



Partnership Achievement Community Excellence

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# Keston Primary School Admission Policy 2020/2021

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Agreed by Directors: December 2018

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Review Date: November 2019

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Keston Primary School  
(Part of PACE Academy Trust)

## **Admission Arrangements for Entry to Keston Primary School in September 2020/2021**

**Keston Primary School**  
**(part of PACE Academy Trust)**  
**Keston Primary Road**  
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**Surrey**  
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**Email: [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk)**  
**Website: [www.kestonprimary.org.uk](http://www.kestonprimary.org.uk)**  
**DfE Number: 306 2004**  
**Head Teacher: Mrs Claire Murphy**

Keston Primary School participates in the Pan-London Co-ordinated Admission Scheme. Please see Croydon's Pan London Scheme on the Council website for further details regarding applications, processing, offers, late applications, post-offer and waiting lists. This document sets out the admissions policy for Keston Primary School for entry in 2020.

The Admission Number for entry into Reception in 2020/2021 is 60.

### **Supplementary Information Form**

A supplementary information form is not required for this school.

### **Nursery**

We have a 52 space nursery for 3/4 year old children which operates the 15 hour entitlement as a Monday to Friday term time morning session. Additional flexible afternoon Sessional Care is available for up to 26 children daily; this can be accessed through the 30-hour entitlement, childcare vouchers or paid session.

If you would like to apply for a place for your child in our nursery, please contact the school for further information.

### **Admission criteria**

If the number of applications for the school is higher than the number of places available, the allocations will be made in the following order.

After the admission of children with an <sup>1</sup>Education, Health & Care Plan (EHCP) or a statement of special needs, where Keston Primary is named on the statement, the criteria will be applied in the order set out below.

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<sup>1</sup> An Education, Health and Care plan (EHCP) are integrated support plans for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

1. **Looked-after children, and previously looked-after children** (see Note 1).

2. **Siblings:** children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil (see Note 2).

3. **Medical:** pupils with serious medical reasons for needing to attend Keston Primary School. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school will also be relevant. Supporting evidence should set out particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified by a GP or consultant and declared **at the time of application** if known at the time (see Note 3).

4. **Children of staff at the school:**

a) where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. see Note 4)

5. **Distance:** priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5, Note 6 and Note 7).

### **Tiebreaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide applications. Where distance is the same for two or more applications we will use random allocation, which will be independently verified.

### **Note 1**

Looked-after children are defined as children in public care at the date on which the application is made, and previously looked-after children. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

### **Note 2**

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister, foster-brother or sister or adopted brother or sister whose main residence is at the same address as the child for whom the school place application is being made.

### **Note 3**

Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made. The decision to prioritise children on medical grounds will be determined by the school, after considering all available evidence, including submissions from health and education professionals.

All schools have experience in dealing with children with diverse social and medical needs. In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school. If you feel there are exceptional reasons for your child to be considered for a priority placement at Keston, you must indicate this in the section provided in your application, giving reasons to support your case and complete the medical form, available on the School website.

All requests for priority consideration must be supported in writing by a doctor or consultant. It must be made clear in the professional support which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date. The Admissions team is not responsible for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

Under this criterion applicants who submit supporting information will not be advised whether their application is likely to be successful prior to the offer of a place by the offer day.

If evidence is received after the closing date, it will not be taken into account until after places have been offered.

#### **Note 4**

Children of members of staff will have priority in the oversubscription criteria if the staff member has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **Note 5**

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The authority should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

If the parents/carers are found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should be living during the course of the week. The local authority would expect that the parents/ carer with whom the child is normally resident receive the child benefit for the child. If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

Shared Custody: It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the parent with whom the child spends most of the school week (which will be the address where child benefit is payable) should make

the application. An application can only be made from a single address and only one application can be made for each child. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents.

#### **Note 6**

<sup>2</sup>Distance will be measured in a straight line from the child's main home to the designated entrance(s) of the school using the local authority's computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. For shared properties – eg, flats the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

#### **Note 7**

Childminding arrangements cannot be taken into account when allocating a place.

#### **Waiting Lists**

Waiting lists are held by Croydon Admissions for the first term in the reception year, and thereafter applicants are required to complete the local authority's in-year common application form (ICAF) if they wish to remain on the waiting list. In year waiting lists are maintained for one academic year and applicants are required to re-apply for each academic year.

Children who receive an offer at a lower preference school through the normal admission process (admission to Reception) will be automatically placed on the waiting list for higher preference schools.

Children who apply for a school place through the in-year admission process and who receive an offer at a lower preference school will not automatically be placed on the waiting list for higher preference schools. Parents/carers would be required to complete the waiting list request form available on the LA website in order to be added to waiting lists.

#### **Children attending the nursery class attached to the school**

Attendance at our nursery does not entitle the child to automatic transfer to reception. If parents would like their child to be considered for admission to the school's reception class, they must complete the council's common application form and name the school as one of the preferences. All applications are considered strictly in accordance with the school's admission criteria. Additionally, where priority in the admissions criteria is given to children with siblings at the school, this criterion does not include children with siblings in the nursery of the school.

#### **Twins/triplets or other multiple births**

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all, ie. All siblings from a multiple

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<sup>2</sup> Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

birth. The government's School Admissions Code does state the infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.

If you are applying for a place for more than one child as a result of multiple births, you must complete a separate form for each child.

### **In- year applications**

If you wish to apply for a place at the school outside the normal admissions round you should complete Croydon's in-year application form, naming this school, and submit it to the Council, with any supporting evidence required. If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

### **When can my child start primary school?**

Children normally start full-time school at the beginning of the autumn term after they are four (e.g. they would join the reception class at the beginning of the 2020 Autumn term, when they had their fourth birthday on or between 1st September 2019 and 31st August 2020). Parents can defer the date their child is admitted to the school until 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 application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday.

Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they **MUST** start full time school following their fifth birthday by the dates given below:

- children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- children born from 1 January to the end of March must start full time school on 1 April
- children born from 1 April to the end of August must start school at the beginning of the autumn term in September.

The school's expectation is that a child born between 1 April and 31 August should start the Reception class at the beginning of the summer term at the latest.

However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Please note the place cannot be held open beyond the summer term, this will mean that as their child will be a year one pupil when they join, parents will need to apply for a year one school place, using the in-year application form.

### **Admission of children outside their normal age group**

If a parent wants to request that their summer born child enters the reception class in the September after their fifth birthday, the parent should request this as soon as possible with the school and the local authority. The admission authority of the school will decide whether or not the individual child's circumstances make this appropriate on educational grounds. The academy trust is the admission authority for the school.

It is the expectation of Keston Primary School that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group should be made at the time of application (or before) and include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Head Teacher

### **Appeals**

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel. As the law states that infant classes must be limited to a maximum of 30 children, this affects how an appeal is considered. An appeal for a reception class place can be upheld only in very limited circumstances. An appeal panel may only uphold an appeal where:

- (a) it finds that the admission of additional children would not breach the infant class size limit; or
- (b) it finds that the admissions arrangements did not comply with admissions law or were not 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) it decides that the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case.

Appeals must be made in writing, setting out the reasons on which the appeal is made, and sent to the admissions appeals clerk, details of which will be on the School website, so that it is received by the date given in the letter confirming the decision not to offer a place. Parents/carers have the right to make oral representations to the appeal panel.

## **Application process**

For admission to the 2020 school year, and subsequent years, all children will be eligible for admission to Keston Primary School full time in September following their fourth birthday.

Croydon School Admissions hold the waiting list for Keston Primary School. The School informs Croydon School Admissions when places become available and the Local Authority offer according to the criteria above. All applications are made on the Common Application Form provided and administered by the Local Authority. Admissions at Keston Primary School are coordinated under the Common Application Form via London Borough of Croydon. If you are a parent or carer and wish to apply for a place at Keston Primary School for the following September, you will need to complete the Common Application Form via the LA website: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions). If applicants live in another borough, they must apply through their local authority.

The Local Authority will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admission criteria administered equally. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

## **Late applications**

If you submit an application or change your existing preferences, or order of preferences, after the Local Authority's published closing date for admissions applications, without good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at Keston Primary. Applications which are late for no good reason will not be considered in the initial allocation round but will be allocated available places after all on time preferences have been processed, or added to the school's waiting list if no places exist. The Local Authority will accept late applications within the coordinated process only if they are late for a good reason. Each case is decided on its own merits.