

Green Wrythe Primary School
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Green Wrythe Primary School

Admissions Arrangements

This Admission policy was approved by <i>the Governors Standards committee on:</i>	
The implementation of this policy will be monitored by the Standards Committee:	_____
This policy will be reviewed on:	01/09/2018

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Mission

We promote the well-being of everyone in a happy, vibrant, nurturing environment with high expectations for all.

Vision

Be the best we can be



Admissions Arrangements for entry 2019/20

Background

Green Wrythe Primary School is an academy school located in Carshalton for children aged 4 to 11 years. The school has two departments, Ark a mainstream department which also has a nursery class and Rainbow an Opportunity Base for 56 children with Autistic Spectrum Disorder.

We are a friendly, nurturing school with high expectations for all our children both academically and personally. We want all children to be the best they can be and to be fully prepared for the next stage of their education.

This document sets out the admission arrangements for both departments of Green Wrythe Primary School. .

Please note these procedures are different.

Mainstream Provision – Ark

Green Wrythe Primary participates in the Pan-London Co-ordinated admission Scheme for entry to Primary School and Secondary School. Please see Sutton’s Pan London Scheme for further details regarding applications, processing, late applications, post offer and waiting lists.
www.sutton.gov.uk/education/admissions

Children with a Statement of Educational Needs

Children with a Statement of Educational Needs that name Green Wrythe Primary School will be allocated a place before other applicants are considered. In this way, the number of places available, as set out in section 2, will be reduced by the number of children with a statement that has named the school.

Admission numbers for Green Wrythe Primary

Available Places in Reception	30	
Available Places in Nursery	26	morning nursery only - Mon to Fri (8.40am - 11.40am)

Entry to Reception in Green Wrythe Primary

Parents of children born between 1st September 2014 and 31st August 2015 must complete the Local Authority Common Application Form (CAF) and return it to Sutton Admissions for consideration for the September 2019 intake by 15th January 2019. The CAF is available online at: www.sutton.gov.uk/education.admissions

Parents may request to defer their child's entry to Reception until later in the Reception year. However, it is rare for a request to defer entry to be agreed beyond the start of the spring term. If the parent of a summer born child wishes to defer their child's entry until the start of Year 1, they must re-apply for a school place at that time. Parents may also request to stagger entry from part-time to full time attendance. Individual requests will be considered by the school.

Where the child is attending the school's nursery, a separate application must be made for entry into Reception. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school's nursery.

Admissions and Oversubscription Criteria for Green Wrythe Primary

When Green Wrythe Primary is oversubscribed for any year group, applications for entry in 2019/20 will be ranked as follows:-

- i) Looked after children or previously looked after children. (A looked after child who is (a) in the care of the 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's Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having being looked after).
- ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school. (Supporting evidence of status, where applicable, will be required from a health visitor, housing officer or other relevant council officer)
- iii) Where a sibling is in either department of the school at the time of admission to the mainstream department. **Please see section 9 for further guidance on the definition of a sibling.** If within this category there are more than places available, places will be offered on the basis of proximity of the child's home address to the school (please see paragraph iv)
- iv) Remaining places will be offered on the basis of proximity of the child's home address to the school. The point within the school to be used in



any distance calculation will be the main entrance to the school building. 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. **Please see section 10 for further guidance on the definition of home address and the date that the home address applies.**

Where the oversubscription occurs in categories i-iii above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category iv, and home to school distance is equal, the child to be allocated the place will be selected by the drawing of lots.

Entry to Nursery – admission and oversubscription criteria for starting Nursery

Before the Governors can consider the allocation of places, an application form available from the school office or our website should be completed. A copy of the child's birth certificate and proof of address must be produced for inspection at the school.

Attendance in Green Wrythe Primary's nursery does not give priority for a place in the Reception Class.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

When the nursery is over-subscribed, applications for admission in 2019/20 will be ranked against five factors, which will be considered in the following order:

Children who have reached the age of 3 years before 1 September 2019

Children who have reached the age of 2 years before 1 September 2019

Applications will be prioritised as below:-

- (i)** Looked after children or previously looked after children. (A looked after child who is (a) in the care of the 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's Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having being looked after).

- (ii)** Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery. 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 School Admissions Panel will consider if the evidence provided demonstrates that the child must attend



a particular school and cannot reasonably attend an alternative school. Applicants will not be individually advised if their application has been prioritised under the criterion.

(iii) Where a sibling is already in main school at the time of admission. Please see section 9 for further guidance on the definition of sibling

If any of the above categories is oversubscribed, remaining places within that category will be offered on the basis of proximity of the child's home address to the main school. The point within the school to be used in any distance calculations will be the main entrance to the school building. 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. If oversubscription occurs in category (ii) and home to school address is equal, the child to be allocated the place will be selected by the drawing of lots.

Please see section 10 for further guidance on the definition of home address and the date that the home address applies.

There is no formal appeal system if you do not get offered a place at our Nursery.

Mid Term Admissions

The following applications will be treated as mid-term admissions:

Applications after 1 September 2019 for admission to Reception
Applications for Year 1 to 6

Applicants should contact Sutton Admissions by visiting www.sutton.gov.uk/admissions to enquire about potential vacancies and the application process.

An application form should be made to the London Borough of Sutton on a mid-term application form. If a vacancy arises applications will be considered in accordance with the oversubscription criteria and an offer will be sent out by the school.

Waiting Lists

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. Priority may be given to placements made through the London Borough of Sutton Fair Access Protocol.

Waiting Lists for entry to Reception will be maintained by the borough until the last day of the Autumn Term. Parents wishing to remain on the waiting list after this date must write to Admissions by 31st December 2019, stating their wish and providing

their child's name, date of birth and name of their current school. After 31st December 2019, parents whose children are not already on the waiting list but who wish them to be must make an application through a mid-term admission process.

Waiting lists for other year groups will be reviewed termly.

Children applying for Nursery who are not offered a place will be automatically added to that school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the 2019/20 academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

For admission to Reception in the autumn term where two or more applicants share the priority for a place, e.g. where two children live equal distance from a school, and where there is only one place remaining, the child to be allocated the place will be selected randomly by the drawing lots.

For admission to Nursery and mid-term admissions, where two or more applicants share the priority for a place e.g., where two children live equal distance from the school, the school will draw lots to determine the rank position of each child.

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 Nursery or Reception in September 2019 will not qualify as a sibling.

Home Address

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 be the address of the parent who is claiming Child Benefit for the child. All distances will be measured by the computerised Geographical Information System maintained by the London Borough of Sutton Admissions Team.

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 into 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 have a responsibility to notify the Local Authority or in the case of Nursery applications the School of any change of address.

Appeals

Parents who wish to appeal against the decision not to admit their child to Green Wrythe Primary can appeal against the decision to an Independent Appeals Panel, which the Governors have established under the terms of the relevant Education Act. Parents should bear in mind that the School Standards and Framework Act 1998 limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit infant class sizes.

ASD Provision – Rainbow

Admissions to Rainbow are managed by London Borough of Sutton SEN Department at The Grove.

Children are potentially eligible for a place in Rainbow if they meet the following criteria:

- They have a diagnosis of ASD
- They have a Statement of Special Educational Needs or an Education Health Care Plan
- They are residents of Sutton, although occasionally if there is space children from other Local Authorities have been admitted.

The school will be consulted on the suitability of a place for each individual applicant and the staff and Governors will consider whether they can meet the needs of the child.

Visits to Green Wrythe

Visits to both departments of the school are always welcome. Please contact the school office for an appointment.