



ADMISSIONS POLICY

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Signed:

Date:

Admissions Policy

Admission to Colham Manor Primary School will be considered in the following order:

1. Children in public care.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family whose medical or psychological condition makes it necessary for the children to attend a particular school.
4. Children who have a sibling living in the same household who currently attend the school and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.

ADMISSION TO COMMUNITY PRIMARY SCHOOL OUTSIDE THE PRIMARY ALLOCATION

Places will be offered directly by the school requested providing there are places available in the appropriate year groups. Where the year group is full, parents are invited to complete an application form. The LA Admissions Team will add the child's name to the waiting list in accordance with the published oversubscription criteria and offer a place at the nearest community primary school with a vacancy.

IN YEAR ADMISSIONS

Applications for In Year Admissions are to be made directly to the LA either by paper application, online or by phone to the Contact Centre on 01895 556644. Offers are made from the Admissions Department to the parent. The school is advised after the offer has been made and contact details for the parent are posted on an excel document on the Pan London section of Atomwide.

WAITING LISTS

Waiting lists are maintained by the LA in accordance with the published admission criteria. Places are offered throughout the year as vacancies arise. Children may move down the waiting list if another family applies, with a higher priority under the admission criteria. Where the school is oversubscribed, priority will be given to children of school staff.

DISTANCE CRITERION

Distance is measured in a straight line from home to school, using a GIS system which is based on Ordnance Survey data. The measurement is from the address point for the home address to the address point for the primary school. If only one place is available at the school and the next child who qualifies for a place is equidistant the tiebreak will be alphabetically by first name.

CHILDREN OF UK SERVICE PERSONNEL

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2014. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

MULTIPLE BIRTHS

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, both siblings can be offered a place even if that results in taking the number of children in the class above 30.

APPEALS

Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched. Parents will have 30 days to lodge an appeal against a decision.

NURSERY ADMISSIONS

Admissions to nursery are administered by the school office directly. The published admission criteria for full time school is used in allocating the nursery places taking into account the child's date of birth. Attendance at a nursery does not guarantee a place in the reception of the school. In some instances not all children attending the nursery will be allocated a place in the full time school as there may be children not in the nursery who have a higher priority in respect of a full time place.

REQUESTS FOR ADMISSION TO SCHOOL OUTSIDE A CHILD'S 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 Admission Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

There is a right of appeal if a place cannot be offered in another age group at the school. All requests must include recent professional evidence of the child's circumstances which make education outside the age group necessary. Each Admission Authority must make its own decision, but all will expect to see evidence of an individual child's educational need, rather than general factors which relate to a wider group of children born at a similar time. They will want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

SCHOOL STARTING DATES

In Hillingdon, children can start school in the September at the beginning of the academic year in which the child is 5 years old. However, parents do not have to take up the place until the child is of statutory school age and the place must be reserved until that time. Parents should discuss the options with the Headteacher of the school to help them in making a decision.

Reviewed: Summer 17

Next Review date: Summer 19