



# **The LETTA Trust**

# **Admissions Policy**

## **2020~2021**

Stebon Primary School

**Approved & adopted:** 28 February 2019

**To be reviewed:** Spring 2020

## 1. Introduction

- 1.1. The LETTA Trust seeks to operate an admissions system that provides equal and fair opportunities to all applicants
- 1.2. This admissions policy has been determined following a public consultation and approval by the LETTA Trust's Board of Trustees. It is reviewed annually by the Trust
- 1.3. The LETTA Trust's admissions policy is in line with the Tower Hamlets' admissions policy for community schools
- 1.4. **Published admission number (PAN)**  
The PAN for Stebon Reception is 90. If there are fewer applicants than places available all applicants will be admitted.

## 2. Children with education, health and care plans (EHCPs)

Children with an Education, Health and Care Plan naming the school must be offered a place. This process is separate from the standard admission arrangements set out below.

## 3. Oversubscription criteria

- 3.1. Where the school is oversubscribed places will be filled in the following priority order:
  - 3.1.1. Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order
  - 3.1.2. Children for whom it is deemed there is a strong medical or social reason to attend the school **(see Note 1)**
  - 3.1.3. Children living within the catchment area who have a sibling attending the school and who will continue to do so on the date of admission **(see Note 2)**
  - 3.1.4. Children of staff at the school **(see Note 3)**
  - 3.1.5. Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area
  - 3.1.6. Other children from within the catchment area of the school
  - 3.1.7. Children living outside of the catchment area of the school
- 3.2. In the event of oversubscription within categories 3, 5, 6, and 7 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance **(see Note 4)**.

### **Note 1**

This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application.

### **Note 2**

For this purpose "sibling" means a whole, half or step-brother or –sister or fostered or adopted sibling resident at the same address.

### **Note 3**

Priority may be given to children of staff in either or both of the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority will be limited to one place for each form of entry in any year, with the exception of twins, multiple births & siblings born in the same academic year.

### **Note 4**

If a child normally lives with more than one parent at different addresses during the school week, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

## **4. Catchment area**

The school catchment area is the defined area in which a school is located. It is generally bounded by major roads and/or railway/canal. The catchment area for each Tower Hamlets Community school is set by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of a local school. Details of the community schools within the catchment area for a particular address can be viewed on the Local Authority's website: <http://www.towerhamlets.gov.uk/equalchance>.

## **5. Age of admission**

- 5.1. Children born on and between 1 September 2015 and 31 August 2016 would normally start primary school in Reception in the school year beginning in September 2020. Children are offered a place in Reception from the September following their fourth birthday.

- 5.2. Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age during the school year. A child's attendance at school does not become compulsory until the start of the term following their fifth birthday. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the start of the summer term in the academic year for which the original application was accepted.
- 5.3. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term. Where a parent of a 'summer-born' child (15 April - 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to re-apply for a place at the correct time.
- 5.4. It is the view of The LETTA Trust that children should start primary school with their normal age group. However, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or is summer born (1 April – 31 August). It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:
  - 5.4.1. complete the LA common application form or the in-year admission form, as appropriate
  - 5.4.2. attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.
- 5.5. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
  - 5.5.1. the parent's views
  - 5.5.2. any available information about the child's academic, social and emotional development
  - 5.5.3. where relevant, their medical history and the views of a medical professional
  - 5.5.4. whether they have previously been educated out of their normal age group
  - 5.5.5. any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
  - 5.5.6. the views of the head teacher

## **6. Nursery provision**

See nursery admissions policy document.

The admission arrangements set out in this document do not apply to applications for the school's nursery. Parents of children who are admitted to the nursery provision at the school must apply in the normal way for a place at the school, if they want their child to transfer to the Reception class. Attendance at the nursery will not guarantee admission to the school.

## **7. Applying for a place**

- 7.1. How to apply for a primary school place is set out in the Local Authority's school admissions booklet, 'Starting School in Tower Hamlets'. Applications are then coordinated for all the schools in the Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed on the following webpage: [http://www.towerhamlets.gov.uk/lgs/1-50/17\\_schools/school\\_admissions.aspx](http://www.towerhamlets.gov.uk/lgs/1-50/17_schools/school_admissions.aspx)
- 7.2. The closing date for applications is **15 January 2020** and the date on which families are sent notification of the outcome is **16 April 2020**.

## **8. Late applications**

- 8.1. Applications received after the 15 January 2020 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2020. Where a school is oversubscribed, late applications will be refused and placed on the waiting list in accordance with the admissions criteria.
- 8.2. Where the Admissions Authority has determined there are exceptional circumstances for the late submission of an application it will be treated as 'on time' and, where possible, considered alongside existing applications.

## **9. Twins and multiple births**

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LETTA Trust will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LETTA Trust will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

## **10. Waiting list**

The Tower Hamlets Local Authority's Pupil Services Team hold waiting lists for all oversubscribed schools in the Trust and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according

to these admission criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

### **11. Fraudulent or misleading applications**

As an admission authority we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that an applicant has made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **12. Fair access protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Tower Hamlets' Fair Access Protocol. This may mean admitting children above the PAN.

### **13. Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.