



# Deansfield

PRIMARY SCHOOL

## **Admissions Policy**

Committee responsible for review	Resource
Agreed date	Summer 2015
Review date	Summer 2018

Admissions from Reception Class to Year 6 at Deansfield Primary School are made by the Admissions Team at the Royal Borough of Greenwich. The Royal Borough of Greenwich is responsible for making placements within the authority for all maintained schools.

## **Admissions priority – Reception to Year 6**

First priority will go to children with a statement of special educational needs (SEN) or an education, health and care (EHC) plan naming the school.

Remaining places will be given in the following order:

1. Looked after children and previously looked after children who have been adopted or become subject to a residence or special guardianship order immediately after having been looked after.

A looked after child is a child who is in the care of an English or Welsh local authority in accordance with section 22 (a) of the Children Act 1989.

2. Children with a sibling living at the same address who already attends the school at the time the child will be admitted.

Sibling means a full, half, step brother or sister, or a child living as part of the family unit. This does not include siblings who attend a school's nursery provision.

3. Children with an acute medical or social need for a particular school.

This may also apply to an immediate family member. The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one that can meet the child's needs and the implications for the child if they are not offered a place at the school.

Travel, work or childcare arrangements are not considered as being an acute medical or social need and will not be taken into account when deciding which applicants should be offered a place.

4. Other children based on home to school distance.

The distance from home to school is measured as a straight line from the centre of the home address to the main entrance of the school.

If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

## **Admissions priority – Nursery**

Deansfield Primary School is responsible for offering Nursery placements. The admission limit for nursery will be 104 places – (52 morning/52 afternoon).

Children will usually be admitted into Nursery in the term after their third birthday subject to availability of places. There are three intakes into nursery – September, January and Easter, and places will be offered in the term before the children are due to start. Documentation will be required to support applications including children's birth certificate or passport and proof of address. This will consist of Council Tax statement, Council Tax Benefit letter, or Council Tax exemption certificate.

If there are more applicants than places available, the school will give priority in the following order.

**1) Looked after children and previously looked after children who have been adopted or become subject to a residence or special guardianship order, immediately following having been looked after.**

A 'looked after child' is a child who is in the care of a local authority, including foster care

**2) Children, or their immediate family member, with an acute medical or social need for education in a particular nursery school or class**

The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place at the school.

**3) Royal Greenwich children ranked according to home to school distance**

**4) Children living in other boroughs based on home to school distance.**

If two or more applicants have equal right to a place under any of the above criteria, priority will be given to the child that lives nearest to the school. Where a child has not received any early years provision and is nearing reception class age, the school may prioritise this child over a younger child.

Measurement will be according to a straight line from the centre of the child's home to the centre of the school. The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child (if applicable), the address of the parent named on the child's passport and the address at which the child is registered with a GP. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required.

If a child is admitted to a school's nursery class, there is no guarantee that he/she will later be offered a place in the reception class at the same school. Moving to primary school is not an automatic process and a separate application will need to be made.

Equally, if a parent chooses to take up an early years education place with an alternative early years provider, the parent should not feel they have to change this arrangement in order to obtain a place in a primary school. A place in a community primary school is not conditional on a child attending the nursery class in that school.

If it is not possible to offer a child a nursery place, a parent may ask for their child's name to be added to the nursery's waiting list. However, there is no formal appeals process.

## Appendix

### APPLICATION FOR ADMISSION TO NURSERY CLASS

Child's surname: \_\_\_\_\_ First names \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ Male / Female

\*Principal Address: \_\_\_\_\_ (If shared responsibility, the principal address shall be the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child, the address of the parent named on the child's passport and the address at which the child is registered with a GP)

\*Local Authority of Residence \_\_\_\_\_

**Contact Details:** Name of Parents/Responsible adults (please state relationship to child) with whom the **child lives** :

\_\_\_\_\_

Tel Nos. at Home/work/mobile: Relationship to child \_\_\_\_\_

\_\_\_\_\_

Have you another child who is attending the school? Yes/No if yes, please give their name and class

\_\_\_\_\_

• Does your child have a hearing/speech problem? Yes / No – If yes, please give details: \_\_\_\_\_

• What is the language spoken at home? \_\_\_\_\_

• If English is not the language spoken at home, how much English does your child understand or speak? \_\_\_\_\_

• \*Do you or your child have any acute medical or social need? Yes/ No. If yes, please give details and provide supporting evidence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please also give the name, address and telephone number of a clinic or other agency from whom we may obtain any additional information.

\_\_\_\_\_

Is there any other relevant information you feel we should be aware of?

\_\_\_\_\_

\_\_\_\_\_

Offers will be made the term before your child is due to enter Nursery. If an offer is made to you, it will be for your child to start in the term **after** he/she is three. **In order for your application to be considered, you must bring to the school office your Council Tax letter in confirmation of your home address together with original**

**copies of your child's birth certificate or passport when you return this application form. Applications will not be considered unless this information is supplied.**

Your application form will be reviewed on the information you have supplied. If you move after submitting your application you must tell us immediately, as this may affect the validity of the offer. Please keep us advised of any changes in contact details (including telephone numbers and address) after your form is submitted to ensure the information we hold is up-to-date.

Signed \_\_\_\_\_ (relationship to child \_\_\_\_\_)

Date \_\_\_\_\_

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Please bear in mind that if your child is admitted to a school's nursery class, there is no guarantee that your child will later be offered a place in the reception class at the same school. Moving to primary school is not an automatic process and a separate application will need to be made.

Equally, if you choose to take up an early years education place with an alternative early years provider, you should not feel you have to change this arrangement in order to get a place in a primary school. A place in a community primary school is not conditional on your child attending the nursery class in that school.

If it is not possible to offer your child a nursery place, you can ask for your child's name to be added to the nursery's waiting list. However, there is no formal appeals process.