



**ADMISSIONS POLICY 2019/20**

Crofton Infant and Junior Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff Responsible:	Head Teacher
Date of Review:	January 2018
Date of Next Review:	January 2019

## SUMMARY OF CHANGES

Date	Change
October 2018	Page 4 – application procedure amended for children at the Infants to reflect correct procedure.

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Crofton Junior School adopts the determined admission policy and arrangements of the London Borough of Bromley in accordance with the DfE Admission Code.

### **1. Primary Admissions**

Crofton Junior School is a six form entry school with a total of 24 mainstream classes from Year 3 to Year 6 inclusive. There are 180 places in total within each mainstream year group and a limit of 30 pupils applies within each class. The published admissions number is inclusive of students with an Educational Health Care Plan that are admitted to the mainstream school in accordance to the school being named in Section I in their Educational Health Care Plan. Bromley Admissions process all school applications for London Borough of Bromley residents. Individuals living outside the London Borough of Bromley will need to apply to their local council, even if the wish is to apply for a Bromley School. Residents outside of Bromley can however include Bromley Schools on school admission applications.

### **2. Children with a Statement of Special Educational Needs or Education, Health and Care Plan.**

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 of Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.

### **3. Application Procedure**

Application for admission to Year 3 must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parents/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.

**All parents and carers of children in Year 2 at Crofton Infant school must apply online for a Year 3 place at Crofton Juniors.** Although all Year 2 children have a place allocated in Year 3 at Crofton Junior School, an online application must still be made.

### **4. Over Subscription Criteria**

Where the school is oversubscribed, places will be allocated using the following criteria listed in order of priority:

1. A 'looked after child', or a child who was previously looked after but immediately following being looked after became subject to an adoption, residence, or special guardianship order.
2. Attendance at Crofton Infant School at time of application.

3. In exceptional circumstances there is discretion to admit children on the grounds of their, or a member of 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 able to meet the child's needs, before an admission decision is made. Applications received without supporting documents will not be considered by the panel. The admission decision will be considered in consultation with 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 by the closing date for applications.
4. Siblings: a child whose elder brother or sister, half-brother or half-sister, adopted brother or sister, step brother or sister is attending Crofton Infant mainstream school or Crofton Junior School at the time of proposed entry. In every case the child should be living in the same family unit at the same address.
5. Children of staff at either Crofton Junior or Crofton Infant School: The Crofton Schools Academy Trust 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 the 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.
6. Proximity: children who live nearest to the school when measured in a straight line from the front door of the home to the front door of the school's entrance using the Local Authority's computerised measuring system.

## **5 Notes**

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 the child 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 and children who were adopted under the Adoption and Children's Act 2002.
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 must be living in the same family unit at the same address. The elder sibling must still be on roll at Crofton Infant mainstream school or at Crofton Junior School

when the younger child starts school. This rule does not apply to pupils attending the Crofton Infant School's Specialist Unit for children with severe and complex needs ( see Note 5)

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.
4. It is expected that the applicant and pupil will still be resident at the same address when the child starts school. Evidence may be required to confirm that the applicant is still living at the application address on National Offer Day and starting at the offered school. Places may be withdrawn if the address details do not match the information given on the application. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of the school and there is a waiting list, the offer may be rescinded.
5. 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 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 numbers; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be alphabetical.

## **6. Fair Access Protocol**

Crofton Junior School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. 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.

## **7 Late Applications**

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme. The proposed closing date for application is in accordance with the Local Authority's decision

## **8 Details of Appeals**

Pupils who are not offered a place will have the statutory right of appeal.

Those wishing to appeal should register their intention of doing so by sending a letter, addressed to the Executive Head Teacher, c/o Crofton Junior School, within 14 days of being informed that their child has not been allocated a place. The appeal will be heard by an independent Appeal Panel. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. Following the appeal, the Clerk to the Appeal Panel will write to the parents with the decision.

## **9 In Year admissions**

All applications should be directed to the London Borough of Bromley using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Any child not offered a place will be placed on the waiting list. Children will be ranked in the same order as the published oversubscription criteria. Parents have the statutory right of appeal. Please refer to 'Details of Appeal' section above.