



Tweeddale Primary School

Admissions Arrangements

This Admission policy was approved by <i>the Governors Resources 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

Tweeddale - To unlock the potential in every child to ensure they progress, achieve and succeed.

Vision

High Aspirations - Broad Horizons

Admission Arrangements for entry 2019/20

Background

Tweeddale Primary School is an academy, located in Carshalton, for children aged 4 to 11 years.

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 Tweeddale Primary School.

Tweeddale Primary School 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 an Education & Health Care Plan

Children with an Education & Health Care Plan that names Tweeddale 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 an EHCP that has named the school.

Admission numbers for Tweeddale Primary School

Available Places in Reception	60	
Available Places in Nursery	52	(26 in morning nursery - Mon to Fri) (26 in afternoon nursery - Mon to Fri)

Including 8 full time Nursery places for parents entitled to 30 hours.

Entry to Reception in Tweeddale Primary School

Parents of children born between 1st September 2014 and 31st August 2015 must complete the Local Authority Common Application Form 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 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 our 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 Tweeddale Primary School

When Tweeddale 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 the main school at the time of admission. **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, rank order will be randomly generated by the Local Admissions System.

Entry to Nursery – admission and oversubscription criteria

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 Tweeddale Primary's nursery does not give priority for a place in the Reception Classes.

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 2018

Children who have reached the age of 2 years before 1 September 2018

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 being closer to the school receiving the higher priority. If oversubscription occurs in category (ii) and home to school address is equal, rank order will be randomly generated by the Local Admissions System. **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
All applications for Years 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 the school 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 2020/21 academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

Tie Breaker

For admission to Reception in the autumn term where two or 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 of 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 a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or 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.

Twins/Multiple Births

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

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 policy 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 Tweeddale Primary School 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.

Visits to Tweeddale Primary School

Visits to the school by appointment are welcome. Please contact the school office for an appointment:

Telephone 020 8644 5665

E-mail office@tweeddaleprimary.sutton.sch.uk