



## **Admissions Policy**

### **September 2020**

#### **Introduction**

We welcome visits by prospective parents and carers so that you can see the school in action. The Headteacher or a member of the Senior Leadership Team will be pleased to show you around and tell you everything you need to know about our school and answer any questions you may have.

**\*Covid Update:** The Headteacher is happy to meet with any prospective parents in a space in our playground. These visits need to be made by appointment through the school office and usually take place at 9:30am. They are an opportunity to meet with the Headteacher to talk about the school and answer any questions you may have, and to see the Early Years in action in their outdoor learning environments. Unfortunately, due to the Covid restrictions in place, we are unable to give you a full tour of the school but we hope that these sessions will help you to find out more about what we offer at Walnut Tree Walk.

As we are a community school, our admissions policy follows the Lambeth policy which can be found at:

<https://www.lambeth.gov.uk/sites/default/files/Determined-2020-21-Lambeth-school-admissions-policy-and-arrangements.pdf>

#### **How to apply for a Reception place**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for up to 6 schools, in rank order. The Education Act 2002 and the School Admissions Code 2014 provides a framework that seeks to ensure that on National Offer Day as many children as possible whose parents/carers have applied for a school place 'on time' receives an offer (if an offer can be made) at a school for which they have expressed a preference. You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

#### **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in the Lambeth Admissions policy, including the oversubscription criteria listed.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Allocation of places**

#### *Admission number*

The school has an agreed admission number of 60 pupils for entry in Reception. Some other year groups in the school have an existing PAN of 30.

#### *Oversubscription criteria*

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated, if the school and local authority believes the school is a suitable placement.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below following the Lambeth Admissions policy, in order until all places are filled:

#### **Criterion 1 – Looked After Children**

Priority will be given to looked after children and previously looked after children.

#### **Criterion 2 – Siblings**

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority.

#### **Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need.

#### **Criterion 4 – Children of staff at the school**

Applications for children of staff at the school.

**Criterion 5 – Distance**

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.

For further information about each of these criteria, please see the Lambeth School Admissions policy at

<https://www.lambeth.gov.uk/sites/default/files/Determined-2020-21-Lambeth-school-admissions-policy-and-arrangements.pdf>

**In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round.

Applications for in-year admissions should be made to Lambeth school admissions. Details can be found at:

<https://www.lambeth.gov.uk/school-admissions/apply-for-a-primary-in-year-school-place>

**Applying for a Nursery place**

All 3 and 4 year old children are entitled to a minimum of 15 hours free Nursery provision.

The following places are available at Walnut Tree Walk:

- a. 15 hour places;
- b. 30 hours places subject to eligibility of the child, and number of places determined by the school;
- c. 15 hour places plus additional hours where parents enter into a private agreement to pay for these additional hours. The school may request a deposit. Please enquire at the school for up to date costings;
- d. Some free 30 hour places may be available subject to school's discretion if children meet the following criteria:
  1. Children who are looked after, or who have an allocated social worker who has written support of the need for a full-time place as part of the Child's Plan at that school.
  2. Children who are recommended a full-time place by a Team Around the Child (TAC), Locality or Disability Panel.
  3. Children in circumstances where the Headteacher considers a full-time place should be provided. To ensure quality across the borough the following criteria must be met first:
    - (a) children who are eligible for free school meals

(b) evidence to demonstrate that home circumstances could significantly affect a child's well being

When applying for a place for your child in our Nursery, please complete the online application form on our school website in the Admissions section or complete a paper copy available from the school office.

### **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

### **Monitoring arrangements**

**This policy will be reviewed annually by the Governing Body with the Admissions Authority in the light of any changed circumstances in our school or the local area.**

**Date of most recent review: 22<sup>nd</sup> October 2020**

**Signed (Headteacher):** \_\_\_\_\_

**Signed (Chair of Governors):** \_\_\_\_\_