

# ***Aragon Primary School*** ***'to be the best we can be'***



## **ADMISSIONS POLICY 2019**

### **1.0 Admissions for September 2019 Entry: Reception**

- 1.1 Published Admission Number (PAN)
- 1.2 Order of Priority/Over-Subscription
- 1.3 Home Address and Distance Calculation
- 1.4 Tie Breaker
- 1.5 Notification and Acceptance of Offers
- 1.6 Late Applications
- 1.7 Waiting Lists
- 1.8 Appeals
- 1.9 Admission of Children Outside Their Normal Age Group

### **2.0 Admissions to Reception to Year 6**

### **3.0 Useful Background Information**

### **Appendix A Nursery Admissions**

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#### **1.0 Admissions for September 2019 Entry into Reception**

Aragon Primary School is part of the Pan London co-ordinated admissions scheme for primary admissions. Applications must be made through the London Borough of Merton during the period 1<sup>st</sup> September to 15<sup>th</sup> January before the child is due to start. The application process is for children born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015. Attendance in the Nursery does not give priority for a place in Reception, therefore a separate application must be made by parents wishing to apply for a place in Reception.

Aragon Primary School will offer full time education to children from the September before their fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach the compulsory school age of five years old or, for children born between 1<sup>st</sup> April and 31<sup>st</sup> August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach the compulsory school age of five years old.

The key dates for the Reception process, which are set in accordance with the London Borough of Merton's Pan-London Admissions Scheme can be found in the following table:

Friday 28 <sup>th</sup> September 2018	Open Morning for Nursery and Reception, 9.30am to 11.30am
Friday 14 <sup>th</sup> December 2018	Open Morning for Nursery and Reception, 9.30am to 11.30am

15 <sup>th</sup> January 2019	Closing date for receipt of applications.
11 <sup>th</sup> February 2019	Closing date of applications from people moving into the Borough, or changing address after 15 <sup>th</sup> January 2019.
6 <sup>th</sup> March 2019	Applications will be ranked according to the order of priority/over-subscription criteria.
16 <sup>th</sup> April 2019	Offer letters will be posted to applicants who applied using a paper form. Parents who applied online on-line will be able view the outcome of their application from the evening of 16 <sup>th</sup> April 2019.
2 <sup>nd</sup> May 2019	Date by which on-line acceptances must be submitted and acceptance slips must be returned.
20 <sup>th</sup> May 2019	Closing date for submitting an appeal.
June to July 2019	Admission appeals.
September 2019	Pupils start school in Reception.

### **1.1. Published Admission Number (PAN) for Reception**

Aragon Primary School has 90 places available in Reception. Included within this figure are children with an Education Health Care Plan (EHCP) which names Aragon Primary School, who will be allocated a place before other applicants are considered.

### **1.2 Order of Priority/Over-Subscription Criteria**

Where application for admission exceeds the number of places available the following criteria will be applied in the following order of priority:

#### **Priority 1: Looked After and Previously Looked After Children**

Looked After Children, or previously Looked After Children who were previously looked after but, immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (Section 22(1) of the Children Act 1989).

The children in this priority group will be allocated a place in order of the proximity of their home address to Aragon Primary School, with the closest having the highest priority.

#### **Priority 2: Children with Exceptional Medical or Social Reasons for Attending Aragon Primary School**

Children with exceptional medical reasons or exceptional social reasons for attendance at Aragon Primary School, rather than at any other school, where the applicant can show that Aragon Primary School is the most suitable school to meet the child's stated needs, why no other local school could meet those needs, and can outline what the difficulties would be if the child had to attend another school, will be allocated a place.

The children in this priority group will be allocated a place in order of the proximity of their home address to Aragon Primary School, with the closest having the highest priority.

Applications must be in writing and supported by written evidence from a Doctor, Social Worker or Borough School Attendance Officer or other relevant

independent professional. Applications will be assessed by the Trustees' Admissions Committee. Refugees and Asylum Seeking children may be included in this priority group, depending on individual circumstances.

The Trustees do not consider childminding or parents' working arrangements as evidence of social need.

**Priority 3: Children of Permanent Staff Employed by Aragon Primary School**

Children of permanent staff will be allocated a place where;

- the member of staff has been employed at the school for two or more consecutive years at the time at which the application for admission to the school is made; **or**
- the member of staff employed by the school has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

The children in this priority group will be allocated a place in order of the proximity of their home address to Aragon Primary School, with the closest having the highest priority.

**Priority 4: Children with a Sibling at Aragon Primary School**

Children who have a sibling at Aragon Primary School in Years 1 to Year 6 at the time of admission to Reception.

The children in this priority group will be allocated a place in order of the proximity of their home address to Aragon Primary School, with the closest having the highest priority.

The term sibling includes a brother or sister, a half-brother or half-sister, an adopted brother or sister, a step-brother or step-sister, and a child of the parent or carer's partner. In all cases, the sibling must live as part of the same family unit as the child for whom a place is sought, at the same address from Monday to Friday each week.

**Priority 5: Children Living in Proximity to Aragon Primary School**

Children will be allocated a place on the basis of the proximity of their home address to the school, with those living closer to the school receiving higher priority. The distance is measured in a straight line from the main front door of the school to the child's home address.

**1.3 Home Address and Distance Calculation**

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

All distances will be measured using a computerised Geographical Information System (GIS) maintained by Merton Admissions Team. The computerised system measures from a start point plotted within the property at which the applicant lives to the main reception entrance of the school. In the case of multi-dwelling buildings (for example, an apartment block), the distance will be measured from the same GIS determined point in the building regardless of the actual

location within the building of the child's home address, with the tie breaker being applied if more than one application is received for children living in the building (see below). 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 February 2019 may be considered if there are exceptional reasons for the change, such as if the family has just moved to the area, or has returned from abroad. Parents and carers have a responsibility to notify the Local Authority of any changes of address.

Please note:

- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements.
- Where an applicant has ownership of a property, that should be used for purposes of school admissions, and the applicant must provide evidence and reasons for the use of any other address.
- Where an applicant rents a property and has ownership of an alternative property, the rented property will only be used for admission purposes if the child has been resident away from the owned property for a period of three years or more at the closing date for applications.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have the place withdrawn if it is found the family have returned to an address already in their ownership.
- The authority will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- The authority will always investigate a case where the application address has previously been used to gain a school place fraudulently.
- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case there the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

Any offer of a place is conditional upon the child living at the address in February 2019.

The address to be used for waiting lists, after the initial allocations, will be the child's current address.

#### **1.4 Tie Breaker**

Where the order of priority between two children cannot be established because they live an equal distance from Aragon Primary School, the order of priority in which these children will be allocated places will be decided by the drawing of lots in the presence of a person who is independent of the school.

If the last child to be offered a place (the 30<sup>th</sup> place in a school with a Published Admission Number of 30 for example), is the child's twin, triplet, etc., will be admitted if they apply at the same time. This is because the School Admissions Code allows schools to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

#### **1.5 Notification and Acceptance of Offers**

Notification of offers of places will be sent to parents or carers by the Local Authority on the National Offer Date, currently 16<sup>th</sup> April 2019.

Acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter, currently 2<sup>nd</sup> May 2019.

### **1.9 Late Applications up to 16<sup>th</sup> April 2019**

If your application is made after the closing date of 15<sup>th</sup> January 2019 or you change your existing preferences after this date, your application will be treated as late. A late application will not be considered until after those that were received on time and may jeopardise the possibility of your child being offered a place.

Forms that go missing in the postal system can only be reconsidered if there is proof of postage. Lost forms, where there is no proof of postage, are the responsibility of the applicant. For this reason, parents are advised to apply online wherever possible.

### **1.10 Waiting Lists**

Where there are more children applying than the total number of places available in Reception, a waiting list will be maintained. Children on the Reception waiting list will be ranked in accordance with the order of priority outlined in paragraph 1.2 above and not in relation to the date that the application was received or when the child's name was added to the waiting list. Children with an EHCP which names the school will take priority over children on the waiting list.

The waiting list for Reception admission will be kept open until the end of the Autumn Term 2019. Parents or carers who want their child to remain on the waiting list (which will become the Mid-Term waiting list) after this date must write to Aragon Primary School by 31<sup>st</sup> December 2019 confirming their decision, providing the child's name, date of birth and the name of their current school.

After 31<sup>st</sup> December 2019, parents or carers of children who are not already on the in-year waiting list must apply for an in-year admission through Merton Local Authority Admissions, if they wish to apply for a place. In-year waiting lists will be ranked in the order of priority outlined in paragraph 1.2 above.

Waiting lists for all other year groups will be reviewed at least twice a year. Further information regarding mid-term admissions is contained in paragraph 2.0 below.

Parents and carers should note that their child's position on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place in accordance with paragraph 1.2 above, for example, when a new family move into a property which is closer to Aragon Primary School, or when a family who had not previously named Aragon Primary School as a preference, asks for their child to go on the waiting list after the initial allocation date.

### **1.11 Appeals**

Parents or carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

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

Appeals for entry in September 2019 must be received by 20<sup>th</sup> May 2019 at the latest if these are to be heard by the Independent Appeals Committee in June and July 2019. Appeals received after this date, where possible, will be heard by July; however, this will depend on the date the appeal is lodged and cannot be guaranteed. Where it is not possible to hear these appeals, the appeal will be heard as quickly as possible, but appeals lodged after 21<sup>st</sup> May 2019 will not be heard by the end of the Summer Term.

### **1.12 Admission of Children Outside Their 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 in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

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. The Headteacher's views will also be taken into account.

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 admissions 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 by the school. Parents will be informed of the outcome of their request prior to offer day.

## **2.0 In-Year Admissions into Reception to Year 6 (After 1<sup>st</sup> September 2019)**

Aragon Primary School is part of Merton Local Authority's Co-ordinated Admissions Scheme for In-Year Admissions. Applications for admission into Reception after 1<sup>st</sup> September 2019 and for admission into Years 1 to 6 must be made to Merton Local Authority Admissions on their In-Year application form. If you wish to apply for a place at Aragon Primary School, you must name the school as one of your preferences on the application form.

Waiting lists will be maintained for each year and reviewed at least twice a year, and will be based upon the over-subscription criteria/order of priority outlined in the admissions arrangements which were applicable when that year group originally entered Reception. For the Reception intake, the waiting list will be reviewed at the end of the Autumn Term.

Parents and carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from the school upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 working days.

## **3.0 Useful Background Information**

The table below shows the number of on time applications and how places were allocated last year for Aragon Primary School as at the offer day on 16<sup>th</sup> April 2018:

<b>No. of Places Available</b>	<b>No. of Applications Received</b>	<b>SEN</b>	<b>LAC</b>	<b>Medical / Social</b>	<b>Siblings</b>	<b>Furthest Distance Offered (Metres)</b>
90	TBC	-	-	-	TBC	All on time applications received an offer

## **APPENDIX A**

### **Nursery Admissions**

Aragon Primary School has a nursery provision on the same site. However, attendance at the Nursery does not give priority for a place in the Reception Class of Aragon Primary School and a separate application must be made.

Aragon Primary School has 104 places in the Nursery. Pupils will be eligible for consideration for entry to the Nursery following the date of their third birthday. There are 52 places for children in the morning session and 52 places for children in the afternoon session; each session lasts three hours. Parents/carers can specify their preferred session on the application form, but please note that the school cannot guarantee your preference.

Applications for a nursery place at Aragon Primary School must be made directly to the school. The closing date for applications will be in line with that of the London Borough of Merton, namely 28<sup>th</sup> February 2019. Applications for the school outside the normal point of entry to Nursery should also be made to Aragon Primary School.

The key dates for the nursery class 2019/20 admissions process is shown in the table below:

Friday 29 <sup>th</sup> September 2018	Open Morning for Nursery and Reception, 9.30am to 11.30am
Friday 14 <sup>th</sup> December 2018	Open Morning for Nursery and Reception, 9.30am to 11.30am
28 <sup>th</sup> February 2019	Closing date for receipt of applications.
April to May 2019	Applications will be ranked according to the order of priority/over-subscription criteria in Section 1.2.
10 <sup>th</sup> May 2019	Offer day. Parents will be notified of the outcome of their application.
June 2019	Second round of offers issued.

In the event of the Nursery being over-subscribed, applications for admissions will be ranked in the same way as for children applying for Reception (see Section 1.2 above).

Children applying for Nursery who are not offered a place will automatically be added to the school's waiting list. Nursery waiting lists will be reviewed regularly before being carried in to the next academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.