

Jubilee Primary School



Admissions Policy

2020-21

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Approved by Chair:	
Approved by Headteacher:	
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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

- 2.1 This policy is based on the following advice from the Department for Education (DfE):
- [School Admissions Code](#)
 - [School Admission Appeals Code](#)

3. ABOUT JUBILEE PRIMARY SCHOOL

- 3.1 Jubilee is a community school which admits children aged 4-11, with a nursery which admits children aged 3-4. It is a two form entry school, which means there are 60 places in each year, Reception to Year 6. There are 26 full time equivalent places in the Nursery.
- 3.2 Jubilee Primary School is an inclusive school that welcomes all learners regardless of race, gender, and ethnicity or religion, stage of English learning, ability, special educational needs or impairments.

4. ADMISSION TO RECEPTION

- 4.1 Under the 'single point of entry' procedure, all children, regardless of the birth date, are entitled to a Reception place in the September following their 4th birthday.
- 4.2 To apply for a Reception place, parents/carers must complete their home Local A; if applying for a place at Jubilee Primary School, parents/carers must name Jubilee as one of the preferences on the CAF.
- 4.3 Families living in Lambeth can apply online via the Lambeth website www.lambeth.gov.uk/eadmissions. There are a limited number of paper CAFs available at the Lambeth Customer Service Centre, Olive Morris House, 18 Brixton Hill, London SW2 1RD. Completed CAFs can be handed in at the Customer Service Centre or sent to Lambeth School Admissions Team at the address below.
- 4.4 Applying before the deadline is important; parent/carers who do not complete a CAF and submit it to their Local Authority prior to the admission deadline (usually 15th January for September of the same year) cannot be considered for a place. The school will regularly update parents/carers with information on deadlines.
- 4.5 The telephone number for the Lambeth Admissions Department is 020 7926 9503, the address is: School Admissions, 10th Floor, International House, Canterbury Crescent, Brixton, London SW9 7QE. Further information regarding admissions can be found on their website: <http://www.lambeth.gov.uk/schools-and-education/school-admissions>.

5. CHILDREN WITH EDUCATION, HEALTH and CARE PLANS

- 5.1 If it is agreed by both the Local Authority and the School that Jubilee Primary School can both meet the child's needs practically and accommodate the child physically, then a child whose Education, Health and Care Plan (EHCP) names the school will be admitted before any other places are allocated.

6. ADMISSIONS AND OVERSUBSCRIPTION CRITERIA

- 6.1 Lambeth Council is the admissions authority for all community primary schools and will, in consultation, determine the admissions arrangements for its schools and will comply, wherever possible, with parents'/carers' wishes where they have expressed a preference for a particular school. Once decisions have been made regarding children whose statement of EHCP names the school, Lambeth will give priority to children in the following order in case of over subscription:
 - 6.1.1 'Looked after' or 'previously looked after children'. A 'looked after child' is a child who, at the time of making an application to the school, is in the care of a local authority or, provided with accommodation by that authority –

according to section 20 of the Children Act 1989. A 'previously looked after child' is a child who used to be 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 Special Guardianship order immediately following having been 'looked after'. All applications under this criterion must be supported by a letter from the relevant Local Authority.

- 6.1.2 Children with a sibling who is currently attending the school and who will still be at the time of admission. A sibling, for the purpose of this criterion, is defined as a full/half/step 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 at that address as a result of being looked after by the Local Authority.
- 6.1.3 Children with Exceptional Medical or Social Needs. A child with an exceptional medical or social need, for the purposes of this criterion, is defined as having a professionally supported need that the school is able to meet. This is a very limited category and must relate to the need to attend this school rather than just the special need itself. The decision to prioritise children on these grounds will be determined via the Lambeth MEDSOC panel in consultation with the Headteacher. Letters from an appropriate professional must support such applications and the decision of the MEDSOC panel to prioritise under this criterion is final and not subject to appeal.
- 6.1.4 Children of staff at the school. A member of staff, for the purposes of this criterion, must be employed by Jubilee Primary School for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application.
- 6.1.5 Children who live nearest to the school on the basis of distance between the child's home and the school, measured by a straight line from a
- 6.1.6 Central point on the school site.

- 6.2 Although allocation of places is governed by the Local Authority, once an offer has been made and accepted, parents/carers are responsible for providing all proofs required by the school to validate the application. The proofs required are based on the currently Local Authority 'Accepted Proofs' list, generally comprising two proofs of ID/address for the parent carer and one for the child at the same address. Original documents are usually required in the summer term before the child is due to start. In the event that the necessary proofs are not provided the school would liaise with the Local Authority, who reserve the right to withdraw the offer made.

- 6.3 Admission to our Reception classes is not guaranteed for children attending Jubilee' nursery classes and parents/carers must apply through the Lambeth Central Admissions process.

7. IN YEAR ADMISSIONS

- 7.1 All applications outside of normal admissions (ie applications which are not for the start of reception) are regarded as 'in-year' (casual) admissions. An application will be considered as in-year if:
- 7.1.1 you are applying for a place in years 1 to 6
 - 7.1.1.1 you are applying for a reception place after school has started in September
- 7.2 In-year applications can be made at any time of the year.
- 7.3 Lambeth manages all 'in-year' admissions based on the standard criteria listed above. Parents/carers who wish their child to be considered for admission need to complete a Lambeth In-Year Common Application Form (iCAF) which can be downloaded from <https://www.lambeth.gov.uk/schools-and-education> Paper copies of the iCAF are contained in the In-Year Admissions booklet which can be collected from Lambeth Customer Service Centre, Olive Morris House, 18 Brixton Hill, London SW2 1RD.
- 7.4 Lambeth manages the waiting list of children who have applied and will allocate places as and when they become available.

8. ADMISSION APPEALS

- 8.1 If your child's application for a place at Jubilee Primary 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 appeal in writing and send it to the Clerk to the Independent Appeals Panel, Democratic Services, Lambeth Town, Hall, Brixton Hill, SW2 1RW, Tel: 0207926 2170, Email: democracy@lambeth.gov.uk

9. ADMISSION TO JUBILEE PRIMARY SCHOOL NURSERY

- 9.1 Jubilee Primary School manages its own Nursery admissions.
- 9.2 The Nursery can accommodate up to 26 children for each session (morning and afternoon). There is no set limit on the number of part-time places against full-time places. We will be flexible with the exact number of 15 and 30 hour places in order to meet the changing annual requirements of our community and the exact make-up of the Nursery class will be governed by the applications received:

- Full-time places are defined as 9:00 a.m until 3:30 pm (please note that this is 2.5 hours over the national offer of 30hrs, this is at the discretion of the school and may be subject to change).
- Part-time places are defined as:
 - 9.00 a.m until 3.30 pm Monday and Tuesday plus 9.00 a.m until 12.00 noon on Wednesday **OR**;
 - 12.30 pm until 3.30 pm on Wednesday and Thursday and Friday 9:00 am until 3.30 pm **OR**;
 - Monday to Friday 9.00 a.m until 12 noon.

9.3 Applications must be made directly to the school office and must be supported by evidence of identity, date of birth and address (application forms and more details on this are available from the school office at any time).

9.4 The admissions criteria adopted by the school for the Nursery is the same as that used by Lambeth for admission to the main school (see paragraph 6.1)

9.5 Please note that children attending the Nursery are usually toilet trained before their start date. Should this not be the case, we expect parents/carers to alert the school prior to admission in order that we can work together in partnership to agree an appropriate course of action.

9.6 Entitlement

9.6.1 **Universal Entitlement (15 hours per week):** As outlined on page 8 of statutory guidance published by the Department for Education (DfE) for local authorities, all 3 to 4-year-olds are eligible for 15 hours' free early education per week until they reach compulsory school age. This is a universal entitlement, for all children, who become eligible at the start of the term that follows their 3rd birthday.

9.6.2 **Extended entitlement for eligible working parents (additional 15 hours per week):** Since September 2017, all 3 to 4-year-olds of eligible working parents have also been entitled to an additional 15 hours' early education per week until they reach compulsory school age. This additional entitlement, along with the universal entitlement, is intended to support working parents with childcare costs and enable them to return to work or work additional hours.

9.6.2.1 Parents who meet the criteria below will become eligible in the first term after their child's 3rd birthday.

9.6.2.2 You are usually eligible to 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
 - each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you are over 25
- NB: This earnings limit doesn't apply if you are self-employed and started your business less than 12 months ago.

9.6.2.3 **If you cannot work** You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

9.6.2.4 You are not eligible if:

- the child doesn't usually live with you
- the child is a foster child
- either you or your partner has a taxable income over £100,000

9.6.2.5 How to apply for Extended (30 hours) Entitlement:

Parents can apply online via following link: <https://childcare-support.tax.service.gov.uk/par/app/trialmessage> Once you have applied, you may find out if you are eligible straight away, but it can take up to 7 days

9.7 The school also offers additional provision, known as 'Top-up Hours' for families who do not qualify for the Extended Entitlement of 30 hours but would like their child to attend Nursery full time, Monday – Friday from 9:00 am until 3.30pm. For the academic year 2020/21 Top-up Hours will be charged at £6.25 per hour, £93.75 per week.

9.8 Notifications will be sent out to parents in June/July for admission September of the same year. If your child is offered a place, you must confirm your acceptance to the school within two weeks of receipt of the offer. The School reserves the right to withdraw the offer and offer the place to another child if written acceptance of the offer is not received within the two weeks. The school also accepts nursery admissions during the term. In year notifications will also be sent in a timely manner once the child has passed their 3rd birthday.

9.9 The final decision regarding when a child is admitted to Jubilee Nursery, the number of sessions a child is able to attend and their pattern of attendance, rests with the school.

9.10 Once an offer has been made and accepted, parents/carers are responsible for providing all proofs required by the school to validate the application. The proofs requested for Nursery admissions are the same as those requested for admission to the school and are based on the current Local Authority 'Accepted Proofs' list, generally comprising two proofs of ID/address for the parent /carer and one for the child at the same address.

9.11 Following acceptance of a Nursery place at Jubilee Primary School, the parent/carer and their child will be invited to an induction at the school. The induction is meant to enable parents/carers to share information about their child which they feel will help the school to help to make the transition to Nursery a very positive experience.

9.12 There is currently no entitlement to free school meals for Nursery pupils, as such, Parent/carers of children who attend the Nursery full time are required to

provide a healthy packed lunch or to purchase a school meal at the standard school price.

- 9.13 Attendance at Nursery is not a statutory requirement but if a place is accepted, attendance is required unless the child should fall ill. Absences of an unexplained nature will be reported to the Education Welfare Officer. The school does reserve the right to withdraw a place if there are unnecessary, extended and unexplained absences.
- 9.14 If your child's application for a place at Jubilee Primary School is unsuccessful and you wish to appeal, please follow the process set out in paragraph 8.1.

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