

GOVERNORS' ADMISSIONS POLICY - SEPTEMBER 2017 – AUGUST 2018

William Tyndale Primary School is an Academy

Admissions criteria for Primary classes at William Tyndale Primary School for September 2017

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 Primary School 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.

The admission of pupils with a statement of Special Educational Need or Education Health and Care plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or an EHC plan you must contact your local authority SEN officer. A statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special education provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. All Children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names William Tyndale Primary School will be admitted.

In the event of over subscription to William Tyndale Primary School, the following criteria will be applied in the order listed below:

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 a child arrangements order or special guardianship order) 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 eligible to be registered ** for free school meals up to a quota of 15 places.

5. Children whose acute medical or social need justify the allocation of a place only at William Tyndale Primary School ***
6. 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.

**Free school eligibility for the purposes of the school's admission policy you are considered to be entitled to free school meals if you or your child receive the following:

- Universal credit
- Income Support
- Income-based Jobseekers Allowance
- an income-related employment and support allowance
- support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on(the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

*** 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 or Education Health and Care plan specifying William Tyndale Primary 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;

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 Primary School for September 2017

Applications to William Tyndale Primary School are not dependent on any ability test. In order to apply for a place you must complete a common application form with your home local authority. This should be returned to your local authority by the closing date.

In addition the supplementary form must be completed if you consider your child to be eligible to be registered for free school meals and wish to prioritised under this criteria. The supplementary form must be returned to William Tyndale School directly.

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 16th April 2017 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 or Education Health and Care plan, 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 Primary School**, 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 Primary School** will require a copy of the adoption order, the child arrangements 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.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting in Islington or crown servants returning from overseas to live in Islington we will offer a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Applications are processed in line with William Tyndale's admission criteria as detailed above. If offered a place this will be held open for a period of up to two school terms in advance of the family's move to the UK.

Deferring or Delaying Admission

Children are entitled to a full –time place in Reception class in the September following their fourth birthday.

In line with the Admissions Code 2014, parents can ask to defer the date their child is admitted in the later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the place was offered. The head teacher of William Tyndale has the discretion (acting reasonably) to defer your child's entry to reception class or not.

In the case of a parental request to delay their child's admission into the reception class for the following academic year, William Tyndale will consider each case on its merits, in the best interests of the child, taking into account the following:

- the needs of the child and the possible impact of being out of chronological year group;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school
- any evidence provided by the parents to support their request
- relevant research into the outcomes of summer born and premature children

If the request for delayed admission is agreed, the parent must reapply for a reception class place on the basis of the following year's oversubscription criteria.
In both cases, the child MUST begin to attend school upon reaching statutory age (i.e. at the start of the term following their fifth birthday).

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 2017:

November 2015 - January 2016: Criteria for admission in September 2017 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 6 weeks.

February 2016: Criteria for admission in September 2017 must be agreed and determined by the Governing Body, following consultation, by 28 February 2016 at the latest

15th January 2017 Final date for Islington residents to return their Primary Common Application Form to Islington Admissions.

February 2017: Admissions Committee meets to consider applications.

16th April 2017: Parents notified of outcome of application by their home local authority.

Late April 2017: Final date for parents to confirm their acceptance of a place.

Early May 2017: Closing date for receipt of appeals.

June/ July 2017: 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.

The admission of pupils with a statement of Special Educational Need or Education Health and Care plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or an EHC plan you must contact your local authority SEN officer. A statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special education provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. All Children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names William Tyndale School will be admitted

In the event of over subscription to William Tyndale Primary School, the following criteria will be applied in the order listed below:

1. Children Looked After and children who have been adopted (or made subject to a child arrangements order or special guardianship order) 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 eligible to be registered ** for free school meals up to a quota of 5 places
5. Children whose acute medical or social need justify the allocation of a place only at William Tyndale Primary School***
6. 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.

**Free school eligibility for the purposes of the school's admission policy you are considered to be entitled to free school meals if you or your child receive the following:

- Universal credit
- Income Support
- Income-based Jobseekers Allowance
- an income-related employment and support allowance
- support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on(the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

***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 Primary School 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, 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 Primary School. 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 Primary School 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 Primary School.

Application Procedures, Late Applications and Timetable for admissions to Nursery classes at William Tyndale Primary School for September 2017

Application to the Nursery classes at William Tyndale Primary School is not dependent on any ability test and in order to apply for a place 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 1st 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 Primary School 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.

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 over-subscription criteria for In year admissions. This is as follows:

The admission of pupils with a statement of Special Educational Need or Education Health and Care plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or an EHC plan you must contact your local authority SEN officer. A statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special education provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. All Children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names William Tyndale Primary School will be admitted.

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 child arrangements 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 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.

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 above 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.