

# Knollmead Primary School Admissions Arrangements 2019 / 2020



## 1. General

- a) Knollmead Primary School is an Academy school in the Royal Borough of Kingston upon Thames.
- b) This document reflects legal requirements. It is in your interest to read this document carefully together with the Local Authority Primary School Admissions booklet.
- c) Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with special educational needs. All needs are discussed on an individual basis.
- d) The governing body has responsibility for admissions to Knollmead Primary School and intends to admit 30 children to the reception classes in the school year that begins in September 2019.
- e) Parents are reminded that if your child is offered a place this does not guarantee a place for future applications from siblings. The admissions criteria will be applied in every case.

## 2. Co-ordinated Scheme for Admission Arrangements for entry into Reception 2019

Applications are made on line (for Kingston residents by visiting [www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions)) or by the completion of the COMMON APPLICATION FORM which parents can obtain from their home Local Authority by post or their website. The deadline for all applications is 15 January 2019.

It is a statutory requirement to make only one offer of a school place to each applicant for a primary place. Where an applicant qualifies for more than one school the offer will be decided according to the preference order of the schools as stated on their application.

Please contact a member of the office staff at the school if you need any information or help in applying for admission.

## 3. Oversubscription Criteria

If there are more applications received than there are places, the following criteria will be used to decide which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in an Education and Health Care Plan):

1. places will be offered firstly to looked after children or previously looked after children [see footnote 1;
2. places will be offered next to children who have a sibling [see footnote 2] living at the same address who is attending Knollmead Primary School at the time of admission;
3. places will be offered to children of permanent staff where the member of staff has been employed by the **School** for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. places will then be offered in cases of exceptional family, social or medical need [see footnote 3] which makes Knollmead Primary School the most suitable one for the child;
5. the remaining places will be offered to children whose home [see footnote 4] is nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (iv), is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots by AfC School Admissions will be used as a final tie breaker.

*Footnote 1: Definition of 'looked after children' and 'previously looked after children'*

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

Looked after children are children who 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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and previously looked after children are children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

Evidence will be verified by the LA before applications are passed to schools. If a school receives an application directly, please ensure the status of a LAC or Previously LAC is verified.

*Footnote 2: Definition of 'sibling'*

Children who have a brother or sister, including a step, adopted, half-brother or sister or foster-brother or sister, living at the same address, a child who, is living as part of a family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted.

*Footnote 3: Definition of 'exceptional family, social or medical need'*

To demonstrate an exceptional social, medical or pastoral need of the child which can most appropriately be met by Knollmead Primary School, the governing body would normally require written evidence from an appropriate professional, such as a social worker, doctor.

*Footnote 4: Definition of 'home'*

Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week. Please see the section on proof of address in the Primary Admissions booklet for further information.

#### **4. Date of Admission to the School for 2019 - 2020**

If your child is born between 01 September 2014 and 31 August 2015 then they will be able to start reception class in September 2019.

In accordance with the School Admissions Code 2012 provision will be made for all children in the September following their fourth birthday.

##### **1. Deferred entry or part-time attendance in Reception year**

Parents can defer their child's entry to school until later in the school year or to attend part-time, but only until the child reaches compulsory school age in that school year i.e. the latest their child can start school is at the beginning of the summer term 2020. Once a place has been offered, parents can confirm the arrangements with the Head teacher of the school.

##### **2. Admission outside of the child's normal age group**

Parents seeking admission to an age group outside of their child's normal age group, must still make an application for a school place by the closing date of 15 January 2019. They will also need to submit a separate written request and may provide supporting documentation should they wish to do so.

Each request will be carefully considered in accordance with the current School Admissions Code and a

decision will be made on the individual merits of each case. The decision will take into account parents' views, information about their child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. Consideration will be given to whether they may naturally have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account.

For summer born children, if it is agreed that they can be educated in a younger year group, parents will need to re-apply in the following year for entry into Reception in September 2020.

Later transfers may be permitted as part of a review of Special Educational Needs [SEN] where all parties are in agreement that this will be in the best interests of the child's educational development and will be beneficial for the pupil concerned and where the school feels that it has the resources and ability to meet any identified needs of the child.

## **7. Procedures**

The closing date for applications in the normal admissions round is 15 January 2019.

1. To apply for a place at the school, parents must do so online or complete and return the Common Application Form to their Home LA by 15 January 2019. It is advisable to keep a copy of the form before submitting it.
2. Late applications will be treated as published in the LA primary admission booklet. Any late applications made directly to any school on the common application form will be forwarded to the LA immediately. All late applications will be considered after those received on time.
3. A child attending Knollmead Primary School Nursery is not guaranteed a place for the reception class and nursery parents must apply separately and in the same way as all other applicants.
4. Applicants will be notified on 16 April 2019 in line with the Local Authority timetable as to whether the Governors are able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the over-subscription criteria set out in this document.
5. Kingston School Admissions Department will keep our waiting list in rank order as identified by the published oversubscription criteria. The waiting list will be held in criteria order (regardless of when an application is received) until the end of the academic year in July 2020. After this date, all waiting lists will be disbanded. In January, Knollmead School Admissions Officer will write to parents who will need to respond in writing as to whether or not they wish to remain on the waiting list. Placing a child's name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place. Parents should note that when the admission criteria has been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant's position.

## **8. False Information**

a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.

c) Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

## **9. Applications outside of the normal admissions round i.e. In-Year Admissions**

Applications outside of the normal admissions round must be made to Kingston School Admissions and will be dealt with in accordance with our In-Year scheme. Any applications will be considered by the Governors' Admission Committee using the criteria set out in this document in section 3. If all places have been filled then parents will be offered the opportunity to place their child on the waiting list in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **In-Year Admissions**

In Year admissions must be made using Kingston's In Year Application Form available either by downloading a copy from [www.kingston.gov.uk](http://www.kingston.gov.uk) or from Kingston School Admissions Department. Telephone 020 8547 4610 or email [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk) to request a copy, ensuring that you include the name of the school on the form as one of your preferences.

Please note:

- i. A child has the right of admission if the school is not up to its PAN in that year group unless the school can demonstrate to an independent appeal panel that there would be prejudice to the education of others. (This will only be the case where the school cannot reasonably reorganise its curriculum to accommodate additional pupils eg. it would need to introduce additional classes for which it has neither staff nor accommodation.)
- ii. Admission of pupils over PAN is undertaken on the understanding that the other local schools act accordingly.
- iii. According to the Infant Class Size Regulations, our school should not be asked to admit more than one over number except in the case of twins. As classrooms vary in size and some rooms are too small to take extra pupils (Years 1 and 3 in particular), judgements will be made on an individual basis.
- iv. Children who have a school place within reasonable walking distance will not be deemed a priority. (Reasonable is defined as a home to school distance within two miles for a child under 8).

## **10. Pupils with an Education and Health Care Plan (EHCP)**

The admission of pupils with an Education and Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Further help or advice on this can be obtained from the home local authority.

## **11. Appeals against the Governing Body's decision to refuse admission**

- a) Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.
- b) Infant classes [YR to Y2] are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-
  - the admission of additional children would not breach the infant class size limit;
  - or
  - the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;
  - or
  - the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals should be made to the Admission Appeal Clerk at the school address:-

Knollmead Primary School, Knollmead, Surbiton Surrey KT5 9QP

**12. Fair Access**

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol, which may mean exceeding Infant Class Size. Children admitted under this protocol will take priority over others on a waiting list.

Updated: February 2018