

GRANGE PARK INFANT & NURSERY SCHOOL

ADMISSIONS POLICY

Grange Park Infant & Nursery School is a Foundation School and the admission of pupils is controlled and administered by the Governing Body. The Local Authority co-ordinate the allocation of Reception admissions in accordance with the published admission criteria as set out below.

Attendance at the Nursery does not guarantee a place in the Infant School and cannot be taken into account when places are allocated at the Infant School.

Boys and girls will be admitted in the September of or prior to their fifth birthday. Pupils will be admitted without reference to ability or aptitude. The Published Admission Number agreed with the Local Authority is 120 pupils in each year group.

Oversubscription

Where applications for admission exceed the number of places available, after the admission of pupils with an Education and Health Care Plan (EHCP) where the school is named in the Plan, places will be offered according to the following criteria in the order set out below:

- 1. Looked After Children (children in public care) and children who were previously looked after** but immediately after being looked after became the subject of an adoption, residence or special guardianship order.
- 2. Medical or Psychological Condition of Child**
Children who suffer from a long term medical or psychological condition which necessitates their attendance at Grange Park Infant & Nursery School rather than an alternative; details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.
- 3. Medical or Psychological Condition of Member of Immediate Family**
Children where the medical or psychological condition of a member of the immediate family living at the same address necessitates attendance at Grange Park Infant School rather than a alternative; details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.
- 4. Sibling Connection**
Children who have a sibling living in the same household who currently attend Grange Park Infant School full time (not the Nursery) or Grange Park Junior School and who will continue to do so on the date of **admission**. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister or step brother or sister.
- 5. Children of Staff**
Children of staff, where the member of staff has been employed by Grange Park Infant & Nursery School for 2 years or more at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6. Distance from School to Home**
Children living nearest to the school. Distance will be measured in a straight line from the points set by Ordnance Survey at the child's home address and Grange Park Infant and Grange Park Junior School using a computerised mapping system.

Reception Year Deferred Entry

It is recommended that children start school in September, however applicants can defer the date their child is admitted to the school until later in the school year but not beyond the first day of term following the child's fifth birthday. The place will then be held until the first day of the spring or summer term. Parents may also request that their child attends part-time until compulsory school age is reached.

Applications must be made in the usual way and then the deferral is requested by writing to the Head Teacher at the time of application.

Summer Born Children

The term 'Summer Born' refers to children born between 1st April and 31st August and these children reach compulsory school age on 31st August. If a parent wishes their summer born child to be educated outside of their normal age cohort, they must make the school aware by writing a letter to the Chair of Governors at the time of application.

This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Admission of Children Outside of their Normal Age Group (except summer born children)

It is recommended that children start school in their normal age group, however parents may seek a place for their child outside of this cohort, for example, if the child is gifted and talented or has experienced problems such as ill health and they should make the school aware of this by writing a letter to the Head Teacher and Chair of Governors at the time of application. The Governing Body will consider each case based on the circumstances and best interests of the child concerned and permission will only be given in exceptional circumstances. 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. Evidence supporting the parents request must be submitted at the same time of application. The Governing Body will also take into account the views of the Head Teacher.

Applications for entry into a year above their age group will only be considered if the child can demonstrate aptitude and ability across all curriculum areas and social and emotional maturity to cope with peers who are older.

Should the required year group be full, then the application will be processed in line with the oversubscription criteria on page 1.

Multiple Births

Infant Classes **must not** contain more than 30 pupils with a single teacher. Additional children may be admitted under limited exceptional circumstances. If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code (December 2014) we will admit the other multiple birth siblings. These children will remain 'excepted pupils' for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.

Tie Breaker

If two children live equal distances from the school, the first available space will be offered to the oldest child.

Procedure for Admission

- Applications must be made in accordance with the family's Home Local Authority coordinated admissions procedure, either on-line or using a Primary School Application Form.
- The form must be returned to the family's Home Local Authority or on-line by the deadlines stated in the London Borough of Hillingdon's booklet 'Starting Primary School'.
- Proof of current address will be required on application.
- Parents of successful applicants are informed via their Home Local Authority.
- Unsuccessful applicants will be offered the opportunity to be placed on the waiting list of their first preference school.

Admissions Appeals

Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched.

In Year Admissions

Applications for in year admissions can be made either through Grange Park Infant & Nursery School direct or as a preference on the In Year Application Form from the Local Authority (LA). Applications received by the LA will be passed on to Grange Park Infant & Nursery School's Governing Body and the application will be processed by the Admissions Committee. If a place is available in the appropriate year group, an offer will be made to the family. If there are no places available this will be conveyed to the family and they will be placed on a waiting list. The family will then be directed to the LA to make an application with them for a different school.

You may ask us for the reasons why a place cannot be offered and you will be informed of your right of appeal. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received. Each year Grange Park Infant & Nursery School will write to every parent with a child on the waiting list requesting confirmation that the child's name should remain on the waiting list. When a place becomes available we will contact the family at the top of the list and inform the parent that an offer is being made on behalf of the Governing Body.

The school will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals against non-admission and in line with the current School Admission Appeals Code, the appeal panel will be totally independent of the school. Details of admissions and appeals arrangements will be published each year.

Provision for Special Educational Needs

The school aims to treat all children as individuals and to enable them to develop at their own pace; the school aims to enable those children with special needs to overcome their difficulties or, if that is not possible, to accept them in a positive and creative way.

The school recognises that many children will have difficulties at some time or another, that there are many causes and many manifestations. Nevertheless, all children have an entitlement to full access to the curriculum. The school's aim is to make this possible.

The school will admit children with EHCPs where that is the wish of the parents and the local authority administering the plan. In such cases the school will ensure, in co-operation with the relevant local authority which has the legal responsibility to provide the funding, that the children receive the support specified in their Education and Health Care Plan and will seek specialist help in meeting those children needs where the required skills and facilities are not available within the school.