



## **Admissions Arrangements for Northwold Primary School 2019-20**

### **Introductory Statement**

Northwold Primary School is a large school for pupils aged 3-11, located in Clapton in the London Borough of Hackney. Our school is an Amaya Trust school and we cater for 470 pupils. We are a vibrant and inclusive community, and our skilled and dedicated staff work hard to provide a wide range of educational experiences for the children in a safe and stimulating environment.

Amaya Trust is the overall admissions authority with decision making delegated to the Academy's Board.

The Amaya Trust will comply with the School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code. This policy is based on the current codes but will be reviewed in the light of any future changes in the law. An Independent Appeals Panel hears any appeals from parents whose child has not been allocated a place at Northwold Primary School, and who lodges an appeal in accordance with the procedure specified by the Trust.

### **Pupil admission number**

The Academy has an admission number of 60 pupils in Reception to Year 6 year groups. We also have 50 full time places in our Nursery.

The Academy will accordingly provide for the admission of 60 Reception to Year 6 per year group each year if sufficient applications for entry are received. Where fewer than the published admission number(s) for the relevant year groups are received, Northwold will offer places to all those who have applied.

### **Oversubscription criteria**

The oversubscription criteria are only used when it is necessary to determine who will be offered a place when a school receives more applications than there are places available.

### **The criteria**

The following criteria will be applied to determine which pupils have priority for admission:

1. Looked after children (LAC)<sup>1</sup> and children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order, will be given the highest priority for admission. This includes children who were adopted under the Adoption Act 1976 and under the Adoption and Children Act 2002.

2. Children with exceptional medical needs that necessitates a place at our school. Parents will be required to submit evidence from a medical professional to support their application under this criterion. Definition of exceptional medical need: The term exceptional medical need means that the child's health and

welfare would be best served if they attended the school. Parents or guardians would need to provide

- a. medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best or only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child. They would have to establish that the school was the best or only school to service their child's needs. They would also need to state why other schools could not provide the appropriate support for their child. If parents are claiming that there are exceptional medical reasons why their child should be prioritised above other applicants, they must give reasons for this claim, which must be supported by evidence. A panel of at least three trust members from the Amaya Trust will assess that evidence.

3. Those children who have a brother or sister at the school who will still be attending when their sibling is admitted to the school. Sibling link: We accept that in some family units (one or two parents or carers and children), the children may not be natural brothers or sisters. Older children from the same family unit, living at the same family address, can be considered as a sibling link under this criterion. A sibling is your child's brother or sister (including half-brothers and sisters, stepchildren and fostered children living with the same family at the same address). Please note that cousins do not count as siblings. Checks will be made with the relevant schools that siblings do live at the same address.

4. Children of teachers in either or both of the following circumstances subject to there being no more than one teacher's child in each class:

- a. where the teacher has been employed at the school for two years at the time of the application for (admission) and/or
- b. the teacher has been recruited to fill a vacant post for which there is a demonstrable skills shortage.
- c. The child will have to be living at the same address as the teacher employed on our payroll.

4. Those children who live nearest to the school. Home to school distance measurement: Applicants living\*\*\*\* nearest to the school as measured in a straight

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<sup>1</sup> 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 in accordance with section 22 of the Children Act 1989(a) at the time an application to a school is made.

line using a GIS computerised batch distance measuring mapping system. Distances will be measured in a straight line using a computerised measuring system from the child home address to the centre point (centroid) of the school using eastings and northings. These are geographical references as provided by The National Land and Property Gazetteer. The eastings and northings are not necessarily located to the front door of the home address. In the case of a number of addresses in a block with the same eastings and northings geographical reference, the children's ranking will be determined by lottery. If two or more applicants live exactly the same distance from the school, the place will also be allocated by lottery.

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- a. Flats/apartments: In the event of two or more children living an equal distance from the school, e.g. blocks of flats and there is only one place available, the place will be decided by random allocation (lottery).
- b. Permanent address: The only address we can consider is the permanent home address of the child. The permanent home address is considered to be the address of the adult/s with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is predominantly resident.

### **Tiebreak Criteria**

It is possible that at some stage of applying the above criteria, a school becomes oversubscribed with requests for places. In these cases, the parents who live closest to the school will be offered the remaining places.

### **Moving**

We can only consider the parents' address at the time of the allocation process. An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Parents must notify the

Admission Authority and provide proof of the new address, such as a copy of a signed tenancy agreement, or a utility or Council Tax bill, if they move house before the offer date. The last date by which exceptional changes can be made is 15 February in the year of admission.

### **Children who attend a school nursery**

Attending the nursery at Northwold Primary School does not guarantee admission. It does not give a child any guarantee or priority for admission to the reception class. If your child attends the nursery, you must make a separate application for admission to the reception class along with all other parents

### **Waiting List Procedure**

Waiting lists will be maintained for the Academy for children not offered a school place. Position on the list will be determined by applying the over-subscription criteria. Positions on the waiting list may change due to new or late applications where these have a higher priority based on the oversubscription criteria. The waiting list will be adjusted to take account of late or in-year applications. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted.

### **Multiple Births**

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission, as permitted by infant class size rules.

### **Admission of children outside their normal age group**

Parent(s) / carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parent(s) / carer(s) of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

Parent(s) / carer(s) of children who are already of school age must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parent(s) / carer(s) of children seeking admission to reception in the September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group, at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note the Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s) / carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date, if at all possible. If the request is agreed, the parent(s) / carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s) / carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it, and make an in-year application to the Governing Body for admission to Year One for the September following their child's fifth birthday.

Parent(s) / carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s) / carer(s) to provide the Governing Body with all relevant information relating to this request which is outlined below:-

- Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely

- Letter from the Headteacher at the current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group
- Letter from the Headteacher at the current school regarding the child's social and emotional development and the likely impact of the admission
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational Medical history of the child along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parent(s) / carer(s).

The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parent(s) / carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school, but it is not in their preferred year group. However, they may make a complaint about the Governing Body's decision not to admit their child outside their normal age group.

### **Withdrawing an Offer of a Place**

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent(s) / carer(s) fails to respond to the offer of a place within a reasonable period of time. It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parent(s) / carer(s) fail to respond to the offer of a place, the Governing Body will give the parent(s) / carer(s) a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

We will take strong action and the school place offered may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

### **Late Applications**

Late applications are considered as detailed in the Trust's co-ordinated and in-year admissions scheme.

**Management of Applications**

Applications will align to the Local Authority's timetable for applications each year.

**Independent Appeals Panel Procedure**

Any parent/carer whose child is not offered a place at Northwold Primary School has the right of appeal to an Independent Appeals Panel. Information on how to appeal will be provided with the result of the application.