



Whitehall  
Park School  
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## Admissions Policy 2020-2021

This policy applies to all children in the school including EYFS

Signed:	
Chair of Trust Board:	Claire Delaney
Approved Date:	September 2018
Review Date:	September 2019

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## **1.0 Introduction**

The admissions policy for Whitehall Park School satisfies requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law. Our admissions process is designed to be inclusive, open, fair and transparent.

## **2.0 PAN and Oversubscription Criteria**

The published admission number is 60 places into Reception from September 2020. The school will admit up to this number each year to the Reception year and when full the school will have 420 pupils on roll.

In accordance with the law, children with an Education Health and Care Plan) will be admitted to the school where the Local Authority has specifically named Whitehall Park School as the most appropriate placement.

Our oversubscription criteria are in keeping with our inclusive vision and ethos, as we will be admitting an all-ability intake of local pupils regardless of background.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are places available to the school, and after the admission of children with an Education Health and Care Plan that names the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2014:

- 1 Looked After Children and Previously Looked After Children. This category includes children in the care of the Local Authority as defined in the Children Act 1989 or children who have previously been looked after and immediately after being looked after became subject to adoption, child arrangements order or a special guardianship order. Applicants made under this criterion must be accompanied by details of circumstances and professionally supported evidence.
- 2 Children with a sibling at the school at the time of admission.
- 3 Children of staff at the school
- 4 Proximity to the school. This will be measured by the straight line from the address point of the pupil's home to the central point of the school site as determined by the London Borough of Islington.

## **3.0 Tie Breaker**

In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

## **4.0 Method of Applications for Reception.**

The school will be participating in coordinated admission arrangements administered by the London Borough of Islington. Parents/carers must apply on the Common Application Form (CAF). This can be completed online or on a paper form available from the local council's School Admissions Team. The closing date for reception class applications will be 15th January 2020. Notification letters will be sent out on primary national offer day by the London Borough of Islington. Applications received after the set closing date will be accepted, but will not normally be considered for a place at the school until after the initial offer date.

## **5.0 Waiting List**

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria,

without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list. Waiting lists will be held by the school for one school term only, unless parents specifically request to have their child's name remain on the list.

By the end of the Academic Year, the waiting list will be cleansed. The School Admissions team will, on behalf of schools, contact all waiting list applicants at the end of each year to advise that they should submit a fresh application if they wish their child to remain on the waiting list .

## **6.0 Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school at the school address. The form should be sent to reach the Clerk to the Appeal Panel, c/o Whitehall Park, within 20 school days of the date of the letter confirming the schools' decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

## **7.0 In Year Admissions**

For in year admissions, parents/carers must complete an In Year application form via the Islington Website, however the school will be dealing with the application. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place the child will be added to the waiting list and the appeals procedures described above will apply.

## **8.0 Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year 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 the place was offered. Parents who wish to defer their child's admission until they reach compulsory school age within the same academic year should put their request in writing and send it to the Trust Central Team for it to be considered. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

## **9.0 Admission of children outside their normal age group**

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception in the following year as opposed to Year 1.

The Trust's Central Team will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; 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. The Headteacher's views will also be taken into

account. Each case must be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admissions outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### **10.0 Monitoring and Evaluation**

This policy will be considered, possibly amended and then ratified by BPET Board and then reviewed annually.

#### **11.0 Approval by BPET Board and Review Date**

This policy has been formally approved and adopted by the BPET Board.

## Notes

1. A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A child arrangement order is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

2. Priority to children of staff will be given in either or both of the following circumstances:

(i) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; and/or

(ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required

Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-4 if there are more applicants than available places under each criterion. Proximity to the school will be measured in a straight-line measurement Applicants will be prioritised by distance (starting with the nearest). Nearness to schools is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

4. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for reception 2020/2021 or the number of places in other year groups.