



# Mead Road Infant School

*'Small enough for everyone to count'*

## Admission Arrangements

*At Mead Road Infant School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Mead Road Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

<b>Date Adopted:</b>	Spring 2016
<b>Review Date:</b>	Spring 2017
<b>Next Review Date:</b>	Spring 2018



## **Mead Road Infant School have elected to follow the Bromley LA admission arrangements.**

### **PRIMARY ADMISSION POLICY AND ARRANGEMENTS 2017/2018**

Within Bromley there is a wide range of schools in the Community and Voluntary Controlled sector. There are also twelve community schools that have a maintained nursery class. The proposed policy in the Community and Voluntary Controlled is shown below and will operate within the framework, and timetables, of the agreed schemes to co-ordinate admission to schools in Bromley, as required by the Education Act 2002 and Amended Admissions Code 2014.

### **Primary School Admissions**

#### **Age of Admission**

Bromley's primary admissions policy is to admit children to reception classes twice a year. Children born between 1 September and 28 (or 29) February inclusive are admitted at the beginning of the Autumn term and those born between 1 March and 31 August at the start of the Spring term before their fifth birthday.

However, in line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. Children born between 1 April and 31 August 2013 and offered a place for admission in the 2017-18 academic year will be expected to join the school by the start of the 2018 Summer term. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

**Admission of children outside their normal age group** - Parents of 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 head teacher of the school concerned **must** also be taken into account.

Twins, triplets and other multiple births: where twins, triplets or children from other multiple births qualify for the last school place to be allocated Bromley will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

#### **Application Procedure**

Application for admission to reception must be made in accordance with the published Primary



Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/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.

### **Admission Criteria**

Where schools are oversubscribed places will be offered in line with the admission criteria outlined below:

(i) Looked after Children or previously Looked after (see note 1).

(ii) In exceptional circumstances there is discretion to admit children on the grounds of their or 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 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 as this criterion is only for admission to reception and will refer to 1<sup>st</sup> preference only.

(iii) Siblings - Children who will still have a brother or sister at the preferred school at the beginning of their first term (see note 2).

(iv) Proximity – proximity as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4).

### **Notes**

1. A 'looked after child' definition:

- a) 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 (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.

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 registered as 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. Younger siblings of children transferring from Mead Road Infants to feeder school Red Hill Primary, and Dorset Road Infants to feeder school Mottingham Primary will only qualify for the reception child to be considered as a sibling after the elder sibling has accepted the place. If places are subsequently declined by the parent at the linked school before the older child starts in year 3 the reception offer will be withdrawn.



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. 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. Places may be withdrawn if the family move out of the proximity area covered by the school.

4. 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 number; the lower the number the higher the priority.

5. Where a Bromley Community school has a Special Opportunity Unit, and the children in the unit integrate at times into the mainstream school, then the siblings of children attending the unit will be treated as siblings when applying for places in the mainstream school. Please note however that where such places are accepted then **NO** assistance towards the transport of the child in the mainstream school can be considered unless the normal rules of the transport policy apply.

The sibling criteria operates across linked infant and junior schools as they are deemed as Primary Schools that provide primary education (section 5 of Education Act 1996) if at the 4 time of admission their older sibling will be on roll of the Junior School or will transfer from Year 2 into the Junior School in the September.

Darrick Wood Infant and Junior Schools

Hawes Down Infant and Junior Schools

The following schools are also linked to provide extra places for children transferring from year 2 in the Infant school to year 3 in the Primary School.

Dorset Road Infant and Mottingham Primary Schools (8 Year 3 places)

Mead Road Infant and Red Hill Primary Schools (20 Year 3 places)

### **Infant/Junior Transfer**

Priority in the allocation of Year 3 places for children transferring from the above linked schools will be allocated as follows:

1. Looked after Children and previously looked after children (children in public care).
2. Children in attendance at the linked infant school. If the number of applications from children in the linked infant school exceeds the number of places available in the junior school, decisions on the allocation of places will be made in accordance with criterion 3 (siblings as detailed below) and then criterion 4 (proximity of the home in relation to the school).



3. Siblings - Children who have a brother or sister at the preferred school or the linked Infant school still attending at the beginning of their first term. Older siblings of children transferring from Mead Road Infants to feeder school Red Hill Primary, and Dorset Road Infants to feeder school Mottingham Primary will only qualify for the reception child to be considered as a sibling after the elder sibling has accepted the place. If places are subsequently declined by the parent at the linked school before the older child starts in year 3 the reception offer will be withdrawn.
4. Proximity – proximity as measured in a straight line from the front door of the home to the main entrance door of the school.

### **Application Procedure for Admission to Junior School**

Applications for admission to year 3 in a junior school are to be made to the Local Authority by 15 January 2017.

Parents of children in the Infant school will only be required to complete a transfer form for that one school. Applications from parents not attending the Infant school will be dealt with at a later date through a different procedure.

### **Offer of Reception Places**

Places will be offered in line with the agreed scheme to co-ordinate admissions to primary schools in Bromley.

### **Late Reception Applications**

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme.

### **Reception Waiting Lists**

Waiting lists will be maintained and kept in the order of the published admissions criteria until 31<sup>st</sup> December 2017. Lists will be disbanded on this date and applicants wishing to remain on waiting lists will be required to re-apply.

### **Fair Access Protocol**

All schools in Bromley, including Academies (Free Schools); Voluntary Aided and Foundation, will admit pupils referred under the Fair Access Protocol. A 'Hard to Place' pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number.

### **Appeals**

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. Unsuccessful applicants must be advised of their right of appeal to an independent admission appeals panel, established by the Local Authority, under the School Standards and Framework Act 1998.

Appeals for reception places will be considered in light of the class size regulations that require infant class sizes to not exceed 30. The legislation will only permit class sizes above 30 in limited, specified, circumstances.

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

Appeals for Children with a Statement of special educational needs and Education, Health and Care Plan (EHC) are dealt with by a SEN Tribunal.

## **Annex 1**

### **Bromley Pan-London co-ordinated admissions scheme Timetable 2016/17**

<b>15 January 2017</b>	Closing date for receipt of Common Application Form and On-line Applications
<b>3 February 2017</b>	Transfer of application data to Pan-London Register
<b>9 February 2017</b>	Last day for consideration of late applications with exceptional circumstances
<b>13 February 2017</b>	Transfer of late application data to Pan-London Register
<b>Week beginning 23 February 2017</b>	Full list of applicants to all own admission authority schools.
<b>16 to 23 February 2017</b>	Application checking exercise through PLR
<b>5 March 2017</b>	Final deadline for schools to return to LA pupils in criteria order
<b>16 March 2017</b>	Transfer of offers through PLR begins
<b>Between 23 March and 10 April 2017</b>	Offer checking exercise through PLR
<b>13 April 2017</b>	Offer detail file to On-line
<b>16 April 2017</b>	LA to send offers by 1 <sup>st</sup> class post to resident applicants
<b>30 April 2017</b>	Deadline for acceptance or rejection of offers
<b>From 6 May 2017</b>	Reconciliation offers
<b>19 May 2017</b>	Acceptance lists returned to Schools
<b>19 May 2017 onwards</b>	Co-ordination to continue. Reconciliation of any returned offers to be re-allocated as they become available

