

Windrush Admissions Policy

Approved and ratified by Local Governing Body

Last review: Oct 2018

Next review: Autumn 2019

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school for the academic year 2020/21
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

The governing body of Windrush School administers the regulations on admissions fairly and equally to all those who wish to attend this school. The School follows the admissions guidelines set down by the LA.

As an academy, the school is required by its funding agreement to comply with these admissions guidelines, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3. Definitions

The correct term **admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

As part of the Endeavour Partnership Trust, the LA still determines the admission arrangements for Windrush Primary School. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms should be completed on the Greenwich Council website and submitted by the date stipulated on the website. The LA notifies parents about the school place on National Offer Day as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admission date per year as from September (at the start of the school year) Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date specified.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5.1 Admission number

The school has an agreed admission number of 30 pupils for entry at Windrush per class. At Windrush Primary Thamesmead there is one class per year group and at Windrush Charlton there are three classes, open to admissions.

5.2 Oversubscription criteria

As per the LA admissions arrangements, if the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled. The following admissions criteria will be used for admissions:

1. Looked after children and previously looked after children who have been adopted

or become subject to child arrangements or a special guardianship order immediately after having been looked after.

A looked after child is a child who is in the care of an English or Welsh local authority in accordance with section 22 (a) of the Children Act 1989.

2. Children with a sibling - living at the same address - who is already attending the school at the time of the child's admission.

Sibling means a full, half, step, adopted or foster brother or sister. This does not include siblings who attend a school's nursery provision.

3. Other children based on home to school distance.

The distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site.

If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

Attendance at a school's nursery, children of staff, work commitments and childcare arrangements are not part of the decision making process.

6. Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the planned admissions round, all children whose statement of SEN or EHC plan names the school will be admitted. Please note that a home visit will be arranged and completed prior to children starting at school.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

You will need to complete an in-year primary admission form if you would like to apply for a place. To apply online, go to www.royalgreenwich.gov.uk/admissions. If you would rather complete a paper form, you can download a printable copy from the LA website.

8. Waiting Lists

Waiting lists are maintained by the Local Authority in the same order as the published admission criteria. Priority is not given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted. Waiting lists are maintained for the entire academic year.

9. Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

10. Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

11. Admission of Children Outside their Normal Age Group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Head of School will make a decision on the basis of the circumstances of the case, based on their professional judgment of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

12. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you can visit the LA website for more information on how to appeal at: www.royalgreenwich.gov.uk/admissions.

13. Monitoring arrangements

This policy will be reviewed and approved by the local governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.