



# Cheam Park Farm Infants School

## Admission Arrangements for Entry in 2015/2016



This document sets out the admission arrangements for Cheam Park Farm Infants for entry in 2015/2016.

### 1. General Arrangements

#### 1.1 Entry to Nursery

Cheam Park Farm Infants have one intake for entry into Nursery in the Autumn term. We offer part time education for children from the September after their third birthday.

#### 1.2 Entry to Reception

A separate application must be made for all children for entry into the Reception year regardless of where they attend nursery or pre-school.

We offer full time education to children from the September before their fifth birthday. Parents may request to defer their child's entry to Reception until later in the Reception year, but not beyond statutory school age. 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.

Where the child is attending the school nursery, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery.

### 2. Applications

#### 2.1 Nursery

Applications for a nursery place to Cheam Park Farm Infants School should be made directly to the school. The closing date for applications will be in line with the Local Authority. Applications for the school outside the normal point of entry to Nursery should also be made to Cheam Park Farm Infants.

#### 2.2 Reception

Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary School. Please see Sutton's Pan-London Scheme for further details regarding the application process. The closing dates for applications will be in line with the local authority. Application for the school outside the normal point of entry to Reception should be made to the London Borough of Sutton.

#### 2.3 Transfer to Junior School

Children attending Cheam Park Farm Infants must make a separate application during Year 2 for a place at the linked Cheam Park Farm Junior School. Places are not guaranteed but children attending the Infants do receive priority. Please see Sutton's Pan-London Scheme and Cheam Park Farm Junior School's admission policy, for further details regarding the application process for the Junior School and the closing date for applications.

### 3. Admission Number

The Infant School	Admission Number	Linked Junior School
Cheam Park Farm Infants (Academy) (maximum)	105	Cheam Park Farm Junior (Academy)

The published admission numbers for Cheam Park Farm Infants and Cheam Park Farm Juniors is 105. The maximum number for Nursery is 52 (26 am and 26 pm).

### 4. Admissions and Oversubscription Criteria

#### 4.1 Nursery

When Cheam Park Farm Infants School nursery is over-subscribed, applications for admission in 2015/2016 will be ranked against the following factor:

- **Children who have reached the age of 3 years before 1 September 2015**

Applications will be prioritised as below:

- a) Looked after children and previously looked after children (see notes at 4.3.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend Cheam Park Farm Infants School Nursery (see notes at 4.3.2).
- c) Where a sibling is already in the main school, or Cheam Park Farm Junior School, at the time of admission (see notes at 4.3.3)
- d) Straight line distance between the child's home address and the main school (see notes at 4.3.4)

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be random.

#### 4.2 Reception/In-Year/Mid-Term

When the school is over-subscribed for any year group, applications for entry in 2015/2016 will be ranked against the following factors:

- a) Looked after children or previously looked after children (see notes at 4.3.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.3.2)
- c) Where a sibling is already in the main school, or Cheam Park Farm Junior School, at the time of admission (see notes at 4.3.3)
- d) Straight line distance between the child's home address and the main school (see notes at 4.3.4)

Please note children with a **statement of Special Educational Needs** naming a particular school will be admitted before all other applicants. The admission numbers in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be randomly generated. Where this applies to twins or other multiple births, the multiple places will be determined by random allocation.

### **4.3 Notes**

#### **4.3.1 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 definition in section 22(1) of the Children Act 1989). A previously Looked After child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

#### **4.3.2 Professionally Supported Medical Reasons or Exceptional Social Reasons**

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the governors will consider if the evidence provided demonstrates that the child must attend Cheam Park Farm Infants School and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

#### **4.3.3 Siblings**

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.

Siblings in Year 6 at Cheam Park Farm Junior School at the time of an application to start Reception in September 2015 will not qualify as a sibling. Where a sibling is in Year 2 at the time of application to start Reception in September 2015, they will be deemed as being in the school at the time of admission, unless they will not be continuing in Cheam Park Farm Junior School the following academic year.

#### **4.3.4 Straight Line Distance**

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. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the Sutton School Distance Checker.

The child's home address excludes any business, relative's or child-minder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child. However, all available evidence will be considered.

The address to be used for the allocation of places will be the child's address at the closing date for applications. Changes of address up to dates stated in the Sutton Co-ordinated Admissions scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from

abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and Local Authority of any change of address.

## **5. Waiting lists**

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. Children with statements of Special Educational Need and those to be admitted through the borough's Fair Access Protocol will take priority over children on a waiting list.

Waiting lists for entry to Reception in September 2015 will be maintained until the last school day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Sutton Local Authority by 31 December 2015, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December 2015, parents whose children are not already on the waiting list but who wish them to be so must make an application through the mid-term admission process. Waiting lists for other year groups will be reviewed at least once a year.

Nursery waiting lists will remain in operation until the end of the academic year.

## **6. Appeals**

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal. There is no right of appeal against a decision not to offer a nursery place.

## **Monitoring and Review**

These admission arrangements are monitored by the Governing Body and will be reviewed annually, or earlier, if necessary.

Adopted by staff and governors Summer 2014

Committee: Children Family and Community Committee

Signed: .....

Date:..... Date of next review: Summer 2015