



Admissions Policy

Draft prepared by: Andrew King

Agreed by governing body: Autumn 2016

Review date: Autumn 2019

Signed

Chair of Governors:

Headteacher:

A handwritten signature in black ink, appearing to be 'M. King', written over the 'Headteacher:' label.

Admissions

Chase Bridge follow the admissions guidance from Richmond Upon Thames; all information can be found on Richmond's website.

http://www.richmond.gov.uk/school_admissions

Children enter the school in the September of the academic year in which they are five. All children attend part-time for the first two weeks and become full-time at the start of their third week. Parents can register an interest in the school at any time prior to this. The Pan-London online application portal opens in September and all parents are encouraged to apply online. Deadline dates vary slightly each year but will be published annually.

Parents and Carers are encouraged and welcome to visit the school. There are a number of open days each year offering parents the opportunity to see what we offer at Chase Bridge.

Criteria for Admissions

Chase Bridge follows the Local Education Authority's criteria for admissions:

1. Children with a statement of special educational need that specifies the school as the placement school
2. Children in public care
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school, or at a linked junior school, at the point of admission
4. Children transferring to a junior school from a linked infant school, if applicable
5. Children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

In the event that we are unable to offer a place we (the LA) will place the child's name on our waiting list.

Appeals Procedure

Under the School Standards and Framework Act 1998, Parents and Carers have the right to appeal to an independent appeals panel. Applicants will receive an appeals form and information about the procedure with the notification letter if a family is unsuccessful in obtaining a place Chase Bridge Primary School.

Waiting Lists (In Year Admissions)

All waiting lists are handled by the LA. Please contact Richmond Admissions on 020 8891 7514.

Statutory schooling and entry to reception

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

Parents of children entering the reception year have the right to take a place but defer the start time to the term that the child is rising 5. Parents may also request that their child is taken part-time. Although parents may request part-time attendance if the child is below statutory school age, they cannot determine the nature of the part-time attendance and after consultation and discussion this remains the decision of the school.

Use the following link for DfE 'Advice on the admission of summer born children (December 2014)'
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf

Admission outside the normal age group

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. The view of the headteacher will be a key part of this consideration and the final decision will rest with the headteacher.