



Admission Policy

2018 – 19

Farnborough Primary School
Admissions Policy 2018 - 2019

General Information:

If your child will be five between 1 September 2018 and 31 August 2019 inclusive and you wish him/her to attend Farnborough Primary School, you should submit a common application form to the School, or to the Local Authority in line with the timetable and procedures laid down by the local Co-ordinated Admission Scheme.

A child attains compulsory school age at the beginning of the term following his or her fifth birthday, e.g. a child whose fifth birthday occurs on 14 June, becomes of compulsory school age at the beginning of the following Autumn term in September.

Although there is no legal obligation on parents/carers to send their children to school before they attain compulsory school age, Farnborough Primary School policy is to admit children before they reach five. This policy allows for early entry to reception, i.e. before compulsory school age is reached.

A parent/carer is any person who has parental responsibility or care of the child. Further information can be found in the Local Authority's "Admission to Primary School in Bromley" booklet, which is available on-line on the Local Authority Website.

Age of Admission

London Borough of Bromley's primary admissions policy is to admit children to reception classes twice a year. Children born between 1 September and 28 (or 29) February inclusive are admitted at the beginning of the Autumn term (September) and those born between 1 March and 31 August at the start of the Spring term (January) before their fifth birthday. However, in line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parents/carers of children born on or after 1 March the option of choosing a September start for their child.

Parents/carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parents/carers would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born after 1 April will be expected to join the school by the start of the Summer Term.

Parents/carers can also request that their child attends part-time until the child reaches compulsory school age but this must be in discussion with the Headteacher and in the best interest of the child.

Pupils will be admitted without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2018 will be 30.

Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan(EHC) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley schools is inclusive of students with a statement of special educational needs or Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.

Application Procedure

Application for admission to Reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/cares with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a Court order, will not be accepted during the co-ordinated admission process.

Over-subscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:-

- 1. Looked After Children.** A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be "looked after" when the child starts school unless (b) applies.
b) or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- 2. Sibling** – Children with a sibling still on roll at Farnborough Primary School at the time of entry. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- 3. Proximity** to Farnborough Primary School - Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the uniqueness of the grid reference (Easting and Northing) for the property. Those living closer to the school receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority.

"Home" is where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social needs for that particular school and who would not

otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with sub groups of the Admissions Forum which include teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

Farnborough Primary School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Late Applications/Waiting Lists

Late applications will be dealt with in accordance with the criteria above and administered by the Local Authority. Waiting lists will also be maintained by them and will be held until the Autumn Term 2018. This applies to the primary coordinated process.

In Year Admissions

1. Applications that are made for admission to all Year Groups must be made to the Local Authority.
2. All applicants without a school place must be allowed to start at a school as soon as possible if a place is available. If no places are available, parents/carers are to be advised, in writing, of their right of appeal.
3. Parents/Carers who request a school transfer mid-term and where no house move is involved will be advised that pupil(s) will not be able to start until the beginning of the next term, unless there are special circumstances to be considered and it is agreed between the present and new school.
4. In year waiting lists will be maintained by the Local Authority until the end of the academic year. Applicants wishing to remain on a school waiting list will be required to reapply at the beginning of the next academic year.

The Appeals Procedure

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. Unsuccessful applicants must be advised of their right of appeal to an independent admission appeals panel, under the School Standards and Framework Act 1998.

Appeals for reception places will be considered in light of the class size regulations that require infant class sizes to not exceed 30. The legislation will only permit class sizes above 30 in limited, specified, circumstances.