

Admissions Policy

Nursery Admissions

Over subscription criteria is as follows:

Places will be allocated to those children whose parents/carers have expressed a preference for our school by submission of an application by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. **Places will be offered firstly to looked after children**, i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).
2. **Children who have an exceptional medical or social need** requiring attendance at a particular school rather than any other school. Such needs must be supported at the time of application with reason from the parent(s) or guardian(s) together with reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application. Failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. **Children who have siblings** (by which is meant full, step, half and adopted siblings living in the same household) at the attached infant, junior or primary school at the point of admission.
4. **Children living closest to the preferred school**, measured by the shortest route by road or maintained footpath from the Ordnance Survey reference point within the property, out of the front entrance into and following the middle of the road and footpath, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private and public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).
5. **Other children living closest to the preferred school**, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the middle (the 'seedpoint') of their home to the nearest pedestrian school gate used by the nursery children. Accessibility of private and public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

NOTES:

1. Any offer of a place on the grounds of distance is conditional on the child living at the address provided on the closing date for application. A business address, a child minder's address or any other address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.
3. These criteria will apply to applicants regardless of the borough in which they live.

4. Late applications will NOT be processed until after all others received on time.
5. The school reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

All application forms must be received by the Infant School office by the Local Education

Authority's stated closing date which is usually in March. Offer letters are sent in May.

Reception Admissions

The London Borough of Richmond upon Thames (LBRUT) will set a closing date, usually 15th January, for receipt of applications to school in the following September. Places are allocated in the following order:

1. Places will be offered firstly to looked after children.
2. Children who have an exceptional medical or social need.
3. Children who have siblings (by which is meant full, step, half and adopted brothers or sisters living in the same household) at the school or at a linked junior school at the point of admission.
4. Children living closest to the preferred school, measured by the shortest route by road or maintained footpath.

If your child attends our nursery, you will be sent a booklet entitled 'Admission to Primary Schools, September 2016', which explains how and when to apply for a reception school place.

All applications must be submitted online or received by the Local Education Authority by the stated closing date.

Parents will be informed by their Local Education Authority with the result of their application. This is usually in the following April.

- **Request to delay entry to school in the same year (known as deferred entry)**
In Richmond, children start full-time from September. You can request to delay your child's entry to school until later in the school year or to attend part-time but only until they reach compulsory school age in that year. Once your child has been offered a place to start in the September, please discuss your request with the headteacher.
- **Request to delay a year**
Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15th January of the year when children in the actual age group are due to start

school. Please provide professionally supported evidence to explain why your child should be considered to start school a year later than other children of their age. Each request and supporting evidence will be carefully considered and the educational, social and developmental reasons will be taken into account to arrive at a decision. Applying by the age appropriate deadlines will mean that in the event your request is refused, your child will still be considered for a place in their correct year group.

School Admissions during the School Year

Applications to join our school during the school year must be made using Richmond's In Year Application Form available from the admissions team at the London Borough of Richmond upon Thames:

*The School Admissions Team
London Borough of Richmond upon Thames*

Email: richmond.admissions@achievingforchildren.org.uk

*Telephone: 020 8891 7514**

* The school admissions team do not take calls between 2pm and 4pm. Please telephone between the hours of 9am and 2pm or between 4pm and 5pm, Monday to Friday.