at the preferred school at the beginning of their first term (See note 2 below).
4. Children who have a parent who is a relevant member of the staff of St George's CE Primary School
5. Proximity – proximity as measured in a straight line from the front door of the home to the front door of the school (See notes 3 and 4 below).

### Notes

1. A 'looked after child' definition:
  - a) A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social care functions (see definition in section 22 (1) of the Children Act 1989). 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 order) and children who were adopted under the Adoption and Children's Act 2002.



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2. Sibling refers to brother or sister, half brother or sister, fostered or 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 be still on the roll at the school when the younger child starts school.
3. "Home" is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Parents or carers will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either
  - Owned by the child's parent(s) or guardian(s), OR
  - Leased to or rented by the child's parent(s) or guardian(s) under a lease or written rental agreement.Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays. .
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; 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 distance, 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. In the event that two or more applicants live the same distance from the school and cannot be differentiated as stated previously, the place will be allocated by drawing lots.
5. 'Relevant member of staff', a parent will be considered a relevant member of the staff of St George's CE Primary School if he or she has been employed at the school for two years or more at the time at which the application for admission to the school is made or has been recruited to fill a vacant post for which there is a demonstrable shortage.



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### Waiting list

The waiting list is ordered in accordance with the admissions criteria. The waiting list is held until the end of the academic year. Parents may request in writing to join the waiting list.

### In-Year Admissions

Applications for In-Year admissions are made directly to the London Borough of Bromley. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked in accordance with the oversubscription criteria above. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

### Appeals Procedure

The Local Authority writes to parents/carers of all applicants giving details of the school to which their child has been allocated, and the contact details of the school should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals Panel, care of the school by the appeals deadline and clearly state the grounds for the appeal. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Twins, triplets and other multiple births – where twins, triplets or children from other multiple births qualify for the last place to be allocated the qualifying siblings will be admitted in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.

### Fair Access

In common with all other schools in Bromley, the school will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place 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.



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### **DATA PROTECTION**

*St George's CE Primary School [The Academy] processes personal data, some of which will be sensitive personal data, in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*