



Kensington Avenue Primary School

Admissions Arrangements Policy 23/24

Agreed and Approved by	The Manor Trust
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Version	5

Kensington Avenue Primary admission arrangements for 2023/24

Kensington Avenue Primary is part of The Manor Trust, currently composed of the Kensington Avenue Primary and Norbury Manor Business and Enterprise College. This admissions policy has been adopted from Croydon Council's admissions arrangements, used prior to the school's conversion to academy status in February 2019. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about The Manor Trust is available on our website: <http://themanortrust.org.uk/>.

Kensington Avenue Primary is a nurturing, supportive school with a distinct emphasis on high expectations and aspirations for all of our children, achieved by working as a TEAM. For more information about us, see www.kensingtonavenueprimary.co.uk

Admission number and process

The school has an admission number of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Croydon Local Authority as part of the local coordinated scheme.

The school has an Enhanced Learning Provision for children with a diagnosis of Autism, places covering the full primary age range. These places are allocated by Croydon's Special Educational Needs team, are additional to those provided in the main school (i.e. this does not impact on the number of places available in the main school indicated as the admissions number above) and therefore are not covered by this policy document at all.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and all previously looked after children i.e. children in foster care, care homes, 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 siblings in the school
3. Pupils with serious medical needs for attending a particular school. Supporting professional evidence must provide specific reasons why a particular school is the only school that can meet your child's needs and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or a consultant.

For primary age children, their need to attend a particular school because of a parent's serious medical needs may also be relevant.

4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

Definitions relating to the criteria

1. 'Looked after children' (**LAC**) are (a) in the care of a 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 Act 1989). 'Previously looked after children' (**PLAC**) are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Those children who are seen as having been internationally adopted previously looked after children – '**IAPLAC**'. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as "brother or sister, half brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made. The sibling must be at the school at the point of proposed admission."
3. All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this.

In a very few exceptional cases, however, there may be reasons why a child needs to attend Kensington Avenue Primary School.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend Kensington Avenue Primary School, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted to admissions@kaps.croydon.sch.uk at the time of application.

4. 'Home-to-school distance' is defined/measured "by using the local authority's computerised measuring system, which measures the precise distance (to three decimal points) in a straight line from the pupil's main home to the designated main school entrance nominated by the school. For shared properties, e.g. flats, the measurement is taken from a designated centre of the building. The use of the geographic information system (GIS) ensures that all applications are measured by the same method".

'Home address' is defined as "the child's permanent place of residence on the application deadline date. A business address, work place address, or child-minder's address will not be accepted. A relative's or carer's address can be considered ONLY if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility – i.e. a court order – must be supplied to Croydon Council. It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the parent with whom the child spends most of the school week (which will be the address where child benefit is payable) should make the application. An application can only be made from a single address and only one application can be made for each child. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents".

5. Education, Health and Care Plan

An Education, Health and Care plan (EHCP) is an integrated support plan for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

Child minding arrangements:

Child-minding cannot be taken into account when allocating places at oversubscribed community schools.

Children attending the school's nursery class attached to an infant or primary school:

Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

Twins/triplets or other multiple births for admission into an infant class:

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – Kensington Avenue Primary School adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school¹; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school

age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2023. The waiting list will be maintained by the Local Authority and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Croydon Local Authority independent appeals service. Appeals must be made in writing, setting out the reasons on which the appeal is made, and be lodged within the timescale given in the letter confirming the decision not to offer a place. See www.croydon.gov.uk/democracy/feedback/appeals for more information.

The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

Kensington Avenue Primary School Appeals Timetable 2023-24

The dates and timeline for the appeals process are set in accordance with the School Admissions Appeal Code 2012.

Primary Appeals Timetable – 2023/24 Admissions Round

- Offer Date: tbc
- Deadline for lodging appeals: tbc
- Deadline for hearing on-time appeals: tbc

Late Appeals

In Year Admissions

Applications for in year admissions require parents to complete a Common Application Form, available from the local authority. The Common Application Form should be submitted to School Admissions at Croydon Council. Once School Admissions receive the application the child will be placed on the waiting list. If the school has a vacancy and your child is at the top of the waiting list your child will be offered a place. If a place is not available your child will continue to remain on the waiting list for the remainder of the academic year, if you wish to remain on the list after this point you must reapply by submitting a new In-Year Common Application Form. Waiting list position can be checked by email to school.admissions@croydon.gov.uk .