



# ***Determined ADMISSIONS CRITERIA FOR LIME TREE PRIMARY SCHOOL 2019-2020***

<b>Governors' Committee Responsible</b>	<b>Full Governing Body</b>
<b>Status</b>	<b>Statutory</b>
<b>Review Cycle</b>	<b>Annual</b>
<b>Date Written</b>	<b>January 2017</b>
<b>Last Review</b>	<b>February 2018</b>
<b>Date of Next Review</b>	<b>February 2019</b>

*The published admission number is 60, and 26 morning and 26 afternoon places for the nursery class.*

*Lime Tree Primary is a maintained school. For September 2019, the school will be admitting children into Nursery and two Reception classes, and where there are vacancies in Years 1, 2, 3, 4, 5 and 6.*

### **Oversubscription Criteria**

If there are more applications received than there are places, the following criteria will be used to decide which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in a Statement of Special Educational Needs):

- i) places will be offered firstly to Children Looked After i.e. children who are looked after by a public authority and are in public care, and previously looked after children\*\* who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
- iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv) places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- v) the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

The distance from home to school, criterion (v), is used as a 'tie-breaker' if there are more applications than places available under criterion (i), (ii) or (iii). For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

### **\*\* the definition of Children Looked After and previously looked after children is as follows:**

- children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made
- Children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order



### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case

### **Waiting list for all year groups**

A child's name will automatically be put on the waiting list, in criteria order. Waiting lists will be kept open throughout the academic year until the end of the summer term in July 2017. After this date, waiting lists will be disbanded and parents who would like their child's name to remain on any waiting list will need to request this in writing.

### **Late applications**

Any applications received after the closing date will only be considered after all those received by the closing date. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list and their names will be added in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Applying for entry into the reception class of a primary or infant school**

For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the same school. Priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a school place for their child.

### **Deferred entry or part-time attendance in Reception year.**

Parents can defer their child's entry to school until later in the school year or to attend part-time, but only until the child reaches compulsory school age in that school year i.e. the latest their child can start school is at the beginning of the summer term 2020. Once a place has been offered, parents can confirm the arrangements with the Head teacher of the school



### **Year Delay**

Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school. Requests may be accompanied by professionally supported evidence to explain why their child should be considered to start school a year later than other children of their age. Each request and supporting evidence will be carefully considered and any educational, social and developmental reasons will be taken into account to arrive at a decision. Applying by the age appropriate deadlines will mean that in the event the request is refused, the applicant will still be considered for a place in their correct age group.

### **In-year applications**

In-year applications must be made using Kingston's In Year Application Form available from Kingston School Admissions. tel 020 8547 4610 or email [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk) to ask for a copy or download a copy from [www.kingston.gov.uk/inyearpricaf5.pdf](http://www.kingston.gov.uk/inyearpricaf5.pdf) or <http://www.kingston.gov.uk/inyearseccaf5.pdf> *ensuring that you include the name of the school on the form as one of your preferences.*

### **Fair access protocol**

The Council and all primary schools, including academies and free schools in Kingston upon Thames, have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place. The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems
- the child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number.

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of representative headteachers and senior council staff. The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school.