



Admission Arrangements 2019-20

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1. General Arrangements

1.1. Admission to Nursery

- 1.1.1. Nonsuch Primary School has nursery provision. Children will be eligible for consideration for admission to the Nursery from the term after their third birthday.
- 1.1.2. There are 26 places in the morning and 26 places in the afternoon. The School does not offer 30 hour placements.

1.2. Admission to Reception

- 1.2.1. Nonsuch Primary school will offer full time education to children from the September before the fifth birthday. Parents and carers can defer the date their child is admitted to school until later in the school year but not beyond the start of the term at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.
- 1.2.2. Where parents and carers wish, children may attend part-time until later in the school year but not beyond the start of the term at which they reach compulsory school age.
- 1.2.3. **Attendance in the nursery does not give priority for a place in the Reception class.** A separate application must be made to the Reception Class. Places are allocated according to the admissions criteria in **3.1**; no automatic entry is given to children attending the school nursery.

1.3. Admission of Children Outside Their Normal Age Group

- 1.3.1. Children are educated in school with others of their age group. However, parents and carers may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account of the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.
- 1.3.2. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents and carers should visit the school. The teachers will explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of

all pupils and how the needs of these pupils will continue to be met as they move up through the school.

- 1.3.3. Decisions will be made on the basis of the exceptional circumstances of each case and in the best interests of the child. 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.
- 1.3.4. All requests should include recent professional evidence of the child's exceptional circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

1.4. Delayed Entry to the Reception Year

- 1.4.1. Parents and carers requesting delayed entry to Reception should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Decisions on these cases will consider if it is in the child's best interests to join Reception or Year 1 at statutory school age. Parents and carers will be informed of the outcome of their request prior to offer day.

2. Applications

2.1. Applications to Nursery

- 2.1.1. Applications for nursery places in Nonsuch Primary School should be made through the school. Application forms can be downloaded from the Nonsuch Primary website or collected from the school office. We follow the London Borough of Sutton's admissions criteria.

https://www.sutton.gov.uk/info/200439/school_admissions/1069/applying_for_a_primary_school_place

2.2. Applications to the Reception Year

- 2.2.1. Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary School. Applications should be made through the child's home Local Authority:

London Borough of Sutton:

https://www.sutton.gov.uk/info/200439/school_admissions/1069/applying_for_a_primary_school_place

Surrey County Council:

<https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/primary-junior-and-infant-applications/primary-infant-and-junior-school-admissions>

2.3. In-Year / Mid-Term Admission to the Reception Class or Years 1 - 6

- 2.3.1. Applications outside the normal point of entry to Reception, for admission into Reception and Years 1, 2, 3, 4, 5 or 6 should be made to the **London Borough of Sutton**. The borough will then check for available spaces and then contact the school. If your child is offered a place, the school will contact you directly.

2.4. Published Admission Number (PAN)

- 2.4.1. Nonsuch Primary School has a PAN of 30 per class in Reception and Years 1 - 6.

(The Nursery offers 26 places for the morning and 26 places for the afternoon)

3. Admissions and Oversubscription Criteria

3.1. Admissions - All Year Groups

- 3.1.1. **All admissions for the Nursery, the Reception Class and Years 1 - 6 will be judged against these criteria;**

- a) Looked after children or previously looked after children (see note 6.1) or if a child has an Education Health Care Plan (see note 6.2).
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see note 6.3).
- c) Where a sibling is already in the main school at the time of admission (see note 6.4).

- d) Straight line distance between the child's home address and the main school (see note 6.5).

3.2. Oversubscribed for Nursery places

- 3.2.1. When the school nursery is over-subscribed, applications for admission in 2019/2020 will be ranked against the following factors:
 - (i) Children who have reached the age of 3 years before 1 September 2019.
 - (ii) Children who have reached the age of 3 years before 1 January 2020.
 - (iii) Children who have reached the age of 3 years before 1 April 2020.
- 3.2.2. Please note only category (i) places will be filled at the initial allocation stage. The school will fill any vacancies for category (ii) or (iii) applicants at a later date.
- 3.2.3. Within each of these bands, applications will be prioritised against the criteria in **3.11**.
- 3.2.4. If, having applied these criteria (3.2.1 and 3.2.1) and home to school distance is equal, rank order will be drawn by lots.

3.3. Oversubscribed for Reception and Years 1 - 6

- 3.3.1. Where the school is oversubscribed for any year group, applications for entry in 2019/2020 will be ranked against the following factors:
 - a) Looked after children or previously looked after children (see note 6.1)
 - b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see note 6.2).
 - c) Where a sibling is already in the main school at the time of admission (see note 6.3)
 - d) Straight line distance between the child's home address and the main school (see note 6.4)
- 3.3.2. Please note children with an Education Health & Care Plan naming the school will be admitted before all other applicants. The Published

Admission Number (note 6.5) will be adjusted to take this into account before the remaining places are offered to other applicants.

- 3.3.3. Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), so home to school distance is equal, rank order will be drawn by lots. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

4. Waiting lists

- 4.1. Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.
- 4.2. Waiting lists for entry to Reception in September 2019 will be maintained strictly in accordance with the admissions criteria for the school until the last day of the Autumn term. Parents and carers wishing to remain on the waiting list after this date must write to the school by 31 December 2019, stating their wish and providing their child's name, date of birth and the name of their current school.
- 4.3. Applications for Reception from 1 September 2019 and for other year groups will be considered through the mid-term admission process. For mid-term applications, children with an Education, Health & Care Plan, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children (see note 6.1) will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.
- 4.4. Mid-term waiting lists will be reviewed at the end of each academic year. Parents and carers wishing to remain on the waiting list after this time must write to the school by the end of July, stating their wish and providing their child's name, date of birth and the name of their current school.
- 4.5. Children applying for nursery who are not offered a place will be automatically added to a waiting list if it is the parents or carers wish.

5. Appeals

- 5.1. Applicants, who are not offered a place, will be given a right of appeal. Outcome letters will give details of how to lodge an appeal.
- 5.2. There is no right of appeal against a decision not to offer a nursery place.

6. Definitions and Guidance

6.1. Looked After Children or Previously Looked After Children

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 (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child arrangements order, or special guardianship order, immediately following having been looked after.

6.2. Education, Health and Care Plan

This is a legal document which describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve. It gives parents the legal right to name a specific school that they feel would meet their child's needs.

6.3. Professionally Supported Medical Reasons or Exceptional Social Reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the Admissions Committee will consider if the evidence provided demonstrates that the child must attend this school and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

6.4. Siblings

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, who is living as part of the same family unit at the same address, Monday to Friday.

Siblings in Year 6 at the time of an application to start Reception in September 2019 will not qualify as a sibling.

6.5. Straight Line Distance

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the

school building. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents and carers have a responsibility to notify the school and Local Authority of any change of address.

Please note: Address verification and checks are conducted by the Home Local Authority according to their address policy. We reserve the right to conduct additional checks.

6.5 Published Admission Number (PAN)

The maximum number of children per year group that can only be exceeded in exceptional circumstances.