



ADMISSION POLICY

ACADEMIC YEAR 2021 - 2022

1 Introduction

- 1.1 Clare House Primary School (the School) is a mixed sex primary school located in London Borough of Bromley. The School is part of a multi academy trust, Langley Park Learning Trust (the Trust).
- 1.2 Under the School Admissions Code 2014 (Code), the Trust is the 'Admission Authority' for the School, and is therefore responsible for determining the School's 'admissions arrangements' each year. The term 'admission arrangements' includes this policy and all other admission related documents.
- 1.3 Although the Trust is involved in deciding the overall admission strategy for all of its schools, it delegates formal determination of the School's admission arrangements each year to the Governing Body of each school. The implementation of the School's admission arrangements (for example, consideration of requests for inclusion within specific oversubscription categories, and requests for admission outside normal age group) may be delegated by the Governing Body to an Admission Committee consisting of at least three Governors.

2 Definition of a 'Parent'

- 2.1 In education law and in this policy, the term 'parent' means a natural or adoptive parent of the child (regardless of whether they have care of, or parental responsibility, for the child, or with whom the child lives) as well as any person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Children with an Education Health and Care Plan

- 3.1 Children who have an EHC Plan are admitted to the School under separate statutory procedures, not under this policy. These procedures are managed by the child's home Local Authority. Parents of children with an EHC plan should not therefore apply for admission under this policy, they should liaise with their home Local Authority's SEN team.
- 3.2 Where a child's EHC plan names the School, the child will be admitted to the School. Where this happens in the normal admission round to the School (i.e. entry to Reception Year in September), the child will be allocated their place before all other applications are

processed, thereby reducing the number of places available within the published admission number. At all other times, children with an EHC plan naming the School will be admitted even where this means exceeding the published admission number.

- 3.3 Children with an EHC plan which names the School are 'excepted pupils' for the purpose of the statutory maximum infant class size (see below).

4 Inclusivity and Equality

- 4.1 The School is fully inclusive and welcome applications for the admission of children with relevant protected characteristics (including disability, gender reassignment, race, religion or belief and sexual orientation). The School's admission arrangements are determined and implemented with the School's equality duties in mind, including the public sector equality duty (PSED).
- 4.2 The School welcomes applications for the admission of children with special educational needs and disabilities, including behavioural or mental health difficulties and/or disabilities.
- 4.3 The School is mindful of its duties towards parents who have additional needs and/or protected characteristics.

5 Statutory Maximum Class Sizes

- 5.1 The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.
- 5.2 However, certain categories of children may be admitted to the School where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Code. Where this happens, the additional pupils will be deemed to be 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

6 Twins, Triplets and Siblings of a Higher Multiple Birth

- 6.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the published admission number in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth did not achieve a place, the School will nevertheless admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the published admission number.
- 6.2 Where admission is to Reception Year, Year 1 or Year 2, these children admitted over PAN will be 'excepted pupils' for the purpose of the statutory maximum infant class size (see above).

7 Deferred Entry and Part-Time Attendance

- 7.1 All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows:

Born on or between:	Prescribed date the child achieves CSA:
1 September and 31 December	31 December
1 January and 31 March	31 March
1 April and 31 August	31 August (a whole school year later)

- 7.2 Parents have an absolute right to decide that their child will not start school until they reach CSA, which is known as 'deferred entry', or 'delayed entry' in the case of 'summer born children' (see below).
- 7.3 Where parents decide to defer their child's entry until later in the school year, the place that the child achieved in Reception Year will be held for them until they take it up, and not allocated to another child. However, an achieved place in Reception Year cannot be deferred beyond the first day of the Summer term (the last term of the school year) and still be retained.
- 7.4 Parents also have an absolute right to decide that their child will attend school part-time until they reach CSA. This right can be exercised throughout the school year (i.e. including during the last term, in the case of 'summer born children').
- 7.5 These two parental rights can be combined. For example, a child born on 5 February could defer starting school until the first day of the Spring term (in January), and then attend part-time until the first day of the Summer term (usually in April).
- 7.6 Where parents want to defer their child's entry and/or decide that they want their child to attend school part-time, they should apply for a place in the normal way and, once they have accepted an offer of a place, notify the School of their decision.
- 7.7 Notwithstanding the above, the School operates a policy (in line with London Borough of Bromley's policy) of inviting children to start school in Reception Year twice a year. Under this policy, the School invites children born on or between 1 September and 28 (or 29) February to start in Reception Year at the beginning of the Autumn term in September, and children born on or between 1 March and 31 August to start in Reception Year at the beginning of the Spring term in January, before their fifth birthdays. This does not affect parents' right to decide when their child will start school, as set out above.

8 Delayed Entry for Summer Born Children

- 8.1 Children born between 1 April and 31 August (known as 'summer born children') do not reach compulsory school age (CSA) until 31 August, and therefore are not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.

- 8.2 Parents of summer born children can defer their child's place until the first day of the Summer term, and decide that their child will attend part-time from then until the end of the school year, however they cannot defer their child's place for a whole school year (known as 'delayed entry') and still retain it. Where that is the case, the place will be released for another child to take up, and a new application for admission will need to be made at the appropriate time.
- 8.3 Where admission is sought for a summer born child one school year later than usual, this would normally be to Year 1 with their normal age group. This would therefore mean that a) they will have missed a whole school year of education in Reception Year, and b) the application will only be successful if there is a place available in Year 1 within the published admission number at that time.
- 8.4 Parents of summer born children do, however, have a right to make a request for admission outside normal age group to Reception Year, one year later than normal. The procedure for making such requests is set out in detail below. Although parents have a right to make these requests, whether or not they are agreed will be at the discretion of the Governing Body, who delegates this task to an Admission Committee.
- 8.5 Parents are urged to make their request for admission outside normal age well before the closing date for applications for their child's admission with their normal cohort in order to obtain a decision in principle, so that they can make an informed choice as to whether to seek admission at the normal time, or delay their child's entry for a year and then apply for a Reception place.

9 Requests for Admission Outside Normal Age Group

- 9.1 Parents have an absolute right to make a request for their child to be admitted to a year group other than their normal year group at the School. This may be to a year group below or above the one they would normally be admitted to. There will be a variety of reasons why parents may want to make this request, for example where their child is gifted, has suffered a long period of illness or has been educated overseas and are used to studying at a different level.
- 9.2 Parents do not, however, have an absolute right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Governing Body, who delegates this task to an Admission Committee (Admission Committee), which will decide whether or not to agree the request in principle, or refuse the request.
- 9.3 Requests for admission outside normal age group are not applications for admission, which will need to be made separately in the usual way. Parents are urged to make their requests for admission outside of normal age group in a timely manner and, if possible, well before any admission application deadlines, so that they can make informed choices.
- 9.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not operate a blanket policy in relation to requests for admission outside normal age group - each request will be determined on a case by case basis.

- 9.5 The Admission Committee will take into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and there may be other factors put forward by the parents which the Admission Committee may take into account.
- 9.6 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form, which can be downloaded from the School's website or obtained from the School's main office, and sending it with any supporting documents to The Clerk to the Governors by post or hand delivery to Clare House Primary School, Overbury Avenue, Beckenham, Kent, BR3 6PY, or by email to admin@clarehouse.bromley.sch.uk
- 9.7 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter confirming this should accompany any application for admission subsequently submitted for a place at the School.
- 9.8 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Governing Body was reasonable or fair.

10 Published Admission Number

- 10.1 The published admission number (PAN) for Reception Year will be 60 pupils.

11 Oversubscription Criteria

- 11.1 Where there are more applications than there are places available, places will be allocated in the following order of priority:

Category 1: Looked After and Previously Looked After Children

Children with the status of looked after children or previously looked after children at the time the application is submitted will be allocated places in this category.

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. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special

guardianship order.

In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.

Category 2: Children with an Exceptional Medical/Social Need

Children with an exceptional medical and/or social need which means that only Clare House Primary School is suitable for them to attend, and no other school within a reasonable distance from the child's home address (as defined by this policy) would be suitable, will be allocated places within this category.

In order to be included in this category, a Category 2 Form (which is available to download from the School's website or in hard copy format from the School's main office) must also be submitted with the application or, if later, by the closing date for applications.

Part A of the Category 2 Form must be completed by a parent. Part B by an appropriate professional (for example, a hospital consultant, psychiatrist, psychologist, social worker or other social care or health professional) setting out the reasons why Clare House Primary School is the only school suitable for the child to attend.

The decision as to whether an applicant child meets the criteria for inclusion in this category will be made fairly and consistently by the Governing Body, who delegates this task to an Admission Committee.

Category 3: Children with a Sibling at the School

Children who will have a sibling attending the School at the time of their admission will be allocated places in this category.

In this category, a 'sibling' is defined as a natural or adopted brother or sister (sharing one or both parents), a foster brother or sister (a looked after child being cared for by one or both parents), a step brother or sister (where one child's parent is married to the other child's parent) or the child of the parent's cohabiting partner, and in all cases the sibling must live with the applicant child as part of the same core family unit at the child's home address (as defined by this policy). For the avoidance of doubt, the children of friends or extended family members (e.g. cousins) will not be 'siblings' under this policy, even where they live at the child's home address.

In order to be included in this category, full details of the sibling must be clearly stated in the application form.

Category 4: Children of Staff Members at Clare House Primary School

Overbury Avenue, Beckenham, Kent, BR3 6PY

Children of staff members employed by Langley Park Learning Trust at Clare House Primary School who:

- a) have been continuously employed for two or more years at the date that the application is submitted; or
- b) were recruited to fill a vacant post for which there was a demonstrable skill shortage;

will be allocated places in this category, with neither sub-category having priority over the other.

For the avoidance of doubt, the children of staff members employed by the Trust at any of its other schools within the Trust will not be included in this category.

In this category, a 'child' is defined as the staff member's natural or adopted child (whether living with the staff member or another parent), and a foster child placed with the staff member, or a child of the staff member's spouse or cohabiting partner (living with the staff member at the child's home address, as defined by this policy). For the avoidance of doubt, a child of a friend or extended family member will not meet the definition of a 'child' in this category, even where they live at the staff member's home address, unless the staff member has care of the child, and the child's natural or adoptive parent does not live with them.

In order to be included in this category, only the employed parent's details must be provided in the application form, with no details of the other parent being given. A Category 4 Form (which is available to download from the School's website or in hard copy format from the School's main office) must also be submitted with the application or, if later, by the closing date for applications.

Category 5: All Other Children

All children not falling into any of the categories above will be allocated places in this category.

12 Tie Breaker

12.1 Where there are more applications than places available within any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address and the School, with those living nearer the School receiving higher priority.

12.2 Distance will be measured in a straight line from the easting and northing coordinates for the child's home address (or block of flats in which the child's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring

software system which uses Ordnance Survey's GIS references.

- 12.3 Parents should note that it is unlikely that they will be able to *accurately* measure this distance using other software or online apps such as Google maps. If parents would like to know the distance between the School and the child's home address, they should contact London Borough of Bromley's Admission Team to request this.
- 12.4 After carrying out this process, where there are two or more applications which cannot be separated because the children live an equal distance from the School (including where they live in the same block of flats), the order in which places will be allocated will be determined by the drawing of lots supervised by somebody independent of the Trust and the School.

13 Definition of 'Child's Home Address'

- 13.1 Under this policy, the child's home address will be the residential (not business) address of their parent (as defined above) at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time, and the address at which they are registered with their GP, hospital, dentist and optician, and at which Child Benefit and Child Tax Credit (if eligible) is claimed, at the time of application. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather than the address stated by the parent in the application, if different.
- 13.2 The School and/or London Borough of Bromley will carry out checks to prevent fraudulent applications, and will seek documentary evidence of the child's home address. Where parents are found to have provided an address which does not meet the definition set out above, any offer of a place will be withdrawn (and this may be the case, even if the child has started at the School). Where the address was given fraudulently, the parent may be prosecuted by London Borough of Bromley or their home Local Authority.
- 13.3 If the child permanently changes address during the application process, their parent must notify the London Borough of Bromley and/or their former/new home Local Authority (as appropriate) immediately and provide documentary evidence to support the change of address and that it is permanent. Parents should check with London Borough of Bromley and/or their former/new Local Authority (as appropriate) to find out how their application will be treated (this is likely to depend on the stage that the application has reached).

14 Children of UK Armed Forces Personnel/Crown Servants

- 14.1 Applications for the admission of children of UK armed forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address to use when applying the oversubscription criteria.
- 14.2 This exception is necessary for the School to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces personnel or Crown servant families who often live overseas for periods of time and regularly move with their families.

15 Procedure for Applications in the Normal Admission Round

- 15.1 Applications for a place in Reception Year in September is known as admission 'in the normal admission round'. All Local Authorities are legally required to coordinate the admission of all children living in their area in the normal admission round.
- 15.2 The School participates in London Borough of Bromley (LBB)'s co-ordinated scheme, which is called the Pan-London Coordinated Admissions Scheme (the Scheme) and covers all 33 London Local Authorities and 7 Local Authorities that border London. Full details of the scheme can be accessed via LBB's or any of the other participating Local Authorities' websites.
- 15.3 For admission in the normal admission round, parents must complete a Common Application Form (CAF), which should be accessed via their home Local Authority's website. The completed CAF must be submitted to the home Local Authority, along with any other supporting documentation identified in the oversubscription categories above.
- 15.4 The statutory deadlines for admission in the normal admission round is **Friday, 15 January 2021**.
- 15.5 National offer day for primary school places is **Friday, 16 April 2021**.

16 Late Applications

- 16.1 Applications received after the closing date for applications will be processed after all applications received on-time and places allocated. This means that the chances of achieving a place at the School are likely to be reduced.

17 Procedure for In-Year Admission Applications

- 17.1 Applications made during the course or a school year or to other year groups are known as 'in-year admission' applications.
- 17.2 Local Authorities are not legally required to coordinate in-year admission applications in the same way they are required to coordinate admission in the normal admission round, however the School has entered into an agreement with London Borough of Bromley (LBB) to manage its in-year admissions process.
- 17.3 Parents must complete a Primary In-Year Application Form, which is available to download on LBB's website or in hard copy format from Bromley Civic Centre, and submit it to LBB, along with any other supporting documentation identified in the oversubscription categories above. The form contains guidance notes on how it should be completed and submitted.

18 Statutory Right of Appeal

- 18.1 Parents will be notified of the outcome of their application in writing.
- 18.2 Where an application is refused, full details of the parents' statutory right of appeal against the refusal will be included with the letter, with the address to which appeals should be sent and the deadline by which appeals must be lodged.
- 18.3 The School will publish an appeals timetable for appeals against a refusal of a place in the normal admission round on its website on or before 28 February before National Offer Day.
- 18.4 Admission appeals are heard by a panel of three persons independent of the School or the Trust. Full details as to how appeals are heard are set out in the School Admission Appeals Code 2012.

19 Waiting Lists

- 19.1 On behalf of the School, LBB will operate a waiting list containing the names of all children refused a place in the normal admission round until 31 December following the cohort's entry to school in September.
- 19.2 Children will be ranked on the waiting list in accordance with the oversubscription criteria and tie break set out above, and not by reference to the date on which their name was added. This means that a child's name may go down, as well as up, the waiting list as further names are added.
- 19.3 Children allocated places under the Local Authority's Fair Access Protocol will take precedence over those on the waiting list.