

# HOW TO APPLY FOR ADMISSION TO THE BLUE SCHOOL

Notes on admissions policy, criteria and procedures

## **General**

1. As a C of E, voluntary aided (VA) school, the Blue School Governing Body is responsible for all admissions decisions. All applications will be considered equally against the criteria. The onus is on the family to ensure their forms are accurate, up to date and returned to the School by the closing date. The expected timetable for consideration of applications is set out below.

For application into the Reception Class, there is an independent Local Authority administered appeal procedure for unsuccessful applicants. The forms of unsuccessful candidates will be kept at the School for future reference.

2. The Governors would strongly recommend parents who are offered a place to keep their child at the School until the end of Year 6 in order to benefit fully from being part of The Blue School.
3. **Timetable of events**

Final date for Common Application Forms to be received by the Local Authority is **15<sup>th</sup> January 2017**.

Final date for receipt of the School's Supplementary Information Form which includes the Vicar's/Minister's/Religious Leader's reference form in School is **15<sup>th</sup> January 2017**.

Parent notified of acceptance/rejection of application by the Local Authority (LBH) by e-mail on the evening of **18<sup>th</sup> April 2017**.

4. **Notes on terms used in the criteria:**

a) **Active membership** will be verified by the appropriate Vicar/Minister/Religious Leader on the form provided by the school. The Vicar/Minister/Religious Leader will be advised that active membership must be for at least 2 years, with attendance at least fortnightly by at least one parent at the time of application. The two year period is the period immediately before application.

b) **By Christian**, the Governors mean any church accepted and registered with *Churches Together in Britain and Ireland*, who can be contacted at:

Inter-Church House  
35-41 Lower Marsh  
London  
SE1 7SA

Telephone: 020 7523 2121 Fax: 020 7928 0010

E-mail: [info@ctbi.org.uk](mailto:info@ctbi.org.uk)

or with the *Evangelical Alliance*, who can be contacted at:

Whitefield House  
186 Kennington Park Road  
London  
SE11 4BT

Telephone: 020 7207 2100 Fax: 020 7207 2150

E-mail: [infor@eauk.org](mailto:infor@eauk.org)

The onus is on the family to provide evidence that their church is registered with Churches Together or the Evangelical Alliance.

c) **Siblings** include brothers, sisters, step brothers and step sisters and fostered children living at the same address. The attendance of these at the school at the time of entry will increase the priority of an applicant within the category.

**d) Proximity between home and school.**

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land (1), open spaces, public parks, subways or footpaths not adopted by the Highways team (2).

(1) Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.

(2) Except the pedestrian footpath at the eastern end of the Ride

**e) Tie breaker.**

In the highly unlikely event that children identically fulfill all the above criteria, the School's policy of a 'tie breaker' will come into effect. Places will therefore be awarded by means of 'random allocation'. This process will be supervised by a person who is independent of the school.

**(f) Definition of 'family'.**

The expression 'family' relates to the child's permanent legal carer. This includes **either** a parent or parents or permanent legal carer/s or permanent legal guardian/s.

**(g) 'Looked after children and previously looked after children'**

The definition of 'Looked after children and previously looked after children' includes children who have been adopted but were previously in care and those who are subject to residence or special guardianship orders.

## **Waiting Lists**

Unsuccessful applicants' names will be added to the waiting list and this waiting list will be maintained until 31<sup>st</sup> December 2016. It will be maintained in the order of the published oversubscription criteria and each added child will require the list to be ranked again in line with the above. If a place becomes available it will be offered to the next child on the waiting list.

## **Appeals**

If an applicant is not offered a place at The Blue School, there is a right of appeal to an independent Appeals Committee set up in accordance with the provisions of the School Standards & Framework Act 1998. Details of the procedure can be obtained from the Clerk to the Governors at the School.

## **Admission of children below compulsory school age**

Children will normally be admitted to the reception year in the September following their fourth birthday.

Parents can defer their child's entry to the reception year until later in the school year if they have been offered at The Blue School to start before they are of compulsory school age. Where entry is deferred, the Blue 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. (The school year runs from 1st September to 31st August).

## **Admission of children outside their normal age group**

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. 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. Such requests would normally apply to children that are summer born 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 Blue School Governors, 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 must 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.

### **In Year Admissions.**

Should there be a vacancy in a class during the academic year, representatives of the Governing Body will apply the admissions criteria to all applicants. If regular worship is mentioned the relevant Vicar/Minister/Religious Leader will be contacted.