



Haberdashers' Aske's Crayford Academy

Crayford Temple Grove

Reception & Year 3 Entry in September 2016

Admissions Information

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Frequently Asked Questions

Key Admission Dates

<p>November 2015 and January 2016</p>	<p>Crayford Temple Grove is accommodated across 2 campuses and viewing dates are available at both campuses.</p> <p>The sessions will last approximately 1 hour and parents can make an appointment to attend a viewing session at either campus by contacting the primary administrator on 01322-402-180.</p> <p>Location: Crayford Temple Grove South Campus, Iron Mill Lane, Crayford DA1 4RS</p> <p>Date: Thursday 12th November 2015 Start Time: 1:40pm</p> <p>Date: Wednesday 2nd December 2015 Start Time: 2:00pm</p> <p>Date: Thursday 7th January 2016 Start Time: 10:00am</p> <p>Location: Crayford Temple Grove North Campus, Chrome Road, Slade Green, Erith, DA8 2EL</p> <p>Date: Thursday 12th November 2015 Start Time: 10:00am</p> <p>Date: Wednesday 2nd December 2015 Start Time: 5:00pm</p> <p>Date: Thursday 7th January 2016 Start Time: 1:40pm</p> <p>Parents who are interested in applying for a Year 3 place at the CTG North Campus, please contact the Admissions Department on: 01322 402 180 option 6.</p>
<p>Friday 15th January 2016</p>	<p>CLOSING DATE FOR RECEPTION AND YEAR 3 APPLICATIONS</p>
<p>Monday 18th April 2016</p>	<p>Official Offer and Decline letters are sent out by Haberdashers' Aske's Crayford Academy</p>
<p>Saturday 30th April 2016</p>	<p>Deadline for written acceptance of places by parents</p>
<p>Monday 16th May 2016</p>	<p>CLOSING DATE FOR APPEALS</p>
<p>June 2016</p>	<p>Appeals will be heard</p>
<p>July/August 2016</p>	<p>Induction Day and Home Visits will be arranged for September</p>
<p>Saturday 31st December 2016</p>	<p>THE WAITING LIST IS CLOSED. Please write to the Crayford Academy Admissions Administrator after the closing date if you would like your child to remain on the list during the Academic year 2016/17</p>

Structure of the Academy

The Academy offers co-education for Nursery and Reception (EYFS), Key Stage 1 and 2 and Post 16 education. Where possible the Academy offers single sex teaching from Years 7 – 11 in a mixed environment which enables us to deliver personalised teaching.

Crayford Temple Grove, the primary phase of Haberdashers' Aske's Crayford Academy expanded in September 2013 with a second campus opening on the former site of Slade Green Junior School. The Campuses are known as:

Crayford Temple Grove - North Campus (CTG North) in Chrome Road, Slade Green, Erith, DA8 2EL

Crayford Temple Grove - South Campus (CTG South) in Iron Mill Lane, Crayford, DA1 4RS

CTG North has two Reception classes which accommodates 60 children.

There are also 60 Year 3 places available at CTG North for entry in September 2016. Applicants applying for a place in year 3 will be considered under the CTG North admissions criteria.

CTG South has one Reception class that accommodates 30 children. Children can join CTG South, at 3 years of age in our nursery class where there are places available.

CHILDREN IN YEAR 6 OF CTG NORTH & CTG SOUTH HAVE AUTOMATIC ENTRY INTO THE CRAYFORD ACADEMY SECONDARY PHASE WITHOUT APPLYING FURTHER.

Reception and Year 3 Entry Admissions Procedure

The Academy operates a one point of entry system for Reception and Year 3 entrances, therefore all applicants who are offered a place in Reception and Year 3 will start in September 2016.

Children qualify for admission to the following:

Reception in 2016: if your child was born between 1st September 2011 - 31st August 2012.

Year 3 in 2016: if your child was born between 1st September 2008 - 31st August 2009.

The Academy is required by the Department for Education (DfE), to take part in the Pan London Co-ordinated admission scheme (PLR). However, the Academy will not be held responsible for errors made by a local authority (LA), the official letter offering an applicant a place will be sent by Haberdashers' Aske's Crayford Academy.

Parents wishing to apply for a Reception or Year 3 place at the Academy will need to complete their local authority online application form and name Haberdashers' Aske's Crayford Academy as one of their preferences, DfE No. 3036907.

Applicants who are not offered a place by the Academy or a *higher preference (HP) will be held on a waiting list until 31st December 2016. If a vacancy becomes available it will be offered as per the admission criteria.

*HP - The Academy has been advised by the Bexley Local Authority (LA) that the child has been offered a school that has been ranked higher than the preference for the Academy on the LA application.

Procedures Where the Academy is Oversubscribed

The Academy primary school, Crayford Temple Grove (CTG) is accommodated on 2 campuses and applicants may be considered under the published admission criteria for both campuses. Parent(s)/carer(s) will be able to indicate whether they would like their child to be considered for the South campus or the North campus or both campuses by completing an online supplementary information form (SIF) that can be found on our website www.haaf.org.uk.

- a) Applicants applying under the looked after child/previously looked after child will be considered for the campus that is closest to the home address or the campus that the parent/carers has selected on the supplementary information form (SIF).
- b) Medical and Social needs criterion applicants will be considered under the campus that the parent/carers feels is the only campus able to meet the child's medical and social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. *"The information should demonstrate why CTG South or North is the only school able to meet the child's specific needs"*.
- c) Siblings will be considered for the campus (CTG South or CTG North) that their sibling on roll attends.

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Admissions Criteria

Crayford Temple Grove South Campus (CTG South) Reception Entry

CTG South has a provision for children with a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP).

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) where the primary school has been named in the Statement or EHCP, priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child is a child who is looked after by a local authority or being provided with accommodation by a local authority in their exercise of their social services functions, in accordance with section 22 of the Children Act 1989 at the date of the relevant application for admission is made.
- b) Pupils for whom it is essential to be admitted to CTG South because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. *"The information should demonstrate why CTG South is the only school able to meet the child's specific needs"*.
- c) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) on roll of

the CTG South. Pupils will be considered under this criterion if they have an older sibling who attends CTG South and who will continue to be on roll when the pupil joins CTG South. Proof of the sibling relationship will be required if a place is offered.

- d) The remaining places will be offered to pupils who live nearest to the primary school on the basis of proximity. Home to Academy distance will be measured as the direct line distance between the pupil's home address to CTG South. Proof of residency will be required if a place is offered.

Crayford Temple Grove North Campus (CTG North) Reception and Year 3 Entry

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan where the primary school has been named in the Statement/EHCP, priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child is a child who is looked after by a local authority or being provided with accommodation by a local authority in their exercise of their social services functions, in accordance with section 22 of the Children Act 1989 at the date of the relevant application for admission is made.
- b) Pupils for whom it is essential to be admitted to the CTG North because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why CTG North is the only school able to meet the child's specific needs".
- c) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) on roll of the CTG North. Pupils will be considered under this criterion if they have an older sibling who attends CTG North and who will continue to be on roll when the pupil joins CTG North. Proof of the sibling relationship will be required if a place is offered.
- d) The remaining places will be offered to pupils who live nearest to the primary school on the basis of proximity. Home to Academy distance will be measured as the direct line distance between the pupil's home address to CTG North. Proof of residency will be required if a place is offered.

The closing date for completed applications will be Friday 15th January 2016

Appeals

Parent(s)/carer(s) have the right to appeal to an independent appeal panel against a decision not to offer their child a place with the exception of nursery applications. The appeal arrangements will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

Frequently Asked Questions

Application Information for Reception and Year 3 Places

Q1. For Reception entry can I specify the campus that I would like my child to be considered for?

A1. Yes, parent(s)/carer(s) will be able to indicate whether they would like their child to be considered for the CTG South campus or the CTG North campus or both campuses by completing an online supplementary information form (SIF) which is available from the Academy website <http://www.haaf.org.uk/Crayford-Academy>.

Q2. I live close to the CTG South campus, is there a possibility that I could be offered a Reception place at the CTG North campus?

A2. Yes, if you do not complete an online supplementary information form (SIF) and state a preference for the CTG South campus. Please be aware there are only 30 places available at the CTG South campus and the last place offered under the distance criterion was 0.17 of a mile.

Q3. If I change my mind and I am not happy with the campus that I have been offered a place at, can I decline it and be considered for one of my lower preferences?

A3. You will have to contact Bexley local authority after the offer day and they will advise you if there are still places available at another of your preferred schools.

Q4. If I am not offered a place at my preferred campus will I have the option to be considered for the other campus?

A4. No, unless there is a place available to offer at the other campus.

Q5. If I have not been offered a place at my preferred campus can I be added to the waiting list for the other campus as well as staying on the waiting list for my preferred campus?

A5. You can ask to be put onto the waiting list for the other campus but you will be at the end of the list. Your place on your preferred campus waiting list will not be affected.

Q6. My child is in year 2 at another primary school that does not have a junior school attached, can I apply for a year 3 place at the CTG North campus?

A6. Yes you will need to contact Bexley LA and complete their online Infant to Junior School application form by the Friday 15th January 2016 and they will advise the Academy of your request.

Q7. My child is in year 2 at another primary school that has a year 3, can I apply for a year 3 place at the CTG North campus?

A7. Yes, you will need to contact Bexley LA and complete their online In-Year Application Form by the Friday 15th January 2016 and they will advise the Academy of your request.

Q8. My child attends the Nursery at CTG South, will they get automatic entry into the Reception class?

A8. No, Nursery education is not statutory and therefore you will need to apply for a place on the local authority online common application form (CAF) and your child will be considered under the published admissions criteria.

Q9. How many places are there in the Reception year group?

A9. There are 90 places which are divided into three form groups, two are at the CTG North campus (60 places) and one is at the CTG South campus (30 places).

Q10. I would like to apply for a place at the Crayford Temple Grove (CTG) for my child, what do I have to do?

A10. You will need to name the Academy as one of your preferences on your local authority online common application form (CAF). You will need to name all of the schools that you would like your child to be considered for on the form regardless of the local authority that the school is in. You will also need to complete an online supplementary information form (SIF) for the Academy, if you would like to state the campus preference. The SIF can be found on our website www.haaf.org.uk/Crayford Academy under Admissions, Admissions Process.

Q11. How do I know which local authority I apply to?

A11. Your local authority is who you pay your council tax to.

Q12. It is my intention to name the Academy as the first preference on the online application form, will this be taken into to consideration?

A11. No, only the local authority is aware of the applicant's preferences, the Academy considers all applicants under the published admissions criteria.

Distance

Q13. Where is the distance measured from and how is it measured?

A13. The distance is measured by a straight line between the pupil's home address to each campus. Bexley LA will advise the Academy of your distance measurement to each campus as they will NOT be aware if you have made a campus preference.

Q14. What was the last distance place offered at each campus last year?

A14. The last distance place offered at CTG South campus was 0.17 mile and CTG North campus was 1.8 miles.

Dual Residency

Q15. My child lives equally with both my partner and myself at different addresses, what address will you consider?

A15. In order to ensure equal opportunity to all applicants, we can only consider the address that is on the online common application form (CAF) which is normally the address of the parent who is in receipt of the child benefit or child tax credit.

Sibling Criterion

Q16. My child has a sibling already attending Crayford Temple Grove, do I still have to apply?

A16. Yes, you will still need complete the local authority online common application form (CAF) and name Crayford Temple Grove (CTG) in order for your child to be considered under the sibling criterion for the campus that the older child attends.

Q17. My child is applying for Reception and has a sibling who attends the secondary phase; will he/she be considered under the sibling criterion?

A17. No, in order to be considered under the sibling criterion your child would have to have an older sibling who is on roll of the primary phase at the time of the Reception child's entry to CTG.

Q18. I have twins, if one is offered a place, will the other twin be offered a place?

A18. The Academy is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions code.

Medical & Social Needs

Q19. How do you consider who to offer the medical & social needs places too?

A19. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the particular campus is the only school able to meet the child's specific needs." A medical and social committee will review the documentation and make a professional decision as to whether the campus is the only school able to meet the child's need. The documentation will need to be with the Academy before the application closing date.

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