

Gravel Hill School

Date: September 2019

Title of policy: Admissions

Review date: September 2020

Signed by Chair of Governors

Hazel Teale



## Gravel Hill Primary School

### **Admissions Policy**

#### **Admissions**

All applications shall be received and offers made individually by the Local Authority in common with other Bexley Primary Schools.

The published admission number is inclusive of pupils with a statement of special educational needs in accordance with the relevant statutory requirements.

All applications shall be made on line at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

If this is not possible a paper application form can be collected from the Civic Offices.

Copies of the parent's admissions book and application forms are available in the school office.

All parents interested in requesting a pupil place at Gravel Hill are offered a warm welcome at the school and invited to meet with the Head Teacher for an informal guided tour.

Parents are encouraged to ask questions, to visit all the classrooms, meet with the teaching staff, and see the school at work. The school ethos, achievements, aspirations, positive behaviour policy, safeguarding procedures and inclusivity are detailed during this first meeting.

Advice on completing the admissions form is offered and parents are reminded that they can apply 'on line'.

The school seeks to recruit pupils by advertising the designated admission dates and procedures in the booklets, posters, leaflets and flyers produced by the authority and publicising the school in newsletters, at school events and on the school website.

Admission application dates are published by the authority and relate to Nursery and Reception provision.

Transfer from school to school can occur at any time in the school year, and the school would extend the same welcome and personalised tour. Once admission has been agreed contact is made with the child's previous school to ensure the transfer of assessments and data.

In the event of the school being oversubscribed the prospective parents would be informed and told of their rights to appeal.

As an 'inclusive school' we make no distinctions on admission on the grounds of race, faith, nationality, gender or disability. We are, however, mindful of the importance of ensuring that we are able to meet the 'educational and emotional needs' of all the children in our care. We would, therefore, seek to secure the appropriate resources for a pupil with identified needs, possibly by the statementing process, or seek to support the parent in finding an appropriate place within the authorities extended provision.

At the discretion of the authority some children may be offered priority places because of their perceived needs, or the school may be named directly in a statement of educational needs.

### **Admission Criteria**

Where applications are oversubscribed places will be offered in line with the admission criteria below:

In the event of there being more applications than places the following oversubscription criteria will be used:

#### **1. ADMISSION TO NURSERY**

1. Children born between 01.09.15 and 31.08.16 may be admitted from September 2019 or January 2020.

2. Admission numbers for nursery classes are given below.

3. Children with a statement of special educational need or an Education, Health and Care

Plan naming a school will be admitted to that school as a result of that process and will be given precedence for admission.

4. All first preference applications for a nursery class will be considered before second and third preference applications, and all second preferences will be considered before third preferences.

5. In the event of there being more applications than places the following oversubscription criteria will be used:

**Priority 1** is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a child arrangements order or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989.

#### **Priority 2 – children resident within the London Borough of Bexley**

Applications for nursery classes from Bexley residents will be considered before any applications from out-borough residents.

#### **Priority 2A**

This is given to a child with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to the nursery class. This will also be given to children due for admission to the nursery class in an infant school whose brother or sister attends the associated junior school. This priority

does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, half, step or adopted brother or sister living at the same address.

### **Priority 2B**

This gives priority to pupils living nearest to the nursery class based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application.

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

### **Priority 3 – children living outside the London Borough of Bexley**

Applications from out-Borough residents will be considered after **all** applications from Bexley residents in the same sequence as the priorities in group 2.

#### **For all applicants:**

6. Waiting lists will be established for applicants not offered their first preference and kept in the sequence of the priorities. Waiting lists will be closed on 31 December 2019.

7. There is no right of appeal against decisions not to offer a nursery class place.

## **ADMISSION TO RECEPTION CLASSES**

Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.

The standard number for admissions to Gravel Hill is 60.

Children with a statement of special educational need or and Education, Health and Care Plan naming a school will be admitted to that school as a result of that process and will be given precedence for admission.

In the event of there being more applications than places the following oversubscription criteria will be used:

**Priority 1** is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a child arrangements order or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989.

### **Priority 2**

This is given to children with a medical condition such that it is **essential**, on medical grounds, for the child to attend the preferred school. Unity's own medical adviser may be asked for a professional opinion on the case presented. Priority will normally only be given if the school applied for is the closest school to the home address, unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application.

Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

### **Priority 3**

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

### **Priority 4**

This is given where **either** the disability or medical condition of a parent or sibling **or** exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's childminder.

Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. Unity's medical adviser may be asked for a professional opinion on the case presented.

### **Priority 5**

This gives priority to children living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application.

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

**For all applicants:**

Waiting lists will be established for applicants not offered their first preference and kept in the sequence of the priorities.

Offers of places will be made by the Local Authority in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their date of birth has passed, unless the parent requests in writing the reasons that they should continue to remain on it.

The Unity Academy Trust – in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Parents not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. An appeal panel will primarily consider whether or not the published admissions criteria has been properly followed.

**For all primary admissions:**

Any Bexley resident applicants not offered a place at any of their preferred schools, will be allocated a place at the school nearest to the home address which has a vacancy.

Parents may request that their child be included on the waiting lists for higher preference schools than the one allocated. These will be kept in the sequence of the oversubscription criteria. Waiting lists for junior school places will be merged with in year waiting lists from 1 May 2019. Waiting lists for Reception places will be merged with in year waiting lists from 1 September 2019.

Where parents are not offered a place at the school of their preference, they will also be informed of their statutory right of appeal to an independent School Appeals Panel and sent further information on the appeal process on request.

**Date of entry to Reception classes and admission outside the normal age group**

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.