

## **Scotts Park Primary School Admissions Policy 2021-2022**

### **Reception Admissions**

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

The standard number for admissions to Scotts Park Primary School is 60. The published admission number is inclusive of students with a statement of special education needs in accordance with the relevant statutory requirements.

In line with legislation, all children will be permitted to start in Reception in the September following their 4<sup>th</sup> birthday.

All applications shall be made by applying to your home local authority (the borough within which you live) via their website.

Bexley – [www.bromley.gov.uk](http://www.bromley.gov.uk)

Bromley – [www.bromley.gov.uk](http://www.bromley.gov.uk)

Croydon – [www.croydon.gov.uk](http://www.croydon.gov.uk)

Greenwich – [www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)

Lewisham – [www.lewisham.gov.uk](http://www.lewisham.gov.uk)

Waiting lists are kept for Reception and maintained by our oversubscription criteria (LAC; Sibling, Staff, Distance). Please see the school website for details of how to apply.

### **In-Year Admissions (admission to year groups 1-6)**

Whenever an application is received for a student to join a year group at a time other than when joining Reception, an application must be made directly to the school. Please see the school website for details of how to apply. The school will apply its oversubscription criteria when necessary, please see details below. Any student not offered a place will be placed on the waiting list. Parents have a statutory right of appeal.

### **Admissions Criteria**

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

#### **(i) Children Looked After** (Children in Public Care)

A child looked after is a child who is (a) in the care of the 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 schools unless (b) applies. (b) or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.

**(ii) Siblings** – children who have a brother or sister attending at the beginning of their first term.

Sibling refers to a 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.

**(iii) Children of staff at the School**

Scotts Park Primary School will give priority to children of staff: i.e: Teachers; Administration, Site Staff and all other staff, directly employed in either or both of the following circumstances:

- a) Where the member of staff has been employed 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.

**(iv) Proximity** – as measured in a straight line from the front door of the home to the front door of the school.

'Home' being where the child normally resides as their only or principal residence. Addresses involved in child minding (professions or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. 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.

**(v) Medical or Social Needs**

Children who have an exceptional medical or social need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the school is the only school that can meet the defined needs of the child.

**Fair Access Protocol**

Additionally, students directed via the LA 'fair access protocol' will take precedence over any student on the waiting list and the referral of a student from 'fair access protocol' includes admitting students over the published admission number. (This refers to a statutory requirement placed by DCSF on

admission authorities, from September 2007. Under the protocol we must agree to share 'hard to place' students in local primary schools. Further details are available from the Admissions Team of the Local Authority.

### **Admission of children outside their normal age group**

Parents of Summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the Executive Headteacher of the school must also be taken into account. The process for this request is outlined in 'London Borough of Bromley Admission of Summer born children outside their normal age group'.

**Appeals** are heard before the end of the Summer Term prior to proposed admission to Reception. Information on how to make an appeal is available from the school. Once an applicant is unsuccessful at appeal, a reapplication for a place will be determined by whether there have been significant and material changes in the circumstances of the parent, child or school which are relevant to a further application for a place.

(DCSF School Admission Appeal Code of Practice, January 2009).

**Falsifying information** to gain an advantage in obtaining a school place will lead to the withdrawal of the offer of a place. If it is found that a place has been gained by a false information, siblings will not be considered in the 'sibling' category.