

Churchill Gardens Primary Academy Admission Arrangements 2018-19

1.1. Churchill Gardens Primary Academy has an agreed admission number (PAN) of 30 pupils.

1.2. The Academy may set a higher admission number as its Published Admission Number for primary provision for any specific year.

2. Process of Application

2.1. Applications for places in the Reception classes will be made in accordance with Westminster City Council's co-ordinated admissions arrangements and will be made on the Common Application Form provided and administered by Westminster City Council.

3. Consideration of Applications

3.1. The Academy will consider all applications for Reception places at Churchill Gardens Primary Academy. Where less than the Published Admission Number for any relevant age group are received, the Academy will offer places to all those who have applied.

4. Procedures where Churchill Gardens Primary Academy is oversubscribed

4.1. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs or with an Education, Health and Care Plan where Churchill Gardens Primary Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

A. Looked after children and children who were formerly looked after and children who were adopted from Local Authority Care (previously looked after children who have left care under an adoption order, residency order or special guardianship).

B. Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why the admission to the primary is necessary.

C. Siblings of students currently attending the Academy (not including the nursery) who will continue to do so on the date of admission. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, whose main residence is at the same address. The Academy reserves the right to ask for proof of relationship.

D. Admission of children who live closest to the Academy, as measured by the shortest walking route. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

E. Tie-breaker: first of all criterion 'D' will be used as a tie-break if necessary in categories 'B' and 'C' above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

4.2 If false or misleading information is used to gain entry to the Academy, applicants may lose their priority for admission.

4.3 Where the admission of twins, triplets or same-year siblings which would lead to exceeding the Published Admissions Number, priority will be given to the eldest of the siblings.

4.4 Split residence: Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The address used will be that where the child spends the majority of the school week. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If parents cannot agree on the pattern of residence or the residential address to be used the address used will be that registered with the child's GP.

5. Operation of waiting lists

5.1 The Academy will operate a waiting list for each primary year group. Unsuccessful applicants for entrance to any year group, including any applications received after the closing date for entrance to Reception, will be included in Churchill Gardens Primary Academy's waiting list for the relevant year group. The waiting list will operate until the end of the school year.

5.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4 of this Annex without regard to the date that the application was received. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

6. Appeals

6.1 Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals.

6.2 The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the Appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

7. Children attending nursery class

7.1 Parents of children attending the nursery class must reapply for a Reception class place. There is no automatic transfer from the nursery class to the Reception class.