

**GOVERNORS' ADMISSIONS POLICY - SEPTEMBER 2015 – AUGUST 2016**

William Tyndale Primary School is an Academy

**Admissions criteria for Primary classes at William Tyndale Primary School for September 2015**

The Governing Body is responsible for the admission of pupils into **William Tyndale Primary School** and admits **60 pupils** to the Reception year.

William Tyndale is required to comply with the infant class size rules which requires that each Reception, Year 1 or Year 2 class must have no more than 30 children with a qualified teacher.

The admission numbers for **William Tyndale Primary School** take this into account.

If there are fewer applications for **William Tyndale Primary School** than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming **William Tyndale Primary School**, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Children Looked After (children who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school) and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after being looked after.
2. Children with a brother or sister\* on roll at the school in Reception to year 6 at the time of the proposed admission
3. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school has been made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children whose acute medical or social need justify the allocation of a place only at William Tyndale Primary School \*\*
5. Applicants living\*\*\* nearest to the school as determined by a computerised mapping system using a **straight line** distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds.

**Tie-Breaks**

Distance as measured in 5 above will also be used in any tie-breaker decisions for priorities 1, 2 and 4.

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

\*A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes natural brothers or sisters, half brothers or sisters, step brothers or sisters, adopted brothers or sisters and foster brothers or sisters who live permanently as a family unit at the same address.

\*\* The Academy Trust will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parent's social or medical need cannot justify a place at William Tyndale Primary school but a child could have a social need arising from a parent's medical need. These cases will always require supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional) which has to demonstrate a clear connection between the child's need and why the child should be given a place at William Tyndale Primary school. In all social and medical applications parents need to prove that William Tyndale is the **only** school to meet their child's needs. It is the responsibility of the parent to produce the evidence.

\*\*\*. Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parents must elect one address for all preferences. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or one or more applicants living the same distance according to the geographical references, further steps will be taken to identify those that are nearest to the school.

### **Infant class size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

## **Waiting Lists**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list. Parents/carers will be consulted regularly on whether they still wish to remain on the **waiting list**.

## **Application Procedures, Late Applications and Timetable for admissions to Reception classes at William Tyndale for September 2015**

**Applications to William Tyndale** are not dependent on any ability test and in order to apply for a place a standard LA application form must be completed and returned to 222 Upper Street by the due date for the common admissions application timetable.

Further information is available on the London Borough of Islington admissions website at <http://www.islington.gov.uk/admissions>.

Parents/carers will be advised of the outcome of their applications on 16<sup>th</sup> April 2015 or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

**Late applications** will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list. The admission of pupils with a statement of Special Educational Needs, where LB of Islington has agreed to name the Academy on a child's statement (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the London Borough of Islington. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the Academy, **William Tyndale** requires **two proofs of residence** of the **permanent home of the child** to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar. Confirmation of date of birth of the child will also be required

## **Looked after children**

In the case of a previously looked after child, **William Tyndale** will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

## **Note**

*Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents or carers is checked.*

***If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents or carers will still have the right of appeal if the place is withdrawn.***

**Expected timetable for consideration of applications for entry to the Reception class in September 2014:**

November 2013 - January 2014: Criteria for admission in September 2015 reviewed by Academy Trust and sent to Islington Admissions, other admissions authorities in the relevant area, admissions authorities in neighbouring local authority areas, the Admissions Forum and relevant community groups for a consultation period of not less than 8 weeks.

April 2014: Criteria for admission in September 2015 must be agreed and determined by the Governing Body, following consultation, by 15 April 2014 at the latest

15th January 2015 Final date for Islington residents to return their Primary Common Application Form to Islington Admissions.

February 2015: Admissions Committee meets to consider applications.

16th April 2015: Parents notified of outcome of application by their home local authority.

Late April 2015:: Final date for parents to confirm their acceptance of a place.

Early May 2015: Closing date for receipt of appeals.

June/ July 2015: Independent Appeals Committee meets.

**1. Waiting list arrangements:**

All unsuccessful applicants for the Reception class who have not already been offered a place at a school which was a higher preference on their Primary Common Application Form will automatically be placed on the waiting list for that year group. Applicants who have been offered a place at a school which was a higher preference on their Primary Common Application Form will not be placed on the waiting list unless they specifically request to be added. The waiting list will be held by William Tyndale Primary School and will be kept until that cohort reaches the end of Y6 and transfers to secondary school. Parents of children on the waiting list will be asked at appropriate times whether or not they wish their child to remain on the waiting list. Where no reply is received the child may be removed from the waiting list.

The Academy Trust's Admissions Committee will review the waiting list for a particular year group whenever a vacancy arises in that year group. The position on the waiting list will be determined by applying the published admissions criteria to each applicant. Length of time on the waiting list will not affect position on the list. If new applications are received, the waiting list for that year group will again be reviewed. It should be noted that new applications could adversely affect the position of those already on the list.

## Admissions criteria for Nursery Classes

The Governing Body is responsible for the admission of pupils into Nursery classes of William Tyndale Primary School and admits **30 pupils** to the Nursery.

If there are fewer applications for **William Tyndale Primary School Nursery Class** than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming **William Tyndale Primary School Nursery Class**, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Children Looked After and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after being looked after.
2. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school has been made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a brother or sister\* on roll at the school in Reception to year 6 at the time of the proposed admission
4. Children whose acute medical or social need justify the allocation of a place at a particular school\*\*
5. Applicants living\*\*\* nearest to the school as determined by a computerised mapping system using a **straight line** distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds.

### Tie-Breaks

Distance as measured in 5 above will also be used in any tie-breaker decisions for priorities 1, 2 and 4.

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

\*A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes natural brothers or sisters, half brothers or sisters, step brothers or sisters, adopted brothers or sisters and foster brothers or sisters who live permanently as a family unit at the same address.

\*\*The Academy Trust will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parent's medical need cannot justify a place at a particular school but a child could have a social need arising from a parent's medical need. These cases will always require supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional) which has to demonstrate a clear connection between the child's need and why the child should be given a place at a particular school and an explanation of the difficulties which would be caused if the child were to attend another school. It is the responsibility of the parent to produce the evidence.

\*\*\*. Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parents must elect one address for all preferences. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or one or more applicants living the same distance according to the geographical references, random allocation using a computerised system will determine which pupils can be offered the available places.

## **Waiting Lists**

For application to Nursery there is no right of appeal to an appeal panel and any complaints over the allocation of places to the Nursery should be addressed initially to the Head Teacher, William Tyndale. Should the complainant still be unsatisfied with the response received they should then follow the complaints procedure (a copy of which can be supplied on request from the office).

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list.

Pupils will remain on the waiting list whilst they are of Nursery age. Please note that attendance in the Nursery classes at William Tyndale does not guarantee admission to the Reception Class for primary admission and that a separate application must be made for transfer from Nursery to Primary for William Tyndale.

## **Application Procedures, Late Applications and Timetable for admissions to Nursery classes at William Tyndale Primary School for September 2014.**

Application to the Nursery classes at William Tyndale is not dependent on any ability test and in order to apply for a place at William Tyndale a Nursery application form must be completed and returned to the school office by the end of the Spring Term. Outcomes will only be advised upon offer of a place by the 1<sup>st</sup> May before the September entry.

Late applications will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the child's home will be determined by which parent is in receipt of Child Benefit from HMRC.

Once an offer has been made for a place at the Academy and if the criterion is distance, William Tyndale requires two proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar.

**Confirmation of date of birth of the child will be required for all applications.**

### **Looked after children**

In the case of a previously looked after child, William Tyndale Primary School will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

### **Note**

*Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents or carers is checked.*

***If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents or carers will still have the right of appeal if the place is withdrawn.***

## **2. In year admissions:**

As an Academy school any applications for places in classes other than Reception should be made directly to the school.

If a place is available in a particular class and there is no waiting list for that class, the place will be offered to the applicant by the school. If more applications are received than there are places available, then applications will be ranked by the Academy Trust in accordance with the over-subscription criteria set out in this policy.

If a place cannot be offered at the time the applicant applies, the applicant is entitled to ask the reasons why they cannot be offered a place and should be informed of their right to appeal. The applicant will be offered the opportunity of being placed on the waiting list for that class. The waiting list will be maintained by the Academy Trust in the order of the over-subscription criteria and not in the order in which the applications are received. It should be noted that new applications could adversely affect the position of those already on the list.

When a place becomes available in a given class, the Academy Trust will offer the place to the child with the highest position on the waiting list. If new applications have been received since the waiting list for that class was last reviewed, the Admissions Committee will look again at all applications for that class and decide which applicant has highest priority according to the published admissions criteria. The place on the waiting list will be based on the information given at the time in the application form together with any new information which has been provided since the original application was made, e.g. change of address.