



Admissions Policy 2021-2022

**INSPIRING BELIEF
in God and one another**



**ST RICHARD'S
SCHOOL**

DATE APPROVED BY THE LAC	February 2020
REVIEW DATE	February 2021
Signed Headteacher	
Signed Chair of LAC	

Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
 - in each other – through motivation and teamwork
 - in the children – through showing them their potential
 - in the parents – through building trust by results
 - in God to all – through our whole lives
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- We believe in looking out for everyone
We put safety first and we do all we can to ensure that all needs are met.
 - We believe in working together
We act like a family who support and motivate one another.
 - We believe in aiming for the best
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
 - We believe in looking to the future
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

Admissions Policy 2021-2022

St Richard's is a Church of England London Diocesan Board for Schools Academy Trust 2 Primary School. This policy adheres to the School Admissions code 2014. The ethos and practice of the school encompasses Christian values and our aim is to serve the local community in partnership with St Richard's Church.

We encourage prospective parents to come and view our school. There is an open day in the second half of the Autumn Term every year. Prospective parents are welcome to make an appointment to see the school at any time.

Nursery Class

We have twenty-six places in our nursery and children will be admitted to the Nursery Class in the term after their 3rd birthday. If there are more applicants than places available, the Local Academy Committee Governors will admit children according to the following over-subscription criteria and in the order of priority below.

Attendance at our nursery does not guarantee a Reception place. **ADMISSION TO THE PRIMARY SCHOOL FROM THE NURSERY IS THEREFORE NOT AUTOMATIC AND CANNOT BE GUARANTEED.** Parents will need to reapply for a place in the Reception class.

Reception Class

As a one-form entry school we will admit thirty new entrants each year. All new children will be admitted to the Reception Class, in the academic year after the child's 4th birthday, i.e. children reaching their 4th birthday between 1st September 2019 and 31st August 2020.

Oversubscription Criteria

If there are more applicants than places available and after the admission of pupils with a Statement of Special Educational Needs/Education, Health and Care Plan where the school is named in the Statement/Plan, the Governors will admit children according to the following over-subscription criteria and in the order of priority below.

1. Looked after children (note a). This includes children who were previously looked after, but cease to be so because they have been adopted or become subject to a child arrangement order or special guardianship order.
2. Children who have brothers and/or sisters already attending the school at the time of admission (notes b).
3. Children who live within the Parish of St Richard of Chichester, Hanworth. You can find out if you live in the parish by entering your postcode at www.achurchnearyou.com/parishmap.php.
4. All other applicants with priority being given to those who live nearest to the school (note c, d, e and f).

Tie Break

In the event that two children live the same distance from the school, then a decision will be made using random allocation.

Application Process

The Hounslow Common Application Form must be completed by Hounslow residents. Residents from other boroughs need to complete their home local authority admission forms.

The responsibility for decisions on admission of individual children rests with the Local Academy Committee. All applications will be considered equally against the criteria. Online applications may be completed at any time up until the closing date. The final date for Hounslow residents to submit their online Primary Common Application Form is 15th January 2021.

All unsuccessful applicants for the Reception class who have not already been offered a place at a school which was a higher preference on their Primary Common Application Form will automatically be placed on the waiting list for that year group.

Autistic Spectrum Disorder Centre (The Ocean Centre)

St Richard's School has an Autistic Spectrum Disorder (ASD) Centre and all admissions are decided by Hounslow SEND department and not the school. Their contact details are Children and Adult services, London Borough of Hounslow, Hounslow House, 7 Bath Road, Hounslow, TW3 3EB, 020 8583 2672, sen@hounslow.gov.uk

In year admissions

In-year application should be made directly to the London Borough of Hounslow School Admissions Team. Places will be allocated according to the admission criteria. If there are no places available, your child's name will be added to the waiting list.

St Richard's Church of England Primary School

Forge Lane

Hanworth

TW13 6UN

Tel: 020 8898 0848

Email: office@strichards.hounslow.sch.uk

Website: www.strichardsschool.org.uk

Notes

a) **Looked after and previously looked after children**

In the admission arrangements for all schools looked after and previously looked after children will be considered to be: -

A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

(i) Were adopted under Section 46 of the Adoption and Children Act 2002

(ii) Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order, which settles the arrangements to be made as to the person with whom a child is to live.

(iii) Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority. Places will be allocated under this criterion when places are first offered.

b) **Sibling**

Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2021. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

c) **Distance criterion**

The route from home to school will be measured using the **"walking route"**

It starts from a point of measurement in the **"foot print"** or **"seed point"** of the home address. The "foot print" or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the OS Mastermap Highways Network. The OS Mastermap Highways Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

d) Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week
* see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property

- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or joint residency

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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

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. It is for the home Local Authority to determine the address to be used for the allocation of a school place

e) Applications from abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

f) Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are

subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

g) Appeals

In the instances where a school within the LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the "Trust") refuses to admit a child, the parents have the right to appeal against this decision. An appeal can be made by completing the appropriate form, which can be found on the school website. Copies can also be requested from the school office.

All appeals are heard by an independent appeals panel set up the Trust in accordance with the School Admission Appeals Code (Department for Education, 2012). The independent appeals panel is formed of impartial lay members, persons with experience in education, and parents of pupils registered at a school. Additionally, all panels are formed following the eligibility and disqualification criteria outlined in the School Admissions (Appeal Arrangements) (England) Regulations 2012. All panel members and the clerk to the panel will have undergone the relevant training to ensure that they meet the requirements of the School Admissions Appeals Code.

The decision of the panel is final and there are no further rights to a second appeal for the same school in the same academic year.

The independent appeals panel follows the guidance in the School Admission Appeals Code, in that it will require an appeal submitted in writing, using the form annexed to this document. Once the written appeal is received, the clerk will arrange for the hearing according to the timescales set out below. The clerk will also ensure that the evidence pack is made available for distribution at least seven days before the hearing.

The independent appeals panel will consider and record its decision in two stages (except in cases concerning infant class size appeals). The first stage will require the panel to consider whether (1) the admissions arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998, and (2) whether the admissions arrangements were applied correctly and impartially to the appellant's case.

If the independent appeals panel finds that the admissions arrangements were in compliance with the mandatory requirements; applied correctly; and would not prejudice the provision of efficient education or the efficient use of resources, then it progresses to the second stage. The second stage requires the independent appeals panel to consider any balancing arguments presented by the appellant. The appellant must clearly articulate their reasons for expressing a preference for the school, including what the school can offer that the allocated school or other schools cannot. The second stage is not applied in cases concerning infant class size appeals.

The independent appeals panel will provide the appellant with a written statement (1) summarising how places at the school were allocated and how the admissions arrangements apply to the appellant's case together with any relevant background information; and (2) summarising the reasons behind the decision reached by the independent appeals.

h) Special Educational Needs (SEN)

Children with an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a Plan that has named the school.

i) **Starting Reception – Children below compulsory school age**

Summer born – delayed admission

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and

The views of the head teacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured for the year of application. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the

school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

Deferred Admission

Parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available

<p>Children with their fifth birthday between 1 September and 31 December (autumn born)</p>	<p>Compulsory school age from the following January:</p> <p>A school place will be available from the September but can be deferred until January – the school place will be held once parents have agreed this with the school.</p>
<p>Children with their fifth birthday between 1 January and 31 March (spring born)</p>	<p>Compulsory school age from the following April:</p> <p>A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.</p>
<p>Children with their fifth birthday between 1 April and 31 August (summer born)</p>	<p>Compulsory school age from the following September (which is then year 1 not reception):</p> <p>A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.</p>

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

Part-time admission

Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school

Applications must be online as usual by the closing date.

j) Twins, Triplet and other children of multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

k) Late applications

If there is a good reason why the applicant could not submit/apply on time such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness and they believe the late application should be considered 'on time', they must submit evidence to support the reasons for lateness with the application form by 5pm on 7th February 2021. Decisions will be made considering each case on its own merits.