



## Admissions Policy

Review Frequency	Annually
Most Recent Review	Summer 2023
Next Review Due	Summer 2024
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Governors	

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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception. The admissions arrangements document from Ealing can be viewed [here](#).

- Birth certificate or, if not available, proof of date of birth (i.e. medical card)
- Proof of address - You are required to submit documentary evidence of your home address when submitting your application form. This is your permanent address where you are living with your child on the date you submit your application and the proof provided should be in the name of the applicant. Please provide:
  - o **Your current year's Council Tax Bill** If you do not pay Council Tax then the following may be accepted.
  - o Letter confirming entitlement to benefits e.g. child benefit, child tax credit, housing benefit, income support or Jobseekers allowance for the current year or any new benefits which may be introduced or replace any of these.
  - o Tenancy agreement from a registered private letting agency with 2 copies of recent bills e.g. bank/mobile/phone statement, utility bill (gas/water/electricity) or wage slip
  - o Letter from Social Services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address

If you are living with friends or relatives, you will need to provide a copy of their Council Tax bill, a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.

If you and/or your child are living abroad but intend to move back to this country, you must provide the home address in the country you are currently residing. When you can prove that you are living in the country, the last date that your address can be changed before the offer date is 11th February. If you move into the country after that date your address can only be change after the offer date. In all cases, you must be living in Ealing before the new address can be used.

#### **PLEASE NOTE THAT INTERNAL COUNCIL CHECKS WILL BE MADE ON ALL APPLICANTS' CLAIMED ADDRESSES**

##### **FALSE OR MISLEADING ADDRESSES**

Ealing Council takes very seriously any attempt to obtain a school place by deception.

If we find that a school place was obtained using a false or misleading address, we will give serious consideration to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn.

The Council uses our Audit and Investigation Service to investigate cases and if there is any doubt regarding the veracity of your claimed address you may be asked to provide additional information before your case is referred to this Service.

If you know someone who intends to or has used a false address to gain a school place, you can report

this to the school admissions team confidentially by emailing [mainroundadmissions@ealing.gov.uk](mailto:mainroundadmissions@ealing.gov.uk) or by calling admissions on **0208 825 6339/5511/5522**. You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

#### SHARED RESPONSIBILITY

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required.

**In all other cases of personal or family arrangements the address of the mother will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.**

#### CHANGE OF ADDRESS

If you move address within the London Borough of Ealing after the closing date of 15 January and are offered a place you will be entitled to retain that place if you wish.

However, if you prefer to change your preference after the closing date and apply for a different school closer to your new home address you may do so by 11 February but if you wish to change your preferences after these dates your application will be administered as a late application.

If you have recently moved into Ealing and have completed and returned a common application form between the closing date and the cut-off date of

11 February your application will be considered as on time. If you have moved from one Local Authority to another after submitting your on-time application, you may wish to let your original preferences stand or submit new preferences by the cut-off date. In either case, the application will be treated as on-time.

**PLEASE NOTE THAT YOU MUST BE LIVING IN THE NEW PROPERTY BY THE CUT-OFF DATE FOR THE NEW ADDRESS TO BE CONSIDERED IN THE APPLICATION PROCESS.**

The cut-off date is the last date that applications are allowed to be entered onto the system and, therefore, no change of address can be considered after that date until after the offer date.

**If you move address after the offer date you must be living in the property before the new address can be used and you will be required to provide evidence of your new permanent home address as detailed above and proof that you are no longer living at your previous property e.g. proof of sale by means of a solicitor's letter or proof of termination of a tenancy agreement by means of a letter confirming such termination from the landlord or their agent.**

If you change address whilst waiting for a school place, you must be living at the address before the new address can be taken into consideration in your application and proof will be required as above.

#### CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the Local Authority are allocated a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date to the area and/or a unit postal address or quartering area address.

## SUBMITTING PROOF

When applying online you must attach scanned proof of address and proof your child's date of birth (e.g. a medical card) to your online application. If you are unable to attach the documents you must send them to Main Round Admissions, Ealing Council, Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL or email them at [mainroundadmissions@ealing.gov.uk](mailto:mainroundadmissions@ealing.gov.uk).

If you have completed a paper common application form you must attach the proof of address and proof of your child's date of birth (e.g. a medical card).

In both cases if you are claiming exceptional medical or social circumstances you must attach supporting evidence of your circumstances. Please see the criteria for the school for which you are claiming exceptional circumstances to ensure that the school considers exceptional circumstances as an admission criterion and that you are providing the correct supporting evidence for consideration by the school. All evidence must be submitted at the time of application.

### 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in reception.

### 6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children, who meet any of the criteria set out below, in order until all places are filled.

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order

(**NOTE** definitions of looked after children or previously looked after children are detailed at the end of the criteria)

#### PRIORITY ADMISSION AREA APPLICANTS

2. Priority admission area children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission.

3. Priority admission area children with a brother or sister who will be attending the main school (not the nursery class) on the same site at the time of admission.

#### **NOTE**

The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

4. Priority admission area children with exceptional medical or social circumstances. The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant who is monitoring the child's condition (not General Practitioner {GP}) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why priority should be given to the first preference school must be submitted at the time of application. Priority under this criterion can only be given for the first preference school.

**The Admissions Panel will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.**

5. Priority admission area children on the basis of the distance from the child's permanent home address to the preferred school.

The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode.

The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

It does not mean that we will be able to allocate a place at the school nearest to your address.

#### NON PRIORITY ADMISSION AREA APPLICANTS

6. Children living outside the priority admission area with a brother or sister who will be attending the main school (not the nursery class) at the time of admission (as in 2)

7. Children living outside the priority admission area with a brother or sister who will be attending the main school (not the nursery class) on the same site.

8. Children living outside the priority admission area with exceptional medical or social circumstances (as in 4)

9. Children living outside the priority admission area on the basis of distance from the child's permanent home address to the preferred school (as in 5)

Any combination of two or more criteria give higher priority than one criterion. For example, a brother/sister connection and agreed medical/social circumstances would give priority over a brother/sister connection. If two or more children have equal priority under the criteria, the criterion of distance will then be applied.

#### DEFINITION OF LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order under the terms of the Children Act 1989 which defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live or special guardianship order under the terms of the Children Act 1989 which defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian.

#### **WAITING LISTS**

If the preferred school(s) cannot offer a place the parent will have the opportunity of placing their child's name on the waiting list(s). The child will automatically be placed on the waiting list for higher preferences than the school offered but if the parent wishes to be placed on the waiting list of a lower preference school the parent will need to request this on the reply slip which is sent out with the offer letter.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot normally be held open and it is expected that they will be taken up almost immediately unless the child has not reached compulsory school age, has not yet started school and the parent wishes to defer entry to school.

The Community Schools in Ealing will hold waiting lists for all year groups for one academic year, after which the waiting list will cease. If parents wish for their child to continue on the waiting list after that academic year, the parents will have to write in and request this.

#### **6.4 Tie break**

In the event that the distances are equal the Local Authority's computer system will by random allocation determine which applicant should be offered the place.

#### **TWINS, TRIPLETS OR OTHER CHILDREN FROM MULTIPLE BIRTHS**

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child admitted.

#### **CHILDREN OF NEWLY APPOINTED STAFF**

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

#### **6.5 Children below compulsory school age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## DEFERRED ENTRY

Parents do not have to ensure their child receives full-time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2010, you will not be able to defer entry until September 2015, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

## DELAYED ENTRY INTO RECEPTION

Parents may seek places outside of their child's normal age group. The decision is made by Admission Authorities, in the case of Community Schools it is the Council and all other schools it is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception, for a Community School, they need to make a request to the Head of Admissions, providing reasons for the request with supporting documentation from a professional. Requests for delayed entry into Reception for other schools would need to be made to the governing body for the school concerned.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. In the case of community schools, the Local Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Local Authority to consider.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year.

There would be no guarantee that a place would be able to be offered in the preferred school

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council's complaints procedure for decisions made by Council Officers or under the school's complaints procedure where the school are the admissions authority.



## 6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 6.7 Fair Access Protocol

We participate in Ealing's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[Schooladmissionappeals@ealing.gov.uk](mailto:Schooladmissionappeals@ealing.gov.uk)

You can find details of the school's appeals timetable on the website [here](#).

## 9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.