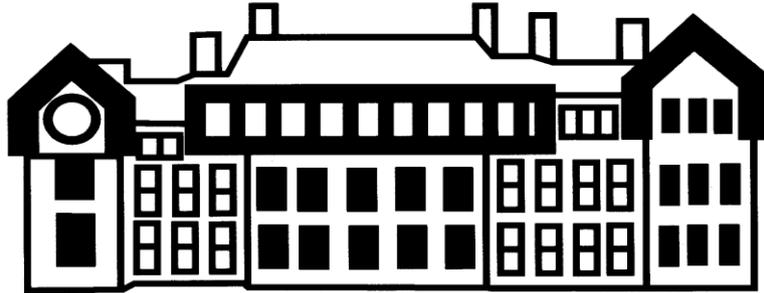


**GORDON**



**SCHOOL**

# **Admissions Policy**

**Ratification date: March 2018**

**Review date: March 2021**

**Signed \_\_\_\_\_ Headteacher**

**Signed \_\_\_\_\_ Chair of Governors**

## Admissions Policy

**Admissions information for the Nursery and for the main school differ so please read the following information carefully.**

### **1, Admission to the Gordon Primary School Nursery**

Gordon Primary School Nursery has part-time and full-time places. Part-time places are for three hours per day and can be taken exclusively as morning sessions (8:45am to 11:45am) or afternoon sessions (12:30pm to 3:30pm). Full-time places are available if parents/carers fulfil the criteria for 30 hours free childcare: see <https://www.childcarechoices.gov.uk> The 30-hour places can be extended to cover the full school day (8:45am to 3:30pm) for a daily fee of £5 (as of 1<sup>st</sup> September 2017).

Whilst we believe it is important to have a clear policy in place, we appreciate that we need to offer some flexibility given that parents' requirements for full-time and part-time places will vary from year to year. Therefore, we offer up to 16 full-time places and an associated 20 part-time places (10 morning and 10 afternoon places) although if need dictates, a full-time place can convert to two part-time places.

Nursery education is not statutory. Parents/carers who are interested in a Nursery place for their child can submit an application form when their child is two years old. Children are admitted at the start of the term following their third birthday. If there is a social, educational or health need, a child may be admitted during the term of their third birthday.

When allocating places, we begin with requests for full-time places. If there are 16 or fewer applications, all children will be offered a place. The remaining places will be offered to children seeking part-time places and the criteria below will be applied.

If there are more than 16 applications for full-time places, we will use the criteria below to allocate the places. Families that are unsuccessful with a full-time application will be asked if they would consider a part-time place. If they do, their request will be assessed alongside all other part-time applications. They will not gain preference over the existing part-time applications.

Applications to the Nursery are handled internally and need to be sent to the school office: [office@gordon.greenwich.sch.uk](mailto:office@gordon.greenwich.sch.uk). Application forms are available on the school website: [www.gordonprimary.co.uk](http://www.gordonprimary.co.uk) or can be obtained from the school office.

If there are more applicants than places available, we will give priority in the following order:

- 1. Children with an official diagnosis of an educational, medical or social need requiring education in a Nursery class.**

2. **Children who are ‘looked after’ or a child who immediately after being ‘looked after’ became subject to an adoption, residence, or special guardianship order.** A child who is ‘looked after’ is a child who is in the care of a local authority, including foster care.
3. **Children who have a sibling living at the same address who will be on roll in the school at the time when they start Nursery education.** The term ‘sibling’ means a full, half or step brother or sister, or a child living as part of the family unit.
4. **Children living within the borough of Royal Greenwich ranked according to the distance between the home and school.** The distance between home and school is measured as a straight line from the centre of the home address to the centre of the school site. If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.
5. **Children living in other boroughs ranked according to distance between the home and school.**

If it is necessary to choose between applicants within any of the groups above, priority will be given to those who live nearest to the school. Where a child has not received any Early Years educational provision and is nearing Reception class age, we may prioritise this child over a younger child.

The distance between the home and school is measured as a straight line from the centre of the child’s home to the centre of the school site. The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of benefits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required. An existing registered child-minder’s address, instead of the home address, may be used to determine the position of the child’s home in relation to the school.

If we have vacancies for either part-time or full-time places, we may fill the places from a waiting list for the other group, if one exists. For example, if we have a full-time place and two children on the waiting list for part-time places, we may admit the two part-time children. We operate this system at our discretion.

## **2, Applying for a place in a Reception Class**

**Children in the Nursery are not automatically guaranteed a place in the main school.**

A child's entry into a primary school is not decided by the school itself. This is decided by the local council. Parents/carers wishing to apply for a Reception place should go to: [www.eadmissions.org.uk](http://www.eadmissions.org.uk). There is also a Contact Centre which can be contacted on: 0208 921 8043.

Gordon Primary School is a very popular school. Applications for entry to our Reception classes regularly exceed the available places. When there are more applicants than places, Royal Greenwich Council applies the following admission criteria. In priority order the criteria are:

- 1. Children with a Statement of Special Educational Needs (SSEN) or an Education, Health and Care Plan (EHCP) naming the school.**
- 2. 'Looked after' children and previously 'looked after' children who have been adopted or become subject to child arrangements or a special guardianship order immediately after having been looked after.** A child who is 'looked after' is a child who is in the care of a local authority, including foster care.
- 3. Children with a sibling – living at the same address – who is already attending the school at the time of the child's admission.** Sibling means a full, half, step brother or sister. This does not include siblings who attend the school's Nursery provision.
- 4. Children with an acute medical or social need for a particular school.** This may also apply to an immediate family member. The application must be supported by a letter written by a professional such as a qualified medical practitioner, setting out the reasons why the school is the only one that can meet the child's needs and the implications for the child if they are not offered a place. Work commitments and childcare arrangements are not considered as being an acute medical or social need.
- 5. Other children, ranked according to the distance between the home and the school.** The distance between home and school is measured as a straight line from the centre of the home address to the centre of the school site. If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

Further information can be found in the booklet "Choosing a Royal Greenwich Primary or Nursery School" available from all Royal Greenwich Schools. You can also refer to the Royal Greenwich Council website.

### **3, Admissions during the School Year**

An in-year application form will need to be completed for school place applications made outside of the normal admissions process.

In-year application forms can be downloaded from the Royal Borough of Greenwich website. See Section 7 below. Please bear in mind that parents/carers cannot apply directly to the school and the Headteacher has no influence over the offer of places made.

#### **4, Changing Schools**

Changing schools can be disruptive and may not be in a child's best interests. We recommend that before requesting a transfer, you discuss your reasons with the senior staff at your child's current school. Schools will be happy to discuss any concerns and help to resolve any issues.

#### **5, Fair Access**

A Fair Access protocol exists to ensure that children without a school place, especially the most vulnerable, are offered a place at an appropriate school as quickly as possible.

The Fair Access Panel meets fortnightly and it includes representatives from Royal Greenwich schools, the local authority and other agencies.

The Panel considers all the information available and the child's individual circumstances to make a decision about what school would best meet the child's needs.

Children admitted through the Fair Access Panel get priority over children who wish to transfer to another school and those who are waiting for an appeal.

#### **6, Appealing against Admission Decisions**

Nursery education is non-statutory and there is no right of appeal.

If an application for a place in the main school is unsuccessful there is the right to appeal. The appeal needs to be made to the Royal Greenwich Council and details of the appeals process are available on the Royal Greenwich Council website.

#### **7, Contact the School Admissions Service**

For a Reception place please visit: [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

An application form for admission to the school at all other times can be downloaded from [www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)

Email: [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)

Contact Centre telephone: 0208 921 8043

## **8, Monitoring and Review**

The Governing Body review the admission criteria for Nursery every three years or sooner if necessary. The Royal Borough of Greenwich set the admission criteria for all other year groups and we will amend this policy in line with their procedures, should they change.