



## VALLEY PRIMARY SCHOOL ADMISSIONS POLICY 2020/21

Valley Primary School adopts the determined admission policy and arrangements of the London Borough of Bromley in accordance with the DfE Admission Code.

### Primary Admissions

Valley Primary School is a two-form entry school with a total of 14 mainstream classes from Reception to Year 6 inclusive. There are 60 places in total within each mainstream year group and a limit of 30 pupils applies within each class. The published admissions number is inclusive of students with an Education and Health Care Plan (EHC) that are admitted to the mainstream school in accordance to the school being named in Section I of their plan.

Bromley Admissions process all school applications for London Borough of Bromley residents. Individuals living outside the London Borough of Bromley will need to apply to their local council, even if the wish is to apply for a Bromley School. Residents outside of Bromley can however include Bromley Schools on school admission applications.

### Age of Admission

Bromley's primary admission policy is to admit children to reception classes twice a year. Children born between 1 September and 28 (or 29) February inclusive are admitted at the beginning of the autumn term and those between 1 March and 31 August at the start of the spring term before their fifth birthday.

However, in line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parents/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 school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where deferred entry is agreed, admission authorities must hold the place for that child and not offer it to another child. 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. Children born after 1 April will be expected to join the school at the start of the summer term.

### Admission of Children outside of their normal age group.

Valley Primary School will consider applications outside of the child's normal age group on an individual basis taking into account any 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. Parents wishing to apply for a place outside of the normal age group should contact the Head Teacher in writing in the first instance.

## **Admission of Summer Born Children outside of their Normal Age Range**

Parents of summer born children may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. Any place already achieved for the child in reception year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and if deferral is agreed parents will need to re-apply for admission the following year.

Valley Primary School will make a decision, having taken into account the circumstances of each case, together with the opinion of the Head Teacher. Where the request is agreed by the academy, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary.

## **Children with an Education, Health and Care Plan.**

Children with an Education and Health Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley Schools is inclusive of students with an Education and Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their EHC plan.

## **Application Procedure**

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 parents/guardians with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a Court Order, will not be accepted during the co-ordinated admission process.

Parents of children who attend Valley Pre-School must apply for a Reception place in the main school through the Primary Co-ordinated Admission process. Children are not automatically given a place in Reception as a result of attending the Pre-School.

## **Oversubscription Criteria**

Where the school is oversubscribed, places will be allocated using the following criteria listed in order of priority:

1. A 'looked after child', or a child who was previously looked after but immediately following being looked after became subject to an adoption, residence, or special guardianship order
2. In exceptional circumstances there is discretion to admit children on the grounds of their, or a member of 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 able to meet the child's needs, before an admission decision is made. Applications received without supporting documents will not be considered by the panel. 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: a child whose elder brother or sister, half-brother or half-sister, adopted brother or sister, step brother or sister is attending Valley Primary School at the time of proposed entry. In every case the child should be living in the same family unit at the same address.
4. Children of staff at Valley Primary School: Valley Primary School may give priority regarding oversubscription criteria to children of staff in either or both of the following circumstances:
  - (a) Where the member of teaching staff (those who have qualified teaching status) has been employed at Valley Primary School for two or more years at the time at which the application for admission to the school is made, and/or
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Proximity: children who live nearest to the school when measured in a straight line from the front door of the home to the front door of the school's entrance using the Local Authority's computerised measuring system.

## Notes

1. 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 these children must still be looked after when the child starts school unless the child 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 and children who were adopted under the Adoption and Children's Act 2002.
2. Sibling refers to brother or sister, half brother or sister, 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 living in the same family unit at the same address. The elder sibling must still be on roll at Valley Primary School when the younger child starts school.
3. "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an 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. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Evidence may be required to confirm the applicant is still living at the application address on National Offer Day and when starting at the offered school. Places may be withdrawn if address details do not match the information given on the application. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of a school with a waiting list, the offer may be rescinded.
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, 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 numbers; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be alphabetical.

### **Fair Access Protocol**

Valley Primary School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number.

### **Offers of Reception Places**

The proposed offer date for application is in accordance with the Local Authority's decision.

### **Late Applications**

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme. The proposed closing date for application is in accordance with the Local Authority's decision. Waiting lists for applications made through the primary co-ordinated process will be held until the end of the Autumn Term.

### **Details of Appeals**

Pupils who are not offered a place will have the statutory right of appeal under the School Standards and Framework Act 1998.

Those wishing to appeal should register their intention of doing so by sending a letter, addressed to the Head Teacher, c/o Valley Primary School, within 14 days of being informed that their child has not been allocated a place. The appeal will be heard by an independent appeal panel. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. Following the appeal, the Clerk to the appeal panel will write to the parents with the decision.

### **In Year admissions**

All applications should be directed to the London Borough of Bromley using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Any child not offered a place will be placed on the waiting list. Children will be ranked in the same order as the published oversubscription criteria. Parents have the statutory right of appeal. Please refer to 'Details of Appeal' section above.