CHEAM PARK FARM JUNIOR SCHOOL
A FOUNDATION SCHOOL
ADMISSIONS POLICY

Admission of Pupils

Policy and Numbers

1. Cheam Park Farm Junior School is a foundation school and is not attached to Cheam Park Farm Infants School, following a determination by the School's Adjudicator. Pupils will be admitted to the Junior School in September at the age of 7.

2. Looked after children will be given priority for a place at the Junior School. After those applications have been considered, consideration will be given to other applications in accordance with the criteria laid down.

3. Children will be admitted without reference to gender, ethnicity, disability, aptitude or ability.

4. The number of admissions for the school year commencing on 1st September 2010 will be 90.

5. Applications from children for admission into Year 3 must be submitted to the Junior school by **Friday 26th March 2010** in order to be considered for any vacancies that might remain after allocating to any Looked After Children.

Over-subscription and mid-term admissions Criteria

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

Priority 1. Children designated as Looked After Children in the care of a Local authority (supporting written evidence from a Social Worker will be required).

Priority 2. Where there are professionally supported medical reasons, or professionally supported exceptional social reasons why a child should attend the school. Written evidence from a Doctor, Social Worker, health visitor, housing officer, Borough School Attendance Officer or other relevant council officer will be required at the time of application. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

Priority 3. Applicants who have a sibling attending Cheam Park Farm Infant or Junior Schools, up to and including Year 6, at the proposed time of admission. 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, who is living as part of the same family unit at the same address, Monday to Friday. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

Priority 4. Remaining places will be offered on the basis of proximity of the child's home address to the school. The distance is measured in a straight line from the main front door of the school to the pupil's home address, with those living closer to the school receiving the higher priority. The child's home address is defined as excluding any business address, relatives or childminder's address and must be the child's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. All distances will be measured by the London Borough of Sutton using a computerised Geographical Information System. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the proposed date of admission.

Notification and Acceptance of Offers

Parents/Carers will be notified by letter whether their application for a place at the Junior School has been successful by **1st May 2010.** Written acceptance of the offer of a place should be received by the Junior School by the closing date as determined in the offer letter, accompanied by a copy of the child's birth certificate (a short copy will be sufficient).

Late Applications

Applications received after the closing date will be considered after those that are received on time, providing they are received prior to the admissions panel meeting to consider applications. Each case will be decided on its merits and supporting professional written evidence will be required.

Provision for Special Educational Needs

The school proposes to continue to admit pupils with statements when that is the wish of the parents and of the Local Authority administering the statement, providing the school can effectively meet the pupil's needs.

Waiting List and Mid Term Admissions

Unsuccessful applicants to the Junior school will be placed on the school's waiting list until the last day of the autumn term. The waiting list will be maintained according to the school's admissions criteria.

After the start of the academic year, applications for mid term admissions and waiting lists will be managed in accordance with Sutton's coordinated scheme for mid-term admissions'.

Late applications received after the admissions panel have met to consider applications will be added to the waiting list.

The address used to rank waiting lists will default to the child's current address, and not the address that the child was living at on the closing date for application, as they may have since moved.

A child's position on the waiting list may go down as well as up. This is because other children might be added to the school's waiting list who have a greater priority for a place against the school's admission criteria.

Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

For admission to the Junior school in September 2010, where two or more applicants share the priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be decided by the drawing of lots at a minuted meeting of the school's admission panel..

Where a parent/carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the schools published admission criteria, in the same way as for other children.

Appeals

Parents/Carers have the right to appeal against their failure to secure a place at the school. Notice of appeal should be made in writing to the Appeals Clerk at the school address. The Appeals Panel is independent of the Governors and staff and will meet at the earliest possible opportunity. The Appeals Panel decision is binding on parents and governors. An appeals form is available from the school.

CHEAM PARK FARM JUNIOR SCHOOL
Kingston Avenue, North Cheam, Surrey, SM3 9UE
Application for a School Place

Legal Surname_____

Legal Forename_____ Middle Name_____

Preferred Surname_____ Preferred Forename_____

Date of Birth_____ Gender_____

Home Address

_____

_____

_____

Details of Parent submitting the Application

Title: Mr/Mrs/Miss/Ms/Other_____

Forename_____ Surname _____

Address of Parent submitting the application if different from above

_____

_____

Tel No: (Home)_____ (Work)_____ (Mobile)_____

E Mail_____

Is the child recognised by the Local Authority as a looked after child? Yes/No (Please delete as appropriate)

Are there any special reasons for wanting your child to be admitted to Cheam Park Farm Junior School? Any reasons must be supported by written professional evidence. Please refer to the school policy on admissions for further details.

Does your child have a sibling attending Cheam Park Farm Infant or Junior School? Yes/No

What is the child's name and what class is the child currently in?

Completion of this form does not guarantee that your child will be offered a place.

Signature_____ Date _____

Please Print Full Name _____