

ADMISSIONS POLICY

FOR NURSERY (SEE APPENDIX 1.), RECEPTION, IN YEAR TRANSFERS AND SECONDARY TRANSFER IN 2025-26

Introduction

Chesterton Primary School is part of the Wandle Learning Trust which is a multi-academy trust which began operating at the start of 2018. As the school is an academy, responsibility for admissions rests with the Wandle Learning Trust, however Wandsworth manages our admissions.

Admission Numbers

The planned admission number for Chesterton Primary School is 60 pupils per year group.

Oversubscription Criteria

Places will be first being offered to children with an Education, Health and Care Plan which names the school and whose needs we can meet. These children will be included in the overall admission number of the school. In the event of oversubscription, the remaining places will then be allocated in the following order of priority as follows:

- (i) Looked after children and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order (note 1);
- (ii) Children with a professionally supported exceptional medical need or exceptional social need for a place at a Chesterton Primary School, as decided by the local academy committee. (note 2);
- (iii) Children with brothers and sisters on the roll of the school on the date of admission living up to a distance of 800 metres from the school. Children with a brother or sister at the school on the date of admission living over 800 metres from the school will also receive priority under this criterion where the family have not moved since last sibling was offered a place or the last sibling was admitted prior to September 2016 (notes 3 and 4);
- (iv) Other children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System. (Note 4).

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (note 4).

Notes:

1. *A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.*

2. *Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it essential for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. **If this information is not provided by the application closing date, the application will not be considered under this criterion.** The local academy committee may request professional advice, from within or outside Wandsworth Council, before reaching a decision.*
3. *A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.*
4. *The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.*
5. *The permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose and this must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place for the child. A business address, a child-minder's address, or any address including a family member's address other than the child's permanent home will not be accepted. Proof of address will be sought and if there is any doubt about the validity of the address given it may be the subject of further investigation. Please see the "Choose a Wandsworth Primary School" admissions brochure for further information.*
6. *Where a child lives with parents with shared custody/responsibility, the address where the child spends the majority of the week should be used by parents for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be reached between the parents and Child Benefit is claimed, the address that is registered for this claim will be used. Additional proof may be requested, e.g. court order or a solicitor's letter to confirm the arrangements.*
7. *There is no automatic right of transfer from the nursery class to the infant reception class within the same primary school. If there are more applications than places available, priority will be based on the above criteria alone.*

Additional Information

Method of Application for Reception

Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online via www.wandsworth.gov.uk/admissions. The closing date for Reception class applications will be January 2025. Notification letters/emails will be sent out in April 2025. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Further information will be provided in the notification letter. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

Date of Admission/Deferred Entry

Children are required by law to receive full-time education at the start of the school term following their fifth birthday but have the opportunity to start reception year in the September following their fourth birthday. All children will normally be admitted to the reception year at school in the September following their fourth birthday. Children will get the most from their Reception education if they start at the same time as other children at the beginning of the school year.

However, in line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Delayed Admission of Summer Born Children to Reception to the following September¹

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons and the child is summer born (born between 1 April and 31 August), parents can request that the child is admitted outside his/her age group. Such requests would normally apply to children where there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

¹ Following the government's announcement in September 2015, the Council has recommended to all schools that requests are approved without the need for parents to provide supporting evidence.

Parents considering delaying entry to Reception to the following September should discuss this with the Headteacher before making a formal request. We may wish to discuss how your child's needs could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date in January 2025 and including a completed Delayed Admission Request form. Delayed Admission Request forms are available at www.wandsworth.gov.uk/admissions or by contacting the Pupil Services Team. The council will contact Chesterton Primary School and will then write with the decision from the school. The Council will then write to you to confirm the request has been received and that your current application has been cancelled. It will be necessary to reapply for a Reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the preferred school(s) are oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

Please see www.wandsworth.gov.uk/admissions for further information.

Admission of children outside their normal age group to other year groups¹

Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code.

The Local Academy Committee, as the admission authority for the school, will consider requests on 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. Each case should be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admission outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

In Year Admissions

For in year admissions, parents/carers must apply to the school on the Wandsworth In Year Common Application Form. Parents are invited to arrange a visit to the school and find out more about us. Applications will be considered in accordance with the above oversubscription criteria. In the event that it is not possible to offer a place the waiting list and appeals procedures described above will apply.

Admissions to Secondary Schools

The school will distribute the 'Guide for Admissions to Secondary School' to parents of Year 6 children at the start of September and arrange a meeting for parents and children to discuss the process and inform them of key dates for applications.

Open days at secondary schools are held throughout September and the beginning of October and parents are encouraged to attend these events. The completed application forms are to be returned around the

middle of October and they must be submitted to Pupil Services at Wandsworth Council. The outcome of the applications are notified in March and appeals generally heard in June.

Full details on admission to secondary schools, along with the timetable for applications, can be found on the Wandsworth Council website at www.wandsworth.gov.uk/admissions.

Fair Access Protocol

Wandsworth community schools participate in the local authority's In Year Admission Fair Access Protocol to allocate places exceptionally to vulnerable and other children in accordance with the School Admission Code 2014. Where required, the admission of such pupils under the protocol takes precedence over pupils on a school's waiting list and may require the school to admit above the planned admission number for the relevant year group.

Appendix 1. Nursery Admissions.

Nursery

We currently offer 39 full-time equivalent places. We offer 15 hours per week as our part-time offer which is made up of 5 half days. Our morning part time places run from 8:50am to 11:50am and our afternoon part-time places run from 12:15pm to 3:15pm.

Application forms are available from the school office and the school website. Forms must be returned to the school office before the Nursery closing date in early February.

From the academic year 2025/26, hours can be increased from part-time to full-time five days per week, if you pay a top-up fee or if families are eligible for the additional 15 hours due to working parents. Parents must supply the school with their code every 3 months to check their eligibility.

Admissions Criteria:

The school will consider applications for the beginning of each academic year for children who have turned 3 prior to 1st September of the academic year in the following order:

1. Looked after children and those who ceased to be looked after children because they have been adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order;
2. Children with a brother or sister currently attending the school and who will still be at the school when the child is admitted;
3. Other children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System.

For children who turn 3 during an academic year – if places are available, pupils will be offered a part-time place in the nursery in the term after their 3rd birthday. We will have 3 intakes per year, at the beginning of each term.

Starting Dates for Nursery Children:

- Nursery children have a staggered intake to ensure children settle quickly and have a stress free start to their Early Years education. Prior to starting, families are expected to attend an ‘All About Me’ meeting with the Nursery teacher.

Full-time children

- Day 1 8:50 – 10:00* (with the parent/ carer staying)
- Day 2 8:50 – 10:00* (without parent/ carer)
- Day 3 8:50 – 11:55*
- Day 4 8:50- 12:30* (stay for lunch and leave at 12:30)
- Day 5 8:50-3:15 (whole session)

Part-time children

- Day 1 8:50 – 10:00/ 12:15-1:15 * (with the parent/ carer staying)
- Day 2 8:50 – 10:00/ 12:15-1:15 * (without parent/ carer)
- Day 3 Full morning or afternoon session*

*dependent on how they are settling

Policy Sign off

	Reviewer	Date	Approver	Date
Reviewer / approver	SLT	Sept 2023	LAC	26.09.2023
	Next Review			November 2024