

Judith Kerr Primary School

Admissions Policy and arrangements for the academic year 2019/20

September 2017

Admission to Judith Kerr Primary School

This document describes the policy Judith Kerr Primary School ("the School") will follow regarding admission of pupils.

The School's governing body is responsible for pupil admissions.

The School participates in coordinated admissions arrangements made by Southwark Council ("Southwark").

Applications for admission to Reception

1. Parents or carers ("parents") may apply for a Reception place using the application form available at www.eadmissions.org.uk.
2. The deadline for the April admissions round ("Application Deadline") is 15 January 2019. Applications filed after this date are considered late.
3. Southwark usually considers late applications only after its initial offer of places in April. However, in exceptional circumstances, Southwark may consider late applications earlier. Parents are invited to contact Southwark for further information.
4. Southwark will send offer letters on 16 April 2019 by first class post to all parents who have applied by the Application Deadline. Applicants should be able to view their offer details from that evening at www.eadmissions.org.uk.
5. Parents have until 30 April 2019 to reject an offer for a place at the School. Southwark assumes that parents who do not reply by this date have accepted a place.
6. Parents of a child with a statement of special educational needs naming the School should speak with Southwark's SEN team before applying to the School.

Admission number

7. The School aims to admit 50 pupils ("Admission Number") to its Reception class each year.
8. The School may admit more than the Admission Number to Reception under special circumstances. These will usually, though not necessarily, be cases of in-year siblings, as set out in the following two paragraphs.

In-year siblings

9. The School will ask Southwark to offer places to children of the same family living at the same address with the same birth date or born in the same academic year ("in-year sibling"), if only one of those children otherwise would have received an offer, even if this will result in the offer of more places than the Admission Number.
10. The offer of place(s) to in-year siblings who would not otherwise have received an offer will not reduce the number of offers made to other applicants.

Consideration of applications

11. The School will consider data provided by Southwark regarding all applications for places at the School. If fewer applications than the Admission Number for Reception are received, Southwark will offer places at the School to all applicants other than those receiving offers for higher ranked schools.

Procedure where the School is oversubscribed

12. Any child with a statement of special educational needs that names the School in the statement will be allocated a place before other applicants.
13. If the School receives more applications than the Admission Number, the School will ask Southwark to offer places according to the following oversubscription criteria, in the order listed below.

Oversubscription criteria

- A. Looked after children or children who were previously looked after;¹
- B. Children with a sibling who will be a pupil at the School when the applicant will enter the School.

"Sibling" means a child who has one or both natural parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address.
- C. Children of a member of staff employed by the School, who:
 1. has been employed by and has worked at the School for two or more years at the time at which the application for admission to the School is made; or
 2. is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

If places remain at this point:

- D. Half of those remaining places will be offered to children living nearest to the School, measured as a straight line from the School gate to the front door of a child's home. Children living closer to the School will take priority over those living further away.
 - E. The other half of those remaining places will be allocated by random allocation.
14. The child's home is where the parents live and the child permanently resides. This will also apply to informal care arrangements. Where a child spends time in separate homes with more than one parent having parental responsibility, the child's home is the address where the majority of school nights (Sunday to Thursday) are spent. If parents live apart but the child lives equally with

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 function (see definition in section 22(1) of the Children Act 1989). Previously "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 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 and section 14A which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- i. Confirmation by the home local authority that the child is looked after or
- ii. Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - a. Adoption order;
 - b. Residence order; or
 - c. Special guardianship order.

both at different addresses, it is the parents' responsibility to agree which address is the child's home.

15. The child's home must be the address identified with the child in the child's application for a place at the School.
16. The School will use easting and northing Ordnance Survey map coordinates linked to a child's home to calculate a straight line distance in metres for each applicant. The calculations are double-checked by the School's governing body.
17. The School will use a pseudo-random number generator function to allocate places by random allocation. The input for the number sequence is obtained independently from two people who do not operate the function or see the applicant list. Details are available upon request to the School.
18. For children living in flats, "front door" means the main entrance of the building containing the flat in which the child lives. Flats in a building with a single address will be given priority in ascending numerical or alphabetical order, depending how flats are identified.
19. In any circumstance in which two or more children live an equal distance from the School (other than children living in the same block of flats as described above), priority will be determined by random allocation.
20. The School will ensure as far as practicable that the total number of offers made under oversubscription criteria D and E for a particular academic year are the same. If the total number of offers made by the School under oversubscription criteria D and E combined for a particular academic year is an odd number, one more offer will be made under criterion D than under criterion E.

Dates of entry

21. The School will provide for children to be admitted into Reception in the September following their fourth birthdays.
22. As provided by the School Admissions Code 2014, parents of a child offered a school place before the child is of compulsory school age may request that:
 - the School defer the child's entry until later in the academic year; or
 - the child attend part time until the child reaches compulsory school age.
23. Where entry is deferred but a child will start later within the same academic year, the School will hold the child's school place and not offer the place to another child.
24. Parents may not defer entry longer than the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
25. Parents wishing to defer entry or send their child part time should discuss any concerns they have about their child's readiness for school with the School prior to making a request for deferral or part time attendance.
26. In exceptional circumstances, parents may request that their child be admitted to a year group other than the child's normal age group. The School will consider such requests on a case by case basis and in accordance with the requirements of the School Admissions Code 2014. Parents should contact the School and provide evidence in support of their request. For example, the child's SEN statement, medical records, or other developmental assessment by an appropriately qualified professional.

Waiting lists

27. Until 31 August 2019, Southwark will maintain a waiting list for Reception containing the names, addresses and other data regarding applicants who are eligible to apply but for whom no places are available. After 31 August 2019, the School will maintain this waiting list for the remainder of the academic year.
28. Parents whose child(ren) should be added to the Reception waiting list automatically by Southwark are encouraged to contact Southwark and the School to verify that this has happened.
29. The School will also maintain waiting lists for year groups other than Reception.
30. Any child remaining on a waiting list at the end of an academic year will not automatically be added to a waiting list for the next year group. For example, a child on the Reception waiting list at the end of summer term will not automatically be added to a Year 1 waiting list. Parents wishing to add their child to a waiting list for the next year group should contact the School. Children may only be included on one year group's waiting list at a time.
31. If a vacancy arises, whether during the admissions season or at any other time, the School will allocate places to children on the waiting list by applying the oversubscription criteria in the manner and order described above.
32. A child's distance ranking is calculated at the time the child joins the waiting list. This ranking will change if another child living closer to the School than the applicant joins or leaves the waiting list.
33. Parents should appreciate that their child(ren) cannot be given a random allocation ranking on the waiting list, since names are selected at random at the time of each such allocation. This is to ensure that all children who have joined the waiting list at any time before a random allocation is called for participate in it.
34. The School does not take account of the length of time a child has spent on a waiting list.
35. Children who are the subject of a direction by a local authority to admit, or who are allocated to the School in accordance with an in-year fair access protocol will take precedence over those on a waiting list.

In-year admissions

36. The School will consider applications for vacancies arising at times other than the April admissions round as and when those vacancies arise.
37. If no places are available in an applicant's year group, Southwark will place the applicant on the waiting list for that year group. If a place in that year group becomes available, the School will consider applications according to the oversubscription criteria described above. The School is, however, not required to fill every vacancy that may arise.
38. In exceptional cases, the School's governors may consider applications for out-of-age-group admissions. Parents should contact the School for details. The governors' decision on out-of-age-group admissions is final.

Exclusions

39. The School may refuse admission to applicants who have been permanently excluded from two or more other schools if at least one of those exclusions took place within the last two years.

40. Exclusions which took place before a child reached compulsory school age do not count for this purpose.
41. The School will coordinate its arrangements with Southwark's in-year fair access protocols for securing schools for unplaced children.

Appeals procedure

42. Applicants not offered a place at the School are entitled to appeal to an independent appeals panel. The panel's decisions are binding on the School.
43. Parents wishing to appeal should follow the appeals procedure contained in *Admissions Appeals – Guidance for Parents and Carers* document available on the School's website. This includes emailing, sending or hand delivering the Application for an Admissions Appeals Hearing contained on the School's website to the Clerk to the Admissions Appeals Panel, c/o the School's administrator, and attaching any relevant documents.
44. Appeals relating to applications made before the Application Deadline must be received by 31 May following the Application Deadline.
45. Appeals relating to applications made after the Application Deadline must be received within 20 school days from the date of notification that the applicant's application was unsuccessful.
46. The School will administer an appeals process in accordance with the School Admissions Appeals Code and other law relating to admissions.
47. The School's administrator can assist parents with questions about appeals.