



**Thomas's**  
ACADEMY  
**ADMISSIONS POLICY**

## **INTRODUCTION**

The Head Teacher, based on the criteria drawn up by the Governing Body, implements the Admissions Policy.

Applications for admissions to the school will not be accepted before a child's second birthday. Children are admitted to the school after their third birthday, subject to the discretion of the Head Teacher.

## **ADMISSIONS CRITERIA**

If there are more applications than places, preference will be given to children in the following order:

Applicants with a signed Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) which names one of the London Borough of Hammersmith and Fulham schools will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

If there are more applications to the school than there are places available in the following order of priority:

1. Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the London Borough of Hammersmith and Fulham confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.
2. The Governing Body, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.
3. To brothers and sisters of children already on roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

*If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 4 below. If*

*there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

4. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home "address point" determined by Ordnance Survey Data to the centre of the school grounds as determined by the Hammersmith and Fulham using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

**Method of Application** – Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions) or on a paper can be requested from the Home LA's Admissions Team.

Applications for Nursery will only be considered once proof of address and the child's birth certificate are provided. Please note: due to the limited availability of spaces, an application for a place at the school does not guarantee admission.

If there is a change of address during the period from offer to the child starting school, we must be informed in writing.

Under present education law, there is no right of appeal if your child is unsuccessful in getting a place.

#### **Admissions arrangements that apply**

**Twins, multiple births and children born in the academic year** will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

**Children attending nursery class at a school** – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.

**Split residence** – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used 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 agreed and Child Benefit is claimed, the address that is registered for this claim will be used.

**Date of admission/deferred entry** – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

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 end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**Requests to apply for Reception in the following year\***– Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2,17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The governing body will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The Head Teacher will be informed of the request by the LBHF's admission team for their views taken into account. This right to request a later admission, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

*\*The current legislation that applies to options for Summer born children is currently subject to a review by central government. Any changes will be reflected in the admission arrangements accordingly.*

**Late applications** - 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 and there can be no guarantee that a place will be offered.

**Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

**In-Year admissions** - Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

**In-Year Fair Access** - The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year

but present a high level of need but do not have a statement or EHC plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

<b>This policy will be reviewed annually</b>		
Created: Miles Chester		July 2015
Latest Review: Jan 2018	By:	Miles Chester & The Education Committee
Next Review: Jan 2019	By:	Miles Chester & The Education Committee