

Sutton Community Schools

Admission Arrangements for Entry in 2018/19

This document sets out the admission arrangements for the community infant, junior, and primary schools in Sutton for entry in **2018/19**.

1. General Arrangements

1.1 Entry to Nursery

All of the infant and primary schools named in 3.1 and 3.2 have nursery provision on the same site. However, attendance in the nursery does not give priority for a place in the Reception class of that school, and a separate application must be made.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

1.2 Entry to Reception in Community Infant and Primary Schools

Sutton primary schools will offer full time education to children from the September before the fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where the child is attending the school nursery or co-located children's centre, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery or co-located children's centre.

1.3 Admission of Children Outside Their Normal Age Group

Children are educated in school with others of their age group. However, parents of summer born children may request that their child is admitted outside their age group. The School Admissions Code requires admission authorities to determine if such requests are agreed.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school(s) they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they

have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Views of the preference school(s) will also be taken into account

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority or if the parent changes their mind. Parents will be informed of the outcome of their request prior to offer day.

2 Applications

2.1 Nursery

Applications for nursery places in Sutton community infant and primary schools and Thomas Wall Nursery should be made to the London Borough of Sutton.

2.2 Primary (Reception) / Secondary (Year 7)

Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School. Please see Sutton's Pan-London Scheme for further details regarding the application process.

2.3 Junior (Year 3)

Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School. Please see Sutton's Pan-London Scheme for further details regarding the application process.

2.3 In-Year / Mid-Term

Applications for Sutton schools outside the normal points of entry to Reception, Junior and Secondary School (except sixth form) should be made to the London Borough of Sutton.

3 Admission Numbers for Community Schools

Should any school convert to academy status prior to September 2018, their admission arrangements will apply as published below or as otherwise stated in their Funding Agreement.

The admission numbers below relate to the year group of normal entry to school (Reception, Infants (Reception), Junior (Year 3)).

3.1 Community Primary Schools

Abbey Primary	60	Bandon Hill Meadow Field	60	Bandon Hill Wood Field	120
Barrow Hedges Primary	90	Devonshire Primary	90	Hackbridge Primary	120
High View Primary	60	Manor Park Primary	90	Rushy Meadow Primary	60

3.2 Community Infant Schools

Infant School	Admission	Linked Junior School
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	Number	
Cheam Common Infants	120	Cheam Common Junior Academy**
Robin Hood Infants	90	Robin Hood Junior

**Please note that Cheam Common Junior Academy is an admission authority schools and as such the Governing Body is responsible for their admissions. The admission arrangements for this school are not included in this document. Cheam Common Junior Academy arrangements provide some priority for children attending Cheam Common Infants’.

3.3 Community Junior Schools

Junior School	Admission Number	Linked Infant School
Robin Hood Junior	90	Robin Hood Infants

4 Admissions and Oversubscription Criteria for Community Schools

4.1 Nursery

When a community school nursery is over-subscribed, applications for admission in **2018/19** will be ranked against the following factors:

- i) Children who have reached the age of 3 years before 1 September **2018**
- ii) Children who have reached the age of 3 years before 1 January **2019**
- iii) Children who have reached the age of 3 years before 1 April **2019**

Please note only category (i) places will be filled at the initial allocation stage. Individual schools will fill any vacancies for category (ii) or (iii) applicants at a later date.

Within each of these bands, applications will be prioritised as below:

- a) Looked after children or previously looked after children (see notes at 4.3.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.3.2).
- c) Where a sibling is already in the main school, or linked junior school (see sections 3.2 for details of linked schools), at the time of admission (see notes at 4.3.3)
- d) **(Except Hackbridge Primary School)** Straight line distance between the child’s home address and the main school (see notes at 4.3.4)
- e) **(Hackbridge Primary School Only)** Straight Line distance between the child’s home address and the mid-point between the existing school site and the new school site on London Road. The mid-point is defined as the point that is equidistant between each site’s main school entrance (see notes at 4.3.4)

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to

school distance is equal, rank order will be randomly generated by the Local Admissions System.

4.2 Reception, Infants, & Junior School

When a Community infant, junior or primary school is over-subscribed for any year group (excluding sixth form), applications for entry in **2018/19** will be ranked against the following factors:

- i) Looked after children or previously looked after children (see notes at 4.3.1)
- ii) ***(Robin Hood Junior School Only)*** All children who wish to transfer from Robin Hood Infants' School.
- iii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.3.2).
- iv) Where a sibling is already in the main school, or linked infant/junior school (see sections 3.2 and 3.3 for details of linked schools), at the time of admission (see notes at 4.3.3)
- v) ***(Except Hackbridge Primary School)*** Straight line distance between the child's home address and the main school (see notes at 4.3.4)
- vi) ***(Hackbridge Primary School Only)*** Straight Line distance between the child's home address and the mid-point between the existing school site and the new school site on London Road. The mid-point is defined as the point that is equidistant between each site's main school entrance (see notes at 4.3.4)

Please note children with an Education, Health & Care Plan naming a particular school will be admitted before all other applicants. Admission numbers in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (i)-(iv) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (v), and home to school distance is equal, rank order will be randomly generated by the Local Admissions System. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

4.3 Notes

4.3.1 Looked After Children or Previously Looked After Children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child arrangements order, or special guardianship order, immediately following having been looked after.

4.3.2 Professionally Supported Medical Reasons or Exceptional Social Reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the School Admissions Team will consider if the evidence provided demonstrates that the child must attend a particular school and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

4.3.3 Siblings

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.

Siblings in Year 6 at the time of an application to start Reception in September **2018** will not qualify as a sibling for admission.

Pupils in an SEN base provision within a school will qualify as siblings to those applying for mainstream provision at the same school. Pupils in Bandon Hill Oak Field will qualify as siblings for applications to Bandon Hill Wood Field.

4.3.4 Straight Line Distance

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building: for Hackbridge Primary School, this will be the mid-point that is equidistant between each site's main school entrance. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant'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 normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered.

The address to be used for the initial allocation of places to Reception, Infants (Reception), Junior (Year 3), and Secondary School (Year 7) will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority of any change of address.

Please note:

- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements.
- Where an applicant has ownership of a property, that should be used for the purposes of school admission, and the applicant must provide evidence and reasons for the use of any other address.

- Where an applicant rents a property and has ownership of an alternative property, the rented property will only be used for admission purposes if the child has been resident away from the owned property for a period of 18 months or more at the closing date for applications.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership.
- The authority will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- The authority will always investigate a case where the application address has previously been used to gain a school place fraudulently.
- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

5 Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need will take priority over children on a waiting list.

Waiting lists for entry to Reception, Junior and Secondary school in September **2018** will be maintained strictly in accordance with the admissions criteria for the school until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Sutton Local Authority by 31 December **2018**, stating their wish and providing their child's name, date of birth and the name of their current school.

Applications for Year 7 from 1 September **2018** and for other year groups will be considered through the mid-term admission process. For mid-term applications, children with statements of special educational need, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children (see notes at 4.3.1) will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.

Mid-term waiting lists will be reviewed at the end of each academic year; Parents wishing to remain on the waiting list after this time must write to Sutton Local Authority by 1 September 2018, stating their wish and providing their child's name, date of birth and the name of their current school.

Children applying for nursery who are not offered a place will be automatically added to that school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the **2019/20** academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

Nursery waiting list operation will be published in the Starting Nursery brochure.

6 Appeals

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal.

There is no right of appeal against a decision not to offer a nursery place.