

## Whitehall Park School – Admission Policy 2024 - 2025

### PAN and Oversubscription Criteria

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

This Admissions Policy has been approved by the Bellevue Place Education Trust (BPET) Board, as the admissions authority for the school.

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

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 2021:

1. Children in care i.e. children in the care of the Local Authority as defined in the Children Act 1989. This category includes 'looked after children' and children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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.

### 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 child starts at the school; 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 2024/25 or the number of places in other year groups.

### **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).

### **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), which can be [completed online on the Islington Council's website](#). The closing date for reception class applications will be 15th January 2024. Notification letters will be sent out on primary National Offer Day, 16<sup>th</sup> April 2024, by the applicants' local authority. 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.

### **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, where they have been offered a place at a school to start before they are of compulsory school age. 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. A child may attend school part-time until he/she reaches compulsory school age. Parents should inform the school if they wish to exercise this option.

### **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 2.18-2.20 of the Schools Admissions Code 2021.

The school's admission authority 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; where relevant, their medical history and the views of a medical professional; 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. Parents may, if they wish, provide supporting evidence from a professional (GP, Hospital consultant or social worker) to assist the admission authority in making its decision. 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.

### **Waiting List**

Unsuccessful applicants (including any applications received after the closing date) will automatically be placed on the Borough of Islington Local Authority's waiting list as a higher preference on your original application than the school place offered. Your child will remain on the waiting list until 31 December 2024. After this date, your child's name will be removed from all waiting lists.

In order to add your child to a waiting list after the 31 December, you will need to complete a fresh application form using [Islington's online In-year School Admissions Application](#).

Please note:

- being on a waiting list will not guarantee a place at your preferred school
- your child's waiting list position can go down as well as up
- waiting list positions are considered strictly in accordance with the school's published admission criteria and are not affected by acceptance of a lower preference offer.

You can accept the place offered, remain on the waiting list of any higher preference school and lodge an appeal all at the same time.

To understand more about how the London Borough of Islington processes waiting lists, you can visit their website on [How to Apply for a School Place](#).

## 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 submit their claim online:

<https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/appeal-schools-decision>

The appeal claim should be sent to reach the Clerk to the Appeal Panel, within 20 school days of the date of the letter confirming the decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

## In-Year Admissions

For in-year admissions, parents/carers must complete an In-Year application form. 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.

For information on how to apply visit <https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/apply-for-a-school-place-in-year>.