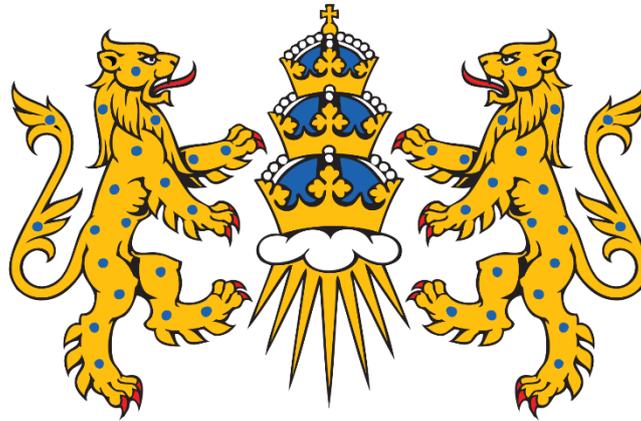


# Drapers' Pyrgo Priory School Admissions Arrangements 2017/18



Drapers' Pyrgo  
Priory School



Pyrgo Priory Primary School is an Academy and the Governing Body became the admissions Authority on 1<sup>st</sup> February 2015. The Governing Body has determined to operate admissions on the same basis as that used by the Local Authority. Drapers' Pyrgo Priory School operates within an equal preference scheme and welcomes all children.

### **The Published Admission Number for 2017 - 18 is 60**

#### **Application Procedures**

If your child was born between 1 September 2012 and 31 August 2013 they can start full time School in September 2017. Applications must be made using the Common Application Form which will be made available by the Local Authority's School Admissions Team. Applications can also be made online via the Local Authority's website [www.havering.gov.uk/schooladmissions](http://www.havering.gov.uk/schooladmissions) from 2nd September 2016 or from the E admissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

Applications must be made direct to the Local Authority no later than **15<sup>th</sup> January 2017**. All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the Local Authority's area.

Parents/carers will receive an email during the evening of the **18 April 2017** advising them of the School they have been offered. Parents/carers will also be advised in the email to log back onto the eAdmissions website to accept or decline the School offered by the **2 May 2016**.

In the event that Parents/carers are unable to view the outcome of their application online, they can contact the School Admissions team by telephone or e-mail from **19 April 2017**. Parents/carers will be expected to answer several security questions before any information will be released.

#### **Parents/Guardians will be informed of places on National offer day, which this year is 18<sup>th</sup> April 2017.**

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Havering area, please contact your home authority to request an application.

#### **Co-ordinated Reception Admission Arrangements**

Only legal guardians with parental responsibility are entitled to make an application for a child's School place. A guardian is defined as a parent or carer who has legal responsibility for the child this includes a person who is named legally through a Court Order.

Parents/carers residing in Havering should complete the Common Application Form (CAF) online via the eAdmissions website ([www.eadmissions.org.uk](http://www.eadmissions.org.uk)). Parents who are unable to complete the CAF online will be able to visit the Public Advice & Service Centre (PASC) based in Romford's Liberty Shopping Centre on Monday, Wednesday or Friday mornings (between 9:30 and 12:30) where Admissions Staff will be able to assist with this online process. All applications must be submitted by the **15 January 2017**.

Parents/carers may list up to 6 preferred Schools that they wish their child to be considered for within or outside Havering and rank them in order of preference. Should parents/carers wish their children to be considered for Drapers' Pyrgo Priory School, they need to ensure that the School is also included on the CAF. Drapers' Pyrgo Priory School does not require the submission of a Supplementary Information Form.

### **Equality Act 2010**

An Admission Authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The admissions criteria applied by Drapers' Pyrgo Priory School are non-discriminatory.

### **Infant Class Size**

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 – introduces certain exceptions relating to children of multiple births and children of UK service personnel).

### **Multiple Births**

Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins, or all triplets even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.

### **Admission of children outside their normal age group.**

Parents/carers of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Local Authority will make decisions in consultation with the School on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school. Advice will normally be sought from appropriate professionals, such as an educational psychologist, in order to make a decision.

### **Summer born children**

Where a parent of a 'summer-born' child (11 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they must provide the School Admissions Manager supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort before the closing date 15 January 2017. It is essential that parents requesting their child be placed outside their normal age appropriate cohort still make an application for the correct chronological academic year in case the request to defer admission is refused. The LA will decide whether the application for a Reception place can be deferred for the academic year and will inform the parent of the decision in writing. If the request is agreed the child's application will be cancelled for the 2017/18 academic year and parent will be able to apply for a reception place for the academic year 2018/19.

Requests to defer applications for the entire academic year will only be considered in exceptional circumstances, examples of such are:

- Children born prematurely, who would have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Where it is evident that delayed social, emotional or physical development is adversely affecting a child's readiness for school;

### **Deferred entry**

Baring successful requests for a summer born child to be admitted outside their chronological academic year, Havering's policy is that children born on and between 1 September 2012 and 31 August 2013 would normally commence infant / primary school in Reception in the academic year beginning in September 2017.

As required by law, all Havering infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until they are of compulsory school (the start of the term following their fifth birthday).

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

### **Children of UK service personnel (UK Armed Forces)**

The Local Authority will accept applications in advance of a service family residing in the borough if the application is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering area address for the parents/ carers of the child concerned.

### **Admission to nursery classes**

**Attendance at Drapers' Pyrgo Priory School nursery class does not mean an automatic transfer to the Reception class of Drapers' Pyrgo Priory School.** If a child is admitted to a nursery class their parents/ carers must express a preference for admission to the main School using Havering's Common Application Form (CAF) if they reside in Havering, or the Common Application Form used by their home Local Authority if they live outside the borough.

Parents/carers residing in Havering should complete the Common Application Form (CAF) online via the eAdmissions website ([www.eadmissions.org.uk](http://www.eadmissions.org.uk)). Parents who are unable to complete the CAF online will be able to visit the Public Advice & Service Centre (PASC) based in Romford's Liberty Shopping Centre on a Monday, Wednesday or Friday mornings (between 9:30 and 12:30) where Admissions Staff will be able to assist with this online process or if appropriate a paper application will be issued to parents. All applications **must** be submitted by the **15 January 2017**.

### **Oversubscription Criteria**

If your child has a Statement of Special Educational Needs that names Drapers' Pyrgo Priory School, then the school must give your child a place. If you apply for a place in the middle of the school year,

the school must give your child a place straightaway, even if classes are full. In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

**1 Looked After Children\*** as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children)(England) Regulations 2006. \*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

**2 Medical Conditions** Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why **this** school is the most suitable school and the difficulties that would arise if the child had to attend an alternative school.

If you are applying on-line you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

**3 Social or welfare reasons for admission** Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to Drapers' Pyrgo Priory School these may also be considered at the time of application. Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative School is unsuitable.

**If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.** All information which is submitted will be considered as being confidential.

**4 Siblings** Priority is given to children who have siblings attending Drapers' Pyrgo Priory School at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings. You must give full details of all siblings in the application.

**5 Distance** The distance between the home address and the preferred School is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the preferred School and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats, and for Schools the address point is located in the centre of the School (unless otherwise stated in the schools own admissions arrangements).

In the event that two or more applicants, apply for a single place at a preferred School live at addresses that are located at exactly the same distance from the preferred School, or live in the

same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

### Home Address

The home address is a key part of the admissions process. It is the child's normal place of residence that will take precedence. Parents/carers must not use the address of a relative, a child-minder or a business address which is not the child's normal place of residence. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a School. To prevent this happening, the Havering School Admissions Team undertakes checks on all addresses against the Havering Council Tax and Housing Benefit register. If after checking internal records, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. Details of such documents are detailed in Appendix 1.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled). Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. The Local Authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child.

If parents/carers move address during the admissions process they **must** notify the School Admissions Team and provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred School.

If parents/ carers have more than one property they may be required to provide proof of the normal place of residence of the child.

With regards to how the information provided by parents/carers is handled, the following statement is detailed on their application form:

*"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team"*

### Late Applications

Applications received after the published closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will those applications

received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time. The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

### **Change of Preference**

Once you have submitted your preferences, you may only request a change if there is a significant reason for doing so, for example, if you move address.

### **Fraudulent Applications**

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the Local Authority.

### **Waiting Lists**

Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted. The School Admissions Team will maintain the Waiting List, on behalf of the School, until the end of the Autumn Term

### **Appeal Arrangements**

If parents/carers are unhappy about not being offered a place for their child at one of their preferred Schools, they may appeal to an Independent Appeal Panel. Parents/carers wishing to appeal for a Community or Voluntary Controlled School can obtain an appeal form by contacting the School Admissions Team via the following email ([Schooladmissions@havering.gov.uk](mailto:Schooladmissions@havering.gov.uk)) or visiting the Public Advice & Service Centre (PASC) based in the Liberty Shopping Centre, Romford. If the School is a Voluntary Aided Denominational, Foundation, Academy or Free School, parents/carers should contact them direct for the relevant appeal forms.

### **Further Appeal Arrangements**

The Local Authority can only consider one application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family's circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the Admissions Team may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the School requested, parents/carers will be given the right to a second appeal hearing.