



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.

Date Adopted:	Spring 2016
Review Date:	Autumn 2017
Next Review Date:	Autumn 2018



MEAD ROAD INFANT SCHOOL ADMISSION ARRANGEMENTS 2019/20

All applications shall be received and offers made individually by the Local Authority in common with other Bromley Primary Schools.

PUBLISHED ADMISSION NUMBER (PAN) FOR MEAD ROAD INFANT SCHOOL IS 30.

Age of Admission

Where a child has a place at Mead Road Infant School:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Parents of summer born, 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.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Mead Road Infant School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account: the parents' 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 outside their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.



The views of the Head of School **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, all of the qualifying siblings will be admitted in excess of the PAN 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 by a court order, will not be accepted during the co-ordinated admission process.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan

Children with a full statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs team. The PAN is inclusive of students with a statement of SEN or an EHC Plan that are admitted to the school pursuant to the school being named in their statement or EHC plan.

Admission Criteria

Where the school is oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Looked After Children or Previously Looked After Children(see note 1).
- (ii) Children with a medical or social need. Places will only be offered under this criterion in exceptional circumstances where a child or their family has an acute medical or social need for a place at Mead Road Infant School. An application can only be considered under this criterion if it is 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. 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 as appropriate.
- (iii) Siblings - Children who will have a brother or sister at Mead Road Infant School at the time of entry to the school (see note 2).
- (iv) Children of staff at the school where
 - a) the member of staff 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 was recruited to fill a vacant post for which there is/was a demonstrable skill shortage.

(v) Proximity – children living closest to the school as measured in a straight line from the front door of the child’s permanent home address to the front door of the school (see note 3 and 4).

Notes

1.

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 at the time of making an application to the school.

b) A previously looked after child is a child who was looked after and immediately after being looked after became subject to an adoption, child arrangements 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.

3. “Home” being where the child normally resides as their only or principal residence (the location at which the child sleeps for the majority of school nights, Sunday – Thursday). Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm address and parental responsibility at the time of application. A permanent address will not include a short-term rental or lease of a year or less.

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 will receive higher priority. Where two applicants live equidistant from the school, 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.

Late Reception Applications

Late applications will be dealt with after allocations have been made to all on time applications.

Reception Waiting Lists

A waiting list will be maintained and kept in the order of the published admissions criteria until 31 December. The list will be disbanded on this date and applicants wishing to remain on the waiting list will be required to re-apply.



A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria as set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Applications for Places other than in the Normal Reception Admissions Round

If you wish to apply for a place in Year 1 or 2, or for a place during the academic year, please complete the application form found here:

http://www.bromley.gov.uk/info/13/primary_school_admissions/72/making_an_application_for_primary_school/3

Fair Access Protocol

Mead Road Infant School 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 in these circumstances the school can admit over its published admission number.

Appeals

All applicants have a statutory right of appeal in the event that the school is unable to offer them a place. [LXB1]

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.

Appeals will be considered by an independent appeal panel. Parents should inform the school in writing of their intention to appeal and the grounds on which they wish the appeal to be based.

Reception Year Appeals (normal admissions round for September 2019):

Deadline for receipt of appeals for children entering the Reception year: 20 days after National Primary Offer Day.

Appeals received by the above deadline will be heard in June or July.

Appellants will receive at least 10 school days' notice of their appeal hearing.