

# Park Community School

## Admission Arrangements Policy

|   |                    |             |                      |
|---|--------------------|-------------|----------------------|
| <b>Approved</b>                               | <b>Autumn 2018</b> |             |                      |
| <b>Review Date</b>                            | <b>Autumn 2019</b> |             |                      |
| <b>Signed (Head teacher)</b>                  |                    | <b>Name</b> | <b>Bella Street</b>  |
| <b>Signed (Chair of Local Governing Body)</b> |                    | <b>Name</b> | <b>Andrew Tucker</b> |
| <b>Signed (Company Secretary)</b>             |                    | <b>Name</b> | <b>Bob Crick</b>     |

This document sets out the admission arrangements for Park Community School for entry in 2018/19

### 1 General Arrangements

#### 1.1 Compliance with the Code of Practice for Admissions

Park Community School (PCS) will comply with the School Admissions Code to ensure the admissions arrangements are clear, lacking complexity and fair. PCS will make sure that all communication is targeted and accessible to all in our community, including the hard to reach, and those requiring information in additional languages.

The school will not seek to select its students by ability, interview applicants or seek payment from parents and carers for admission. Because PCS has a Christian ethos, we will not seek to admit on the basis of faith and will operate an inclusive admissions policy (open to all faiths and to none).

#### 1.2 Reception Admissions

PCS will work alongside Merton Council ensuring that parents and carers can benefit from a prospectus and suitable marketing materials at the earliest opportunity. PCS will of course ensure that website information is available to all prospective parents and carers **[www.parkcommunityschool.com](http://www.parkcommunityschool.com)**.

Park Community School will offer full time education to children from the September before the fifth birthday. Parents may request to defer their child's entry to Reception until later in the Reception year, or request to stagger entry from part-time to full time attendance, 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.

PCS will admit **30** students to Reception in 2019/20.

### 1.3 In-Year Admissions

Applications for PCS outside the normal points of entry to Reception should be made directly to PCS.

### 1.4 General admissions arrangements

We intend to attract local students and all our publicity and promotional material is designed to appeal to parents and carers in the surrounding neighbourhoods of the school. We are determined that no-one will be marginalised because of challenging or difficult circumstances and will put support in place where this is needed to access information and communication with PCS.

## 2 Process of Application

PCS is part of the Pan London co-ordinated admissions scheme for primary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Merton's CAF is available on-line at [www.merton.gov.uk/admissions](http://www.merton.gov.uk/admissions) or from PCS. If you wish to apply for a place at PCS you must name the school as one of your preferences on the CAF.

The indicative timeline for applications to PCS for September is:-

| Period | Activity   |
|--------|--|
| Sep    | <ul style="list-style-type: none"> <li>September 1st Pan London co-ordinated admissions application opens</li> <li>Merton online application system opens</li> <li>Applications can be made via <a href="http://www.merton.gov.uk/admissions">www.merton.gov.uk/admissions</a> (search for 'school admissions')</li> <li>PCS Prospectus available</li> </ul> |
| Jan    | <ul style="list-style-type: none"> <li>January 15th is the deadline for applications to be returned to Merton to administer</li> </ul>   |
| Feb    | <ul style="list-style-type: none"> <li>February 10th, Chapel St are notified of applications received</li> </ul>   |
| Mar    | <ul style="list-style-type: none"> <li>March 4th Chapel St provide Merton with a list of applicants in criteria order. In the case of oversubscription, Chapel St Community Schools Trust will apply the admissions criteria outlined below in section 3.1</li> </ul>  |
| Apr    | <ul style="list-style-type: none"> <li>April 16th offers made to parents/carers</li> <li>April 30th deadline for acceptances</li> <li>W/c 27th April distribution of appeal forms to</li> </ul>  |

|     |   |
|-----|---|
|     | those parents/carers who have requested one   |
| May | <ul style="list-style-type: none"> <li>• May 14th deadline for appeal forms</li> </ul>  |
| Jul | <ul style="list-style-type: none"> <li>• July 16th all appeals submitted by the deadline heard by an Independent Appeals Panel</li> </ul> |

### 3 Admissions and Oversubscription Criteria for Park Community School

Park Community School wishes to work in harmony with the locally coordinated procedures throughout the admissions process.

Where the number of applications for admissions is *lower* than the published admission number, all applicants will be admitted. Where the number of applications for admission is *greater* than the published admission number, applications will be considered using oversubscription criteria as detailed in Section 3.1 below.

It is important that all information presented on the CAF is correct and verifiable. Chapel St Community Schools Trust reserves the right to withdraw an offer of a place if it has been made on the basis of misleading or false information presented on the CAF.

#### 3.1 Oversubscription Criteria

When Park Community School is oversubscribed for any year group, applications for entry will be prioritised by ranking against the following factors, in order:

After the admission of students with a **Statement of Special Educational Needs** where Park Community School is named on the statement, the criteria will be applied in the order in which they are set out below

- i) Looked after children at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been or previously looked after, (see note 3.2.1), then
- ii) Children/families for whom Chapel St Community Schools Trust accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned, (See note 3.2.2), then
- iii) Applications for siblings (see note 3.2.3), then
- iv) Straight line distance between the child's home address and PCS (see note at 3.2.4), then

Please note children with a **statement of special educational needs** naming Park Community School in particular will be admitted before all other applicants. Admission numbers in section 1.2 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where there are more applicants for the available places within categories (i) – (iii), then the straight line distance as described in note 3.2.4 below will be used as the final determining factor, nearer addresses having priority over more distant ones. If oversubscription occurs in category (iv), and home to school distance is equal, rank order will be determined by PCS using a random number generator. This process will be independently verified. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

## **3.2 Notes**

### **3.2.1 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.

### **3.2.2 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. This evidence should be in the form of a supporting letter from a relevant professional, e.g. a doctor's letter/certificate, or a letter from a Social Worker. Providing evidence does not guarantee priority under this criterion; PCS will consider if the evidence provided demonstrates that the child must attend Park Community School in particular and cannot reasonably attend an alternative school.

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

### **3.2.3 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. (Consideration will be given to applying the sibling rule to full brothers and sisters only who reside at different addresses. This will be entirely at the discretion of the Chapel St Community Schools Trust and will take information and evidence provided by each applicant into account and will also examine other relevant issues i.e. location of each sibling's address and the distances to all relevant schools plus the affects of using discretion on other applicants for a school.)

### **3.2.4 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. All distances will be

calculated using a radial measurement. It should be noted that the distance will be defined from a start point plotted within the centre of the property at which the applicant lives to PCS school gate. Where a school has more than one entrance gate used for admissions purposes, the one closest to the applicant's home will be used. Applicants wishing to query a distance from home to school should contact Chapel St at Park Community School, via **[www.parkcommunityschool.com](http://www.parkcommunityschool.com)**. The child's home address excludes any business, relative's or childminder'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 initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the 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 in-year 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 Park Community School of any change of address.

#### **4 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 will take priority over children on a waiting list.

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

#### **5 Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

#### **6 Appeals**

Applicants who are not offered a place at PCS will be given a right of appeal, in line with the School Admissions Appeal Code (DfE, 1<sup>st</sup> February 2012). Clerks

Associates UK manage the appeals process on behalf of Chapel St Community Schools Trust. Parents/carers may find out general information about the appeals process from their website (<http://www.clerksassociates.co.uk>).

Outcome letters will give full details of how to lodge an appeal for Park Community School along with advice on the relevant timescales and deadlines.