



**Queen's Manor Primary School**

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## Queen's Manor Primary School Admissions Policy

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Approval body	Brightwells Trust Board

Chair of Trust signature		Date	
Chief Executive Officer signature		Date	

## Queen's Manor Primary School Admissions Policy

**Pupil Admission Number:** The school will admit up to 30 children into Reception. Additional places may be available in The Pavilion, which is Queen's Manor's Unit for children with Special Educational Needs.

### Oversubscription Criteria

Children with an Education, Health and Care (EHC) plan that names the school will be allocated a place before any other allocations are made.

If there are more applications to the school than there are places available, places will be allocated in the following order of priority:

1. Children in Public Care
2. Children for whom there is an exceptional need
3. Siblings
4. Children whose parent teaches at the school

If in any of the categories 1, 2, 3 or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 5.

5. Children living nearest to the school.

If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

### Definitions

**Looked After Children (also referred to as in "Public Care"):** Children in care of the local authority and children who have been adopted or made subject to a child arrangement or a special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the admissions team confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address. Children in Public Care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority.

**Siblings (brothers and sisters):** Children already attending the school who will continue to do so on the date of admission of the applicant. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant.

**Distance from home to school:** Calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the nearest entrance for pupils, as determined by H&F Council using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be

disregarded. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event two or more applicants live exactly the same distance from the school, the offer of a place will be decided by random allocation, which will be carried out independently of the school.

**Exceptional need:** The Trust may, on an individual basis, give priority to applicants who can demonstrate admission to a particular school is necessary on the grounds of professionally supported educational, medical and/or social need and no other school can meet this need. Parents/carers must supply details of any such special factors at the time of the original application, together with recent supporting documentation. Such applications will not be considered without professional support – such as a letter or report from a doctor, consultant or social worker.

**Children from multiple births (eg twins, triplets):** If the final place is allocated to a child from a multiple birth, the admission limit will be exceeded to admit all children from that birth. This is an exception to infant class size regulations.

**Children of staff:** Children whose parent is a qualified teacher for a minimum of 0.6fte who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. All such applications must be submitted to the Trust and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

**Admission Authority:** The trustees are the Admission Authority for all Brightwells Trust schools. The headteacher implements the Admissions Policy for each school.

### **How to Apply**

**Common Application Form:** Parents and carers must apply on the Common Application Form of the local authority where they live. For families living in the London Borough of Hammersmith and Fulham the form can be completed online [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions).

**Change of address:** If there is a change of address during the period from offer to the child starting school, the school must be informed in writing.

**Nursery attendance:** If children attending the nursery class their parents or carers must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class.

**Home address:** Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement

cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.

**Date of admission/deferred entry:** Children will normally be admitted to Reception in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**Requests to apply for Reception in the following year:** Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2,17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Local Governing Body will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The Head Teacher will be informed of the request by the LBHF's admission team for their views taken into account. This right to request a later admission, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group. The current legislation that applies to options for Summer born children is currently subject to a review by central government. Any changes will be reflected in the admission arrangements accordingly.

Any parent considering deferring entry for their child is encouraged to discuss this with the Head Teacher at the earliest opportunity.

**Late applications:** Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

**Waiting List:** Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.

**Appeals:** Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

**In-Year admissions:** Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form.

If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

**In-Year Fair Access:** Brightwells Academy Trust participates in the council's Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year.