



## **Tweeddale Primary School**

### **Admission Arrangements 2021**

**School's Published Admission Number: 60**

**Date agreed by Governors:**

**Date of next review: June 2020**

Tweeddale Primary School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admissions Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

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#### **1 Admission for entry to Reception, September 2021**

Tweeddale Primary School has a Published Admissions Number of 60 for entry into Reception in September 2021. Parents must submit their Common Application Form stating their preferred schools to their Home Local Authority no later than 15 January 2021.

Parents may request to defer their child's entry to Reception until later in the Reception year. However, it is rare for a request to defer entry to be agreed beyond the start of the spring term. If the parent of a summer born child wishes to defer their child's entry until the start of Year 1, they must re-apply for a school place at that time. Parents may also request to stagger entry from part-time to full-time attendance. Individual requests will be considered by the school.

Where the child is attending the school's nursery, a separate application must be made for entry to Reception. Places are allocated in accordance with the criteria set out below; no automatic entry or priority is given to children attending the school's nursery.

### **1.1 SEN/EHCP**

Children with an Education Health Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that names the school.

### **1.2 Oversubscription**

#### **1.21 Priority One: Looked After Children or Previously Looked After Children**

A Looked After Child is a child who is (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 the definition in section 22(1) of the Children Act 1989), and for the purposes of these admissions arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

#### **1.22 Priority Two: Medical or Social**

Children who have either exceptional medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school. Applications must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by the Greenshaw Learning Trust Admissions Committee against the set criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.) Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Admission Authority may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application. Consequently, in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

#### **1.23 Priority Three: Siblings**

Children who have siblings at the main school, and who will still be attending the school at the time of the child's admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

### **1.24 Priority Four: Distance**

The remaining places will be offered on the basis of proximity of the child's home address to the school. Distances will be measured in a straight line from the child's home address to the main entrance of the school building, with those living closer to the school receiving the higher priority. Distances will be measured by the computerised Geographical Information System maintained by the London Borough of Sutton's Admission Team.

The address on the application must be the child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Parents/carers must not use a temporarily rented address to secure a school place for their child. The address will normally be the parents' address.

Where a child lives with parents with shared parental 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. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

If parents/carers wish to discuss their circumstances prior to making their application, they should contact their home Local Authority.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

### **1.25 Tie Break**

Where two or more applicants share priority for a place, e.g. where two children live the same distance from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

### **1.3 Late Applications**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice.

### **1.4 Notification and Acceptance of Offers**

*Notification of offers will be sent to parents/carers by their Home Local Authority on 16 April 2021. Written acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter.*

*An offer found to have been gained fraudulently will be withdrawn.*

### **1.5 Waiting Lists**

If the school is oversubscribed a waiting list will be held for entry to Reception until 31<sup>st</sup> December 2021.

Parents wishing to remain on the waiting list after this date should write to the school by 31<sup>st</sup> December 2021, stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's oversubscription criteria.

## **2 Mid-Term Admissions**

Applications for a place at Tweeddale Primary School should be made using a Mid-Term Application Form available from the School Admissions Team at the London Borough of Sutton.

Where there are more applicants than places available waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

## **3 Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The head teacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests

of the child concerned. This will include taking account of the parent'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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

#### **4 Appeals**

Parents/carers have a statutory right of appeal to an Independent Appeal Panel if a place is not offered.

Parents/carers should bear in mind that the School Standards and Framework Act 1998 limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit infant class sizes.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal. The Panel will decide whether to uphold or dismiss the appeal. Where a Panel upholds the appeal the school is required to admit the child.

Appeals for entry to Reception in September 2020 must be received by **21<sup>st</sup> May 2021**.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or Head of Admissions, The Greenshaw Learning Trust, Grennell Road, Sutton. SM1 3DY

#### **5 Admissions for entry to Nursery**

Children will be eligible for consideration for entry to nursery from the term after their third birthday. Applications can be obtained from the school office or via the schools website [www.tweeddaleprimary.sutton.sch.uk](http://www.tweeddaleprimary.sutton.sch.uk)

When the nursery is over-subscribed, applications for admission in 2021/22 will be ranked against five factors, which will be considered in the following order:

Children who have reached the age of 3 years before 1 September 2020

Children who have reached the age of 2 years before 1 September 2020

Applications will be prioritized as below:

##### **Priority One: Looked After Children or Previously Looked After Children**

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with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989), and for the purposes of these admissions arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

### **Priority Two: Medical or Social**

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### **Priority Three: Siblings**

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### **Priority Four: Distance**

The remaining places will be offered on the basis of proximity of the child's home address to the school. The point within the school to be used in any distance calculating will be the main entrance to the school building. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority.

There is no right of appeal against a decision not to offer a nursery place.

**Attendance at the school's nursery does not give priority for a place in our Reception Classes.**