



Goose Green Primary and Nursery School

Admissions Policy

For admissions from: Autumn 2020

Review Date: Autumn 2021

1. INTRODUCTION AND PUBLISHED ADMISSIONS NUMBER (PAN)

Goose Green Primary and Nursery School is located in the London Borough of Southwark and is part of the Communitas Education Trust, a multi-academy trust. The Trust is the “admission authority” for the school and therefore responsible for determining and implementing the admission arrangements for the school each year in accordance with the School Admission Code 2014 (“the code”) and other legislation. The Trust delegates this responsibility to the Local Governing Body of the school.

Goose Green Primary and Nursery School is fully inclusive and welcomes applications for the admissions of children of all abilities and needs, including those with special educational needs and disabilities.

Published Admission Number (PAN)

The published admission number (“PAN”) for Reception Year is 60.

This means that the school will admit up to that number of children in the September of the school year to which this policy applies.

Statutory Maximum Infant Class Size

Goose Green adheres to the statutory maximum class size for infant years (Reception, Year 1 and Year 2), which at the time of writing is defined by the Schools Admissions Code as being 30 pupils per class. The Code allows additional children to be admitted under exceptional circumstances, which includes children admitted outside of the normal admissions round who have a Education, Health and Care Plan which names Goose Green and children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.

2. VISITING BEFORE YOU APPLY AND THE SCHOOL PROSPECTUS

Pre-Application Visits

We encourage parents and children to visit the school when considering applying for a place in nursery or Reception. Regular tours are available where a member of the Senior Leadership Team will be able to answer any questions and prospective families can meet other families with children at Goose Green. Details of tour dates are published on the school website.

Admission Prospectus

The school publishes a prospectus on the school’s website and this is also available in hard copy from the school office.

3. HOW TO APPLY

Applying for Reception

Applications for entry to Reception from Southwark residents should be made through Southwark Council’s online Common Application Form:
<https://www.southwark.gov.uk/schools-and-education/school-admissions/primary-admissions>. The information on the Southwark Council website includes details of key dates for applications and offers of places.

Applicants residing in other boroughs must complete the application form for their borough.

Applying for Nursery

Goose Green accepts children in the September following their third birthday. Applications should be made directly to the school using the school's application form, which is available on the school website or from the school office.

It is important to note that children already attending Goose Green nursery will not automatically transfer into the main school at Reception age and applications must be made following the normal process.

4. IN-YEAR APPLICATIONS

Applications for in year admission can be made at any time outside the normal admissions round. Details are available on the Southwark Council website:

<https://www.southwark.gov.uk/schools-and-education/school-admissions/in-year-admissions>.

As is the case in the normal admissions round, all children whose EHC Plan specifically names Goose Green (following consultation with the school to confirm that the needs of the child can be met) will be admitted. Parents must ensure that they complete all necessary information (for example details of siblings) in the Common Application Form before it is submitted. Where relevant, a completed Category 2 (Children with a Medical Need) Form must also be submitted.

5. CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN

There are separate procedures in place which govern the admission of children with special educational needs ('SEN') who have an Education, Health and Care Plan ('EHC Plan') issued by their Local Authority. If parents feel that Goose Green Primary and Nursery School should be named as the appropriate school for their child in their EHC Plan they should discuss this with the Local Authority who will consider whether the school is suitable in consultation with the child's parents and the school.

Where a child's EHC Plan names the school as the only appropriate school for the child, they will be admitted to the school even if this will result in the published admission number ('PAN') for that year group or the statutory maximum infant class size being exceeded. Where admission is to Reception Year in September (ie in the normal admission round), the number of places available within the PAN for other children will be reduced.

Where a child is in the process of being assessed by the Local Authority to establish whether an EHC Plan should be made, the parents should speak to the Local Authority before applying for admission under this Admissions Policy, to check the stage the assessment has reached and whether a decision to make an EHC Plan will be made before the application deadline (as if it has an application under this Admission Policy will not be necessary).

6. OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, places will be allocated in the following order of priority:

- a. Looked After Children (see definition in section 15 below) and all children who have previously been Looked After Children but ceased to be so because they were adopted (or became subject to a residence/special guardianship order). In order to determine whether to give a child the highest priority under the 'looked after' or 'previously looked after'

criterion, the Local Authority and the school require the applicant to provide the following supporting evidence at the time of making the application:

- a. A letter on headed paper from the child's social worker (from a Local Authority in England) confirming that the child is either currently 'looked after' by them or was 'previously looked after' by them but ceased to be so because they were either adopted, subject to a child arrangement order or a special guardianship order immediately after being looked after; and
 - b. A relevant court order under English law such as an adoption order, a child arrangements order or a special guardianship order.
- b. Children who will have siblings attending the school at their time of entry, including half/step/adopted brothers and sisters attending who share the same home. Parents must ensure that they have included full details of the sibling in the Common Application Form to be included in this category.
- c. Children for whom there is a compelling reason why Goose Green Primary and Nursery School is the only school which is suitable and appropriate for the child to attend because of a specific medical or social need of the child or their parent which prevents them from attending any other school will be allocated places in this category by reference to the proximity of the child's home address (as defined by this policy) to the school, with those living nearer receiving higher priority.

This must be supported by written evidence from relevant qualified professionals (eg a GP, hospital consultant or social worker), explaining the reason why in their professional opinion Goose Green Primary and Nursery School is the only suitable and appropriate school for the child to attend, why no other school is suitable and appropriate, and the medical or social reasons why this is the case.

The Local Governing Body's Admissions Panel will decide whether the child meets the criteria for inclusion within this category, and will do so fairly and consistently in all cases. Where the Admissions Panel is not satisfied that the criteria are met, the child will be placed into the next category that applies. For the avoidance of doubt, reasons such as inconvenience for parents will not be regarded as a compelling reason for the child to be included within this category.

- d. Children of permanent full time staff members or staff who work at least three days per week where:
- the member of staff has been employed at the school for 2+ years at the time at which the application for admission is made; or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
 - the child's home address is that of the staff member
- e. Children who live nearest to the school, measured in a straight line from the child's home address to the school's main gates on Tintagel Crescent.

These criteria are applied to oversubscription for both Nursery and Reception.

7. TIE-BREAK

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Where two applications cannot otherwise be separated because the distance between the child's home address (as defined by this policy) to the school is the same, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the school.

8. WAITING LISTS

Children who are unsuccessful in achieving a place for Reception admission will be automatically added to the waiting list for Reception Year for the duration of the first term, until 31 December of the same year. After that date, all names will be removed unless the child's parents notify the school that they would like their child to be kept on the waiting list. Looked after children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over others on the waiting list.

Where an application for in-year admission to a year group other than Reception is unsuccessful, parents will be asked if they would like their child to be added to a waiting list for that year group and, if so, for how long. Waiting lists are not routinely kept for other year groups unless parents specifically ask for their child to be included on one.

The child's position on a waiting list will be ranked solely in accordance with the order of priority set out in the oversubscription criteria in this policy, not the date that the child's name was added to the waiting list. This means that the child may go up or down the waiting list as other children are added or removed.

9. APPEALS

Parents have a statutory right of appeal against the refusal of a place which will be heard by an Admissions Panel constituted of two members of the Local Governing Body and an independent panel member. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents by the Local Authority when offers of places are made.

An admission appeal must include the grounds for making the appeal. Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter and the mandatory requirements of the School Admissions Code.

The school is required to publish an admission appeal timetable on its website on or before National Offer Day.

10. DATES OF ENTRY / DEFERRED ENTRY FOR RECEPTION

Parents who have been offered a place for their child in Reception can choose to defer their child's start date until they have reached compulsory school age.

However, the start date for a child born between 1 April and 31 August who will not reach compulsory school age until 31 August (known as ‘summer born children’) cannot be deferred later than the first day of the summer term (usually when the school re-opens after the Easter holiday) without losing the place that has been offered, which will then be allocated to another child. Parents of ‘summer born children’ can, however, choose to delay their child starting school for a whole school year (see below).

Parents may also choose to send their child to school part time until they reach compulsory school age. Unlike the right to defer entry, this right can be exercised during the last term in the case of ‘summer born children’, and can also be exercised in combination with the right to defer the child’s start date until later in the school year, as set out above.

For example, a child born on 18 November could start school part time from 1 September and then full time from 1 January, and a child born on 22 March could start school part time from either 1 September or 1 January and then full time from 1 April.

Summer born children

Parents of children born between 1 April and 31 August (‘summer born children’) have the following options in relation to their child starting at school:

1. To start school full time in Reception Year in the September following their fourth birthday in the usual way; or
2. To retain the place they have been offered for their child in Reception and decide that their child will start school later in the year (deferred entry) and/or attend part time, as set out above; or
3. To lose the place that has been offered for their child in Reception and delay (rather than defer) their child starting school for one whole school year (starting school the following September).

Parents choosing to delay entry to school (option 3 above) must decide whether they want their child to be admitted to Year 1 in the following September with their usual age group (subject to there being an available place in Year 1 as no place will have been reserved for the child) or be admitted to Reception Year in the following September with children below their normal age group. Parents who wish their child to start Reception Year must submit a separate Application for Admission Outside of Normal Age Group to the Local Governing Body of the school (see below).

11. ADMISSIONS OUTSIDE OF NORMAL AGE GROUP (FOR YEARS OTHER THAN RECEPTION)

Requesting agreement to apply for admission outside of normal age group

All parents have a right to apply for their child to be admitted to a year group above or below their child’s normal year group, however it is for the school, as its own admissions authority, to decide whether to agree to this or not. Parents do not have an absolute right to decide that their child will be educated outside their normal age group.

Applications from Southwark residents must be made using the Southwark ‘Request for Admission Outside of a Child’s Normal Age Group’ form and returned to the Southwark Schools Admission Team:

<https://www.southwark.gov.uk/assets/attach/4339/Form%20-%20Request%20for%20admission%20of%20children%20outside%20their%20normal%20age%20group.pdf>

Applications from non Southwark residents are advised to contact their Local Authority's Admission Team.

Applications should be submitted as early as possible so that they all options are kept open before deadlines pass, as a formal application for admission will also have to be made if the Local Governing Body agree to the parents' request.

On receipt of a completed application form and any supporting documentation the Local Governing Body will decide whether to agree or refuse the application. This decision will be made on the basis of the circumstances in each case and in the best interests of the child concerned. The factors the Local Governing Body will consider include the following:

- The parents' views
- The head teacher'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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

Where the application is refused, the Local Governing Body will write to the parents confirming the refusal, clearly setting out their reasons for their decision. Parents do not have a statutory right of appeal against a decision to refuse an application for a child to be admitted outside their normal age group, however a complaint can be submitted under the school's Complaints Policy if the child's parents believe that the Local Governing Body did not deal with the application properly.

Where the application is agreed in principle, the Local Governing Body will write to parents confirming their agreement. Parents should note that this agreement is not an offer of a place in the desired year group – it is simply an indication that the Local Governing Body will accept an application for admission of the child to the desired year group.

Applying for a place once the school has confirmed agreement to admission outside of normal year group

Parents who have received the school's agreement to admission outside of normal year group must make an application for their child's place through the normal application process. The application for admission must be accompanied by the letter confirming the Local Governing Body's agreement in principle.

Applications will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available. For the avoidance of doubt, this means that even where the Local Governing Body has agreed in principle to a child being admitted outside their normal age group there is no guarantee that a place in the desired year group will be offered.

This is particularly relevant in the case of 'summer born children' for whom a place in Reception Year is being sought one year later than usual, as they may not be offered a place in Reception Year. The child's parents will then need to decide whether to submit an application for admission outside of normal age group to another school with a place available in Reception Year or to seek a place in Year 1 at a school which has places available.

12. TWINS AND CHILDREN OF MULTIPLE BIRTH

Where a child who is a twin or a child of a multiple birth is offered a place but their twin or siblings of a multiple birth fail to do so, the twin or siblings of a multiple birth will be admitted to the school, even if this means that the school exceeds the Published Admissions Number. These children are known as 'excepted pupils' until the class size falls back to 30 pupils (see above).

13. CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS

The school will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the school, or the children of Crown Servants returning from overseas to live in the area of the school, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as is the requirement for other children.

The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of this Admissions Policy.

14. FIND OUT MORE

For further information about admission to Goose Green Primary and Nursery School, please contact the school's Admission Officer:

Jack McInroy
jmcinroy@goosegreenprimaryschool.org
020 8693 3568

15. DEFINITIONS OF TERMS

Child's Home Address: The child's home address will be the address at which they live and sleep with their parent (as defined above) for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which Child Benefit is claimed or, if ineligible, the address at which the child is registered with their GP and dentist. Where there is an issue over whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue. This may include providing details of the times that the child has spent at the stated home address, with the tie breaker being applied if more than one application is received for children living in the building.

Compulsory School Age: A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, 31 August.

Governors mean the Local Governing Body of the school.

Looked After Children are children who are (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 Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one more individuals to be a child's special guardian (or special guardians).

Any references to previous looked after children in the School Admissions Code 2014 means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately having been looked after.

Nearest means, for the purpose of measurements, the nearest distance, measured in metres as a straight line between the designated entrance to the school in Tintagel Crescent to the child's home address. If a child lives in a block of flats with a communal entrance, a fixed point within the block is used for calculation purposes, not the individual flat. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority. Where a child is subject to a shared residence arrangement between two parents/carers, the distance to the school will be based on the address stated in the application form.

Normal Admissions Round is the period during which parents can apply for state-funded school places at the school's normal point of entry (in Reception class).

Parent/Carer means 'Parent' as defined in Section 576 of the Education Act 1996, namely:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility or is the primary carer for a child or young person

School means Goose Green Primary and Nursery School.

Sibling has its normal natural meaning and includes step-siblings, half siblings, adopted and foster siblings who are living at the same address from Monday to Friday.