



Summary of School Admissions Policy

	Name	Date	Signature
Written By	Headteacher, using Local Authority model	November 2012	
Reviewed		November 2017	
		October 2018	

Raglan Primary School – Summary of Admissions Policy for 2019/2020

Raglan Primary School admits 60 children in each year group; accordingly 30 children are admitted into each of the two Reception classes annually. The published admission number is inclusive of students with a statement of special educational needs that are admitted to the school pursuant to the school being named in part 4 of their statement. The school will be complying with the timetable and procedures laid down in any agreed co-ordinated admissions scheme as detailed below.

Age of Admission

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 and those born between 1 March and 31 August at the start of the Spring term 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. Parents 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. Once a place has been offered the parent 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.

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

Raglan strongly encourages all children joining the reception classes to attend from the beginning of the autumn term.

Admission of Children outside of their normal age group

Raglan Primary School will consider applications outside of the child's normal age group on an individual basis taking into account any 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. Parents wishing to apply for a place outside of the normal age group should contact the Headteacher in writing in the first instance.

Admission of Summer Born Children outside of their Normal Age Range

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Parents of summer born children may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. Any place already achieved for the child in reception year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and if deferral is agreed parents will need to re-apply for admissions the following year.

Raglan Primary School will make a decision, having taken into account the circumstances of each case, together with the opinion of the Headteacher. Where the request is agreed by the academy, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary.

Children with an Education, Health and Care Plan

Children with an Education and Health 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 an Education and Health Care Plan (EHC) that are admitted to the school pursuant to the school being named in their 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/guardians 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.

Admission Criteria

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

- (i) Children Looked After (Children in Public Care) (see note 1)
- (ii) In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need 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 includes 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.

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- (iii) Siblings – children who have a brother or sister attending at the beginning of their first term (see note 2)
- (iv) Children of staff at Raglan : Raglan Primary School may give priority regarding oversubscription criteria to children of staff in either or both of the following circumstances:
 - a) Where the member of teaching staff (those who have qualified teaching status) has been employed at Raglan Primary 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.
- (v) Proximity, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4).

Note 1:

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 by an English or Welsh local Authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002.

Note 2: 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. The elder sibling must still be on roll at the school when the younger child starts school. This sibling ruling does not apply to pupils in our Speech & Language Provision classes. We welcome applications from parents with siblings of children in these classes but would also advise them to apply to their closest school. Similarly, attendance at Raglan Nursery does not accord any priority; applications to the school should be made through the normal process but we would also advise applying to a child’s closest school.

Note 3: “Home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. 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.

Note 4: 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 unique national grid reference (Easting and Northing) for the property. Those living closer to the school receiving the higher

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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.

Offer of Reception Places

Places will be offered in line with the agreed scheme to co-ordinate admissions to primary schools in Bromley.

Late Applications

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme.

Waiting Lists

Waiting lists will be maintained by the Local Authority and kept in the order of the published admissions criteria.

In Year Admissions

Applications that are made for admission to all year groups in Primary schools must be made to the local authority in line with published “In year” scheme. 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 available, parents to be advised, in writing, of their right of appeal.

In cases where parents request a school transfer mid-term and where no house move is involved, it is acceptable for arrangements to be made for the pupil to join the new school at the beginning of the next term (section 433 of the Education Act 1996 permits deferment of admission to the start of a school term).

Pupils would still be offered the place but would not start at the school until the beginning of the following term unless there were special circumstances to be considered and agreed between the present and new school.

Special Educational Needs

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.

Fair Access Protocol

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Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number.

Appeals

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.