

Admissions Policy



2017/18



Aims of Handsworth Primary School

“A School With Great Expectations”

At Handsworth primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self-worth, self-confidence, the ability to take responsibility for their own individual actions and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment and learning.

Equal opportunities

At Handsworth Primary school we believe that every child is entitled to equal access to a broad and balanced engaging curriculum, regardless of race, gender, class or disability. We positively celebrate diversity and difference.

Inclusion

- We are committed to promoting a learning and teaching environment for all that embeds the values of inclusive educational practices.
- We aim, through a child centred approach, to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

Policy to be read in conjunction with 'Starting Primary School 2017 Admissions brochure'

Apply online: www.eadmissions.org.uk

Email: admissions@walthamsforest.gov.uk

Admission arrangements for community and voluntary controlled infant, junior and primary schools in Waltham Forest

1. How will admissions be decided?

The Local Authority is required by law to co-ordinate admissions to all infant, junior and primary schools (except private or special schools) in the borough.

Parents/ carers residing in the London Borough of Waltham Forest must complete the Local Authority's Common Application Form. The best way to apply is on-line www.eadmissions.org.uk and ensure it is returned to School Admissions Service by the set deadline, which is in January, regardless of where the preferred schools are located.

Parents/ carers may list up to 6 maintained schools, within and/ or outside the borough, for which they wish their child to be considered on the Common Application Form. Should parents/ carers wish their children to be considered for any voluntary aided denominational or foundation schools, such schools must also be included on the form.

Voluntary aided denominational schools will also require parents/ carers to complete their Supplementary Information Forms which must be returned directly to the schools concerned by their respective deadlines.

A parent/ carer's child's attendance at a nursery class attached to an infant or primary school does not guarantee admission to that school. Parents/ carers must apply for a place if they wish their child to attend the main school. Parents/ carers seeking the admission of their child to a school in another Authority's area must name these schools on the Waltham Forest Common Application Form. The Local Authority is part of the Pan-London Scheme that will co-ordinate admissions to schools across the capital. However, if parents/ carers apply for places at voluntary aided denominational or foundation schools outside Waltham Forest they may be required to complete a Supplementary Information Form and submit it directly to the school concerned. School Admissions Service will consider all the applications for community and voluntary controlled schools and prepare proposed offer lists for these schools based on the application of the admission criteria outlined below. Voluntary aided and foundation schools, which are responsible for their own admissions, will do the same and send their proposed offer lists to School Support and Pupil Services.

The School Admission Service will check all the lists to see if any child is on more than one. The intention here is to ensure that no child receives more than one offer of a school place. The offer to be made will be the highest preferred school named on the Common Application Form that the child qualifies for under the various admission criteria. It is important, therefore, that parents/ carers list their preferences in true priority order.

If Your Child Has a Disability

It is unlawful for a school, in relation to certain activities, to treat a disabled child less favourably than a non-disabled child, without justification. These activities include admissions and a school must make reasonable adjustments, as necessary, to ensure that this is the case.

2. Admissions criteria – Community and Voluntary Controlled Schools

When the demand exceeds the number of places available in a school, places are allocated to community and voluntary controlled schools by applying the following criteria in descending order of priority to applicants who have expressed any preference for the school.

- i. Looked after children or Children 'At Risk'.
- ii. Exceptional medical or exceptional social reasons (supporting medical or other evidence must be provided at the time of application).
- iii. Siblings. A brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school, if the family has moved since the last sibling was offered a place. In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made.
- iv. School staff children
- v. The distance of the home address from the school. The distance is measured by a straight line from the child's permanent address to the main gate of the school. Those pupils living nearer the school being given higher priority.

Applications from out-borough residents will be considered using the same admissions criteria. The law requires that no distinction be made between applicants resident in Waltham Forest and those resident outside the Borough when these criteria are applied. Please see the guidance below on the application of the admission criteria for community and voluntary controlled schools. ?

Looked after children or Children 'At Risk'

A looked after child is a child who is or was:

- In public care i.e. the care of a Local Authority; or
- Being provided with accommodation by the Local Authority in accordance with Section 22 (1) of the Children Act 1989.

For admission purposes, a 'looked after' child is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.

A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

Exceptional medical or exceptional social grounds

Applications under this criterion can only be considered if supporting documents in the form of a letter or report from a doctor, social worker, psychologist or other appropriate independent professional and is submitted with the Common Application Form.

The exceptional medical or social reasons must relate to the child. The evidence supplied by the doctor, social worker or other appropriate professional must clearly set out the reasons why the preferred school is the most suitable and the difficulties

that would be caused if the child attended and had to travel to another school. (Please note that under the Disability Discrimination Act the general expectation is that schools will make reasonable adjustments to accommodate the needs of individual children with disabilities or medical needs.) Consideration will be given to each submission by a panel of Local Authority officers. The panel may seek clarification regarding the evidence supplied and/ or additional information.

In all cases the medical or social need must be permanent or long term. For medical conditions affecting mobility of the child or parent, consideration will only be given to the school nearest to the home address.

3. Siblings

A sibling is defined as:

- a full brother or sister, a half brother or sister, a step brother or sister, a foster brother or sister. The child of a parent or carer's partner living at the same address.
- A brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling when you make your application the Local Authority will not be able to take it into account and it will affect your child's chances of being offered a place at the school.

4. Distance of the home address from the school

Distance is measured from the child's permanent address to the main gate of the school. All distances will be measured by a straight line using a computerised mapping system called Routefinder, a Geographical Information System (GIS) with data supplied by the Local Land and Property Gazetteer. .

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Home Address

The home address is a key part of the admissions process. It is the child's normal place of residence that will take precedence. There have been occasions when parents/ carers have tried to use false addresses to obtain a place at a school. To prevent this occurring the Local Authority undertakes checks on addresses. Applicants who do not currently have a child attending a Waltham Forest primary school who will still be on roll at the school in September 2017 must provide proof of their home address. This must be a copy of one of the following:

- Council Tax notification
- Utility bill dated within the last 6 months (gas, electricity, water, landline phone)
- an exchange of contracts letter from a solicitor
- a signed tenancy agreement from a letting agent in excess of 12 months.

If a parent/ carer is found to have used a false address to obtain a place at a school, the offer of a place will be withdrawn. Should there be doubts about the address to be used, parents/ carers will be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. In all cases the Local Authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child.

If parents/ carers move address during the admissions process they must notify School Admissions Service immediately of their new address, and provide verification of the new address. This must be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/ carers are purchasing a new home or the signed tenancy agreement in excess of 12 months if they are renting a property. If parents/ carers have more than one property they will be required to provide proof of the normal place of residence for your child.

Twins and multiple births

Other than when infant class size limits would be breached, for community and voluntary controlled schools in the normal admission round, if the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Local Authority will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the Local Authority will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place. [After an offer has been made, the school will consider the views of parents with regards to class allocation of twins/multiple births. This practice is in line with guidance provided by Tamba \(Twins and Multiple Births Association\).](#)

Changing Preferences

Parents/ carers who have applied on-line can change their preferences by returning to the online application and editing your application, as long as their request is received by the closing date. If a paper application has been submitted, any changes you want to make to school preferences before the submission deadline must be made on a new application form.

Any changes made to school preferences after the closing date must be made on a Change of Preference Form available from www.walthamforest.gov.uk . This will be considered as a late change of preference and your application will be considered with other late applications.

Late Applications

Applications for places received after the Local Authority closing date will not be considered until all of the applications received by that date have been dealt with, unless there are other exceptional circumstances involving why your application was received after the deadline. Evidence would need to be provided, along with a letter explaining why the application is late. Where the School Admissions Service

agrees that there are exceptional circumstances, late applications will be treated as on time and will not be disadvantaged if they are received by a certain dated confirmed yearly.

Late applicants are very unlikely to be offered one of their preferred schools.. It is crucial therefore for parents/ carers to adhere to the deadline to stand a realistic chance of any of their preferences being met.

Where a parent/ carer moves from one London Borough to another after submitting an on-time application under the terms of their former home authority's scheme, Waltham Forest will accept the application as on-time up to the published date on the basis that an on-time application already exists within the Pan-London system.?

Using all your preferences

The Local Authority strongly recommends that parents list six schools on their application form, listing them in the order of preference. It is strongly advised that you put your nearest school as one of your six preferences as 'home-to-school distance' is usually how most of the places are allocated. A local school must be named as one of the parents/ carers preferences in order for it to be considered; this will not be done automatically.

Independent or private schools need to be applied for directly to those Schools.

If your child already has a sibling at one of your preferred schools, you must list that school on your application form and provide their siblings name and date of birth.

If you only apply for on school, you will only be considered for that school.

If you list the same school more than once, it will not increase your chances of being offered that school.

School preference order

Parents/ carers should put their preferences in their true priority order. If the parents/carers of a child differ as to the preferences they wish to express for their child, they should resolve that difference before making an application, as the Local Authority will only process one application for each child.

The rank order of parents'/ carers' preferences is confidential to the Local Authority. In accordance with the Department of Education Admissions Code schools must not use admissions criteria that require parents/ carers to put them as first preference to gain a higher priority.

It is important that parents/ carers, when selecting their preferences for school admission, take into account how their child will travel to school.

Offers

This Local Authority will send by first class post and by e-mail notification of the outcome to applicants residing within the borough.

This Local Authority will ensure, so far as is reasonably practical, that each Waltham Forest applicant who cannot be offered a place at one of their preferred schools listed on the Common Application Form, receives the offer of an alternative school place. Under such circumstances applicants residing within the borough will be allocated a place at the nearest community or foundation school to the applicant's home address with a place available.

This Local Authority will inform all applicants residing within the borough of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Waltham Forest or in other participating Local Authority's.

Post Offer

The Local Authority will request that resident applicants accept or decline the offer of a place by their set deadline in April, or within two weeks of the date of any subsequent offer.

Whether applying online or on a paper form, you must let the Local Authority know if you want to be put on the waiting list for any higher preference schools when you receive an offer of a school place.

Appealing against admission decisions

If parents/ carers are unhappy about not being allocated a place for their child at one of their preferred schools, they may appeal to an Independent Appeal Panel. You will be given details of how to make an appeal with your offer.

Change of school at other than a normal transfer time

Should a parent request a transfer of their child at other than a normal time of transfer such as from an infant to a junior school, an application should be made to School Admissions Service.

Transfer from infant to junior schools

When a child attending an infant school is due to transfer to Year 3 there will be an entitlement to transfer to the partner junior school. Parents who wish to apply for a Year 3 place at schools other than the partner junior school will need to complete an application form. These applications will be considered using the admissions criteria detailed above.

Deferred entry to infant and primary schools/ part-time attendance at school

Children are normally admitted to schools in the September following their fourth birthday. However, schools must allow parents of children who are offered a place at a school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, schools must hold the place for that child and not offer it to another child. Parents/carers cannot defer entry beyond the beginning of the term after their child's fifth birthday. Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. (A child reaches compulsory school age in the term following their fifth birthday.) This must be in writing to the headteacher. Parents/carers are welcome to meet with the headteacher to discuss. The school will determine the nature of the flexible hours. Reception aged pupils are encouraged to attend school full time alongside their peers.

Admission to Nursery Classes

A number of community schools have nursery classes, including Handsworth Primary. Children can be admitted part-time to nursery classes for a maximum of **three** terms prior to the term they will start main school.

For further information about the admissions arrangements for Handsworth Nursery setting, parents/ carers should contact the school office.

Attendance at a nursery class does not mean an automatic transfer to the Reception class of the main school. If a child is admitted to a nursery class their parents/ carers must express a preference for admission to the main school using Waltham Forest's Common Application Form, if they reside in Waltham Forest, or the Common Application Form used by their home local authority if they live outside the borough.

Applications outside of the normal year of entry (in year applications)

- a) Admissions are dealt with directly by the Local Authority. Parents can apply for a school place by completing an In Year Common Application Form (iCAF)
Where there is a space in the requested year group, a place will be allocated for the school chosen. The Local Authority will hold waiting lists for schools where class sizes are full.
- b) Parents/carers have the right to appeal and should do so following the guidance and procedures as set by the Local Authority.

Any parent or carer who would like to visit the school is welcome to do so by contacting the school office on 020 8527 5991.

Date of next review – July 2018