

# Admission to Primary Schools in Bexley 2019-2020

Apply online now at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)

**Closing date 15 January 2019**



# Apply online for primary schools

If you are a resident of the London Borough of Bexley applications for admission to primary school can be made online by visiting [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) from 1 September.

Many parents and carers find it easier and quicker to apply online. Some of the benefits are listed below.

## Apply online [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)

- It's quick and easy
- You will receive an email receipt
- It's a secure system
- The system helps you by checking for errors
- There is no risk that your application will get lost in the post
- You can scan and upload evidence of your address and supporting evidence for medical and social priority requests
- You can view and change your application right up to the closing date
- Available 24 hours a day 7 days a week up to the closing date and time of 11.59pm on 15 January 2019
- View the outcome of your application online during the evening of 16 April 2019
- You can accept or decline your offer online

*You may wish to make a note of your user name and password here:*

## Message to parents

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Starting Primary School:

A Message to Parents from Councillor John Fuller, Cabinet Member for Education

If your child was born between 1 September 2014 and 31 August 2015, it is now time to apply for a primary school place. As a parent myself, I know how important it is to find a school that is suitable for your son or daughter, and how important it is to prepare them for starting school.

I am very proud of Bexley schools. I know how much teachers care for their classes, and I know how keen they are to see every child happy and enjoying their education. But schools are not just places for formal lessons - many have pre-school and after school activities, many have thriving clubs and activities at lunchtime, and all will seek to involve you in the education of your child. Schools are social hubs in their local communities and many have very active parent-teacher associations.

I would urge every parent to visit their local schools and to ask questions. Contact details for each school can be found in Part 2 of this booklet. Enquire at the schools you are interested in to find out when their open days are.

Please apply online at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions). You can also download a mobile app to help you manage your application and to see your offer on 16 April.

Applications can be made any time between 1 September 2018 and 15 January 2019. This allows you plenty of time to visit schools and think about which might be best for you child. Applications are not dealt with on a "first come, first served" basis, but please do make sure you apply before 15 January 2019.

Please remember, too, to name 6 schools that you would like to apply for. Many of our schools fill up with children living very close. Although last year over 90% of families were offered a place at their first preference school, we cannot promise this. Including the nearest school to your home as one of your preferences will give you the best chance of being offered a local school.

If you have any further questions about the process of applying, please do contact us. Email addresses and phone numbers can be found on page 2 of this booklet.

Finally, I'd like to take this opportunity to wish your son or daughter every success and happiness at their new school.



Councillor **John Fuller**  
Cabinet Member for Education

## Information

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**The easiest way to apply is online.  
Bexley's Primary Common Application  
Form is available from 1 September 2018  
until the closing date of 15 January 2019.**

**Please visit  
[www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

This booklet has been produced by  
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website: [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)

### Important dates

1 September 2018	Application period starts
<b>15 January 2019</b>	<b>Closing date for applications. Don't be late!</b>
15 February 2019	Last date for address or other essential changes or for applications that are late with good reason
16 April 2019	Offers of places made online and by letter
30 April 2019	Last date for accepting and declining offers of places
21 May 2019	Last date for on time appeals for community and voluntary controlled schools
May-August 2019	Offers from waiting lists
June-July 2019	Appeal hearings

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## Part 1 - Introduction

### 1. About this booklet

This booklet contains information to help you apply as a Bexley resident for a place for your child in a primary school, whether in Bexley or elsewhere.

If your child was born between 1 September 2014 and 31 August 2015 you can make an application for him or her to begin school during the school year 2019/2020.

You can apply online up to 15 January 2019 by visiting [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

Children starting primary education in Bexley schools in the 2019/20 school year may start in the Autumn term 2019, regardless of their date of birth.

The booklet lists all the primary schools in Bexley on pages 7-11, and explains the oversubscription criteria for each school that will be used if there are more applications than places.

You must apply for a Reception place even if your child already attends the nursery class at one of your preferred schools, as children do not transfer automatically from nursery to Reception. No priority is given for a Reception place because of attendance at a nursery class at the same school.

If your child currently attends an infant-only school (for children aged between 4 and 7), you will need to apply online for a place in a junior school in the same way as those applying for a Reception place.

If you have recently moved into Bexley or are about to do so, this booklet tells you how to apply for a place in a Bexley school for children aged between 4 and 11 years. These arrangements also apply to parents who would like their children to transfer from one primary school to another.

### 2. The primary co-ordinated admissions process

Children born from 1 September 2014 to 31 August 2015 (inclusive) will be due to start in the reception class of a primary school in the 2019/2020 school year.

Under the primary co-ordinated school admission scheme, parents apply for all types of school in Bexley or in other local authority areas (apart from private schools) by listing up to six schools on the Bexley Primary Common Application Form if they are residents of London Borough of Bexley. Parents living outside Bexley must complete the application form available from their home local authority. Bexley primary schools can be included on that form.

The Bexley Primary Common Application Form will be available online at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or

[www.eadmissions.org.uk](http://www.eadmissions.org.uk) from 1 September 2018. Paper applications will only be available to those who are unable to apply online.

Parents who include a faith (Church) school amongst their preferences will need to complete a supplementary information form, available direct from the school or on the Council's webpage [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) that will ask questions about baptism, regularity of Church attendance etc. Parents should return the supplementary information form to the school. The schools requiring parents to complete a supplementary information form are listed on page 14.

The Council will pass on details of your application to all the schools listed on your form, and the admission authority for each will decide whether your child can be offered a place. If you are applying for priority, such as under medical grounds, you must indicate this against each preference to which you believe it applies. Evidence must be submitted at the time of application. If there are more applicants than places, the published oversubscription criteria for each school will be used to put children in order of priority. When all the decisions are known, the Council will offer your child a place at the highest preference school possible of those listed on your application form.

Parents who apply online will receive an email with details of the school offered during the evening of Tuesday 16 April 2019. If you apply online and are offered your first preference school, you will not receive a separate letter. A letter advising all other parents of the outcome of their application will be posted to their home address by first class post on 16 April 2019, whether the application was made online or on a paper form.

The co-ordinated scheme, by ensuring that no parent will be offered a place at more than one primary school, enables more applicants to be offered a school place.

### 3. Transferring from infant to junior school

Children transfer from infant to junior education at the beginning of the school year following their seventh birthday, or the start of Year 3. If your child is in the final year of one of the infant schools in Bexley, you must apply for a place in a junior school. Children born between 1 September 2011 and 31 August 2012 will transfer to junior school in September 2019.

Children who attend a primary school for children aged from 4 to 11 years, transfer automatically to a junior class. Children who attend an infant-only school for children aged 4 to 7 years, do not automatically join the associated junior school. Parents of children in infant-only schools

need to apply to their home local authority for a place at the junior school of their preference. The procedure is similar to that for Reception class admission described above, except that only 3 preferences are allowed, and the same conditions apply for late applications.

Most parents wish their children to go from the infant school to the associated junior school, and priority is given in junior school admissions to children attending the associated infant school, after Looked After children. You can also apply to other junior schools if you wish to, or you can make an in year application for transfer to Year 3 of a primary school. Offers of places at primary schools will depend on the availability of places, and no priority is given to children because they are leaving an infant-only school.

If there are more applications for a junior school than places available, applicants will be prioritised using the oversubscription criteria for junior schools. The Admissions Policy for each school can be found in Part 4 of this booklet.

The closing date for junior school applications is 15 January 2019. You can apply online by visiting [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions).

Infant to Junior applications will only be accepted for children already attending an infant only school. Applications for junior school places, for children who attend a primary school, or who do not have a school place, must be made as in year applications.

Waiting lists of children not allocated a place at their preferred school in the infant to junior process will be merged with in year waiting lists for Year 3 places from 30 April 2019, and priority will still be given to children on roll at the linked infant school until 31 August 2019.

## 4. Applying online and ParentComm app

More and more parents apply online for the following reasons:

- It's quick and easy
- You will receive an email receipt
- It's a secure system
- The system helps you by checking for errors
- There is no risk that your application will get lost in the post
- You can scan and upload evidence of your address and supporting evidence for medical and social priority requests
- You can view and change your application right up to the closing date.
- Available 24 hours a day 7 days a week up until the closing date and time of 11.59pm on 15 January 2019.

- View the outcome of your application online during the evening of 16 April 2019.
- You can accept or decline your offer online until 30 April 2019.

When you apply online, make sure that you receive your confirmation email within an hour of submitting your application. **Your application is not valid without the confirmation.** If you do not receive the confirmation, you should resubmit the application. You should make a note of your username and password. Please make sure that you enter details of brothers and sisters already attending a school in the correct boxes, and state any medical or social factors that you would like taken into account, against each school preference to which they are relevant. You must upload supporting evidence for all requests for a particular priority, or send paper copies to the School Admissions Team, at the time of application.

If you have an existing eAdmissions account, you will be prompted to check your personal details are up to date. Please ensure you do this before starting your online application.

You can download the ParentComm app (by Atomwide) from the Apple App Store or Google Play to a mobile phone or tablet. When you register your username and password, the app will help you manage your application, and you will be able to use it to see the school you are being offered on 16 April. The app will also give you access to other school services.

## Part 2 - Primary Schools in Bexley

### I. Primary Schools in Bexley

The primary schools in Bexley are listed on pages 7 to 11. The admission number given for each school is the maximum number of pupils who will be admitted to Reception classes of primary and infant schools or Year 3 of junior schools.

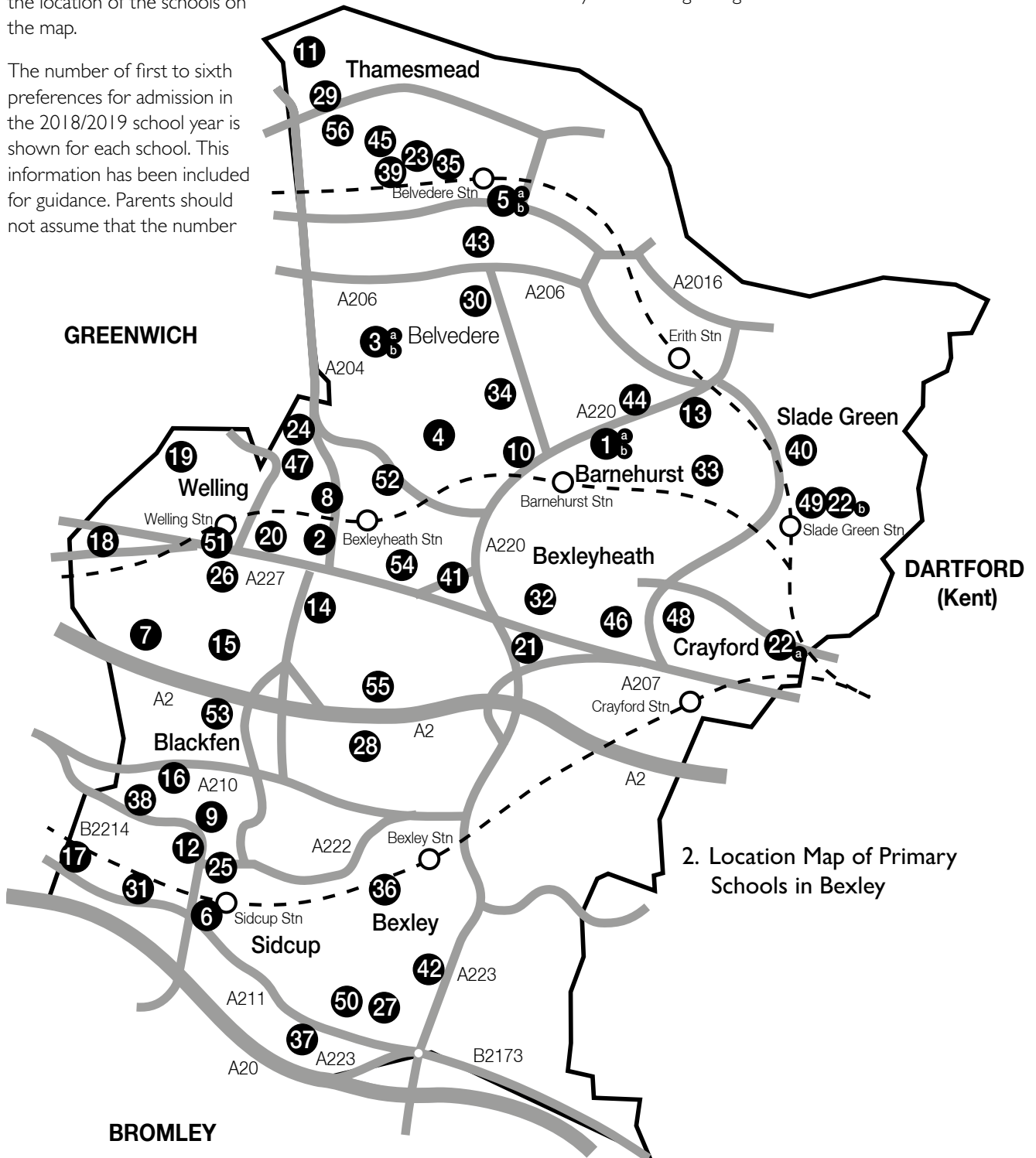
The London Borough of Bexley may consult on and make decisions about the expansion of primary schools before September 2019. Such decisions would override the admission numbers shown. The numbers in the left hand column of the school list correspond with those showing the location of the schools on the map.

The number of first to sixth preferences for admission in the 2018/2019 school year is shown for each school. This information has been included for guidance. Parents should not assume that the number

of preferences for the coming year will necessarily be similar to the number this year.

The type of school, eg community, voluntary aided, Academy, free school is correct at the time of printing this booklet (August 2018) but community and voluntary controlled schools may convert to Academy status before September 2019 and change their admission number or organisational arrangements.

Where a school has a nursery class, this is shown by 'with nursery' after the age range of the school.



2. Location Map of Primary Schools in Bexley



<b>1a</b>	<b>Barnehurst Infant School</b> Barnehurst Close, Erith DA8 3NL Tel 01322 334401	Head Teacher: Mrs C Malone Academy Age Range 4-7 with nursery	Admission number 60 Number of preferences for 2018/19: 353 www.barnehurstfederation.co.uk
<b>1b</b>	<b>Barnehurst Junior School</b> Barnehurst Close, Erith DA8 3NL Tel 01322 334214	Executive Head Teacher: Mrs C Malone Academy Age Range 7-11	Admission number 60 Number of preferences for 2018/19: 80 www.barnehurstfederation.co.uk
	<i>Barnehurst Infant and Junior Schools are Academies and part of the Primary First Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>2</b>	<b>Barrington Primary School</b> Barrington Road Bexleyheath DA7 4UN Tel 020 8304 0242	Head Teacher: Mrs C Clark Academy Age Range 4-11	Admission number 30 Number of preferences for 2018/19: 148 www.barrington.bexley.sch.uk
	<i>Barrington Primary School is an Academy and part of The Ignis Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>3a</b>	<b>Bedonwell Infant School</b> Bedonwell Road, Belvedere DA17 5PF Tel. 020 8310 4161	Executive Head Teacher: Mrs S Brooks Head of School: Ms C Geeves Academy Age Range 4-7 with nursery	Admission number 120 Number of preferences for 2018/19: 347 www.bedonwell-inf.bexley.sch.uk
<b>3b</b>	<b>Bedonwell Junior School</b> Bedonwell Road, Belvedere DA17 5PF Tel 020 8310 4174	Executive Head Teacher: Mrs S Brooks Head of School: Mrs J Wright Academy Age Range 7-11	Admission number 120 Number of preferences for 2018/19: 140 www.bedonwell-jun.bexley.sch.uk
	<i>Bedonwell Infant and Junior Schools are academies and part of The Ignis Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>4</b>	<b>Belmont Primary School</b> Belmont Road Erith DA8 1LE Tel 01322 432057	Executive Head Teacher: Ms M Caplin Head of School: Mr G Gibson Community School Age Range 4-11 with nursery	Admission number 60 Number of preferences for 2018/19: 308 www.belmont.bexley.sch.uk
<b>5a</b>	<b>Belvedere Infant School</b> Mitchell Close Belvedere DA17 6AA Tel 020 8311 9092	Head Teacher: Mrs L Mulley Community School Age Range 4-7 with nursery	Admission number 90 Number of preferences for 2018/19: 172 www.belvedereinfants.co.uk
<b>5b</b>	<b>Belvedere Junior School - The Pioneer Academy</b> Mitchell Close Belvedere DA17 6AA Tel 01322 431404	Head Teacher: Mrs R Lomax Academy Age Range 7-11	Admission number 90 Number of preferences for 2018/19: 85 www.belvederejuniorschool.co.uk
	<i>Belvedere Junior School is an Academy and part of The Pioneer Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>6</b>	<b>Birkbeck Primary School</b> Alma Road Sidcup DA14 4ED Tel 020 8300 4161	Acting Head Teacher: Mrs L A Fisher-Pink Community School Age Range 4-11 with nursery	Admission number 90 Number of preferences for 2018/19: 244 www.birkbeck.bexley.sch.uk
<b>7</b>	<b>Bishop Ridley CE Primary School</b> Northumberland Ave Welling DA16 2QE Tel 020 8303 4461	Head Teacher: Mr S Keep Voluntary Aided School Age Range 4-11 with nursery	Admission number 60 Number of preferences for 2018/19: 114 www.bishopridleyschool.org.uk
	<i>Bishop Ridley CE Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>		
<b>8</b>	<b>Brampton Primary Academy</b> Brampton Road Bexleyheath DA7 4SL Tel 020 8303 2873	Head Teacher: Mrs G Clark Academy Age Range 4-11	Admission number 60 Number of preferences for 2018/19: 142 www.brampton.bexley.sch.uk
	<i>Brampton Primary Academy is part of the Reach 2 Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>9</b>	<b>Burnt Oak Junior School</b> Burnt Oak Lane Sidcup DA15 9DA Tel 020 8300 5854	Head of School: Mrs V Denman Academy Age Range 7-11	Admission number 62 Number of preferences for 2018/19: 67 www.burntoak-junior.com
	<i>Burnt Oak Junior School is an Academy and part of The Pioneer Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>10</b>	<b>Bursted Wood Primary School</b> Swanbridge Road Bexleyheath DA7 5BS Tel 020 8304 9960	Head Teacher: Mrs D Dryland Academy Age Range 4-11	Admission number 90 Number of preferences for 2018/19: 306 www.burstedwoodprimary.org.uk
	<i>Bursted Wood Primary School is an Academy. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>		
<b>11</b>	<b>Castilion Primary School</b> Copperfield Road Thamesmead SE28 8QA Tel 020 8311 5177	Head Teacher: Mr S Pepperell Community School Age Range 4-11 with nursery	Admission number 60 Number of preferences for 2018/19: 122 www.castilion.bexley.sch.uk

## Primary Schools in Bexley

<b>12 Chatsworth Infant School</b> Burnt Oak Lane Sidcup DA15 9DD Tel 020 8300 9295 <i>Chatsworth Infant School is an Academy and part of The Pioneer Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>	Head Teacher: Mrs R Owen Academy Age Range 4-7 with nursery	Admission number 60 Number of preferences for 2018/19: 198 <a href="http://www.chatsworthinfantschool.com">www.chatsworthinfantschool.com</a>
<b>13 Christ Church (Erith) CE Primary School</b> Lesney Park Road, Erith DA8 3DG Tel 01322 333780 <i>Christ Church Erith CE Primary School is an Academy and part of the Trinitas Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school</i>	Director of Primary Education: Mrs B Gardner Principal: Mrs G Ball Academy	Admission number 90 Number of preferences for 2018/19: 178 <a href="http://www.christchurch.bexleysch.uk">www.christchurch.bexleysch.uk</a>
<b>14 Crook Log Primary School</b> Crook Log, Bexleyheath DA6 8EQ Tel 020 8303 9203	Head Teacher: Mrs K Donovan Community School Age Range 4-11 with nursery	Admission number 59 Number of preferences for 2018/19: 253 <a href="http://www.crooklog.bexleysch.uk">www.crooklog.bexleysch.uk</a>
<b>15 Danson Primary School</b> Danson Lane Welling DA16 2BH Tel 020 8303 1858	Head Teacher: Miss L Casey Community School Age Range 4-11 with nursery	Admission number 90 Number of preferences for 2018/19: 347 <a href="http://www.danson.bexleysch.uk">www.danson.bexleysch.uk</a>
<b>16 Days Lane Primary School</b> Days Lane, Sidcup DA15 8JU Tel 020 8300 1697 <i>Days Lane Primary School is an Academy. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>	Head Teacher: Mrs J Trusty Academy Age Range 4-11 with nursery	Admission number 90 Number of preferences for 2018/19: 311 <a href="http://www.dayslanepprimary.co.uk">www.dayslanepprimary.co.uk</a>
<b>17 Dulverton Primary School</b> Dulverton Road London SE9 3RH Tel 020 8302 3573	Head Teacher: Mrs S Stringman Community School Age Range 4-11 with nursery	Admission number 60 Number of preferences for 2018/19: 211 <a href="http://www.dulverton.bexleysch.uk">www.dulverton.bexleysch.uk</a>
<b>18 Eastcote Primary Academy</b> Eastcote Road, Welling DA16 2ST Tel 020 8856 1346 <i>Eastcote Primary Academy is an Academy and part of the Leigh Academies Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>	Head Teacher: Mr D Ball Academy Age Range 4-11 with nursery	Admission number 30 Number of preferences for 2018/19: 120 <a href="http://www.eastcoteprimaryacademy.org.uk">www.eastcoteprimaryacademy.org.uk</a>
<b>19 East Wickham Primary Academy</b> Wickham Street, Welling DA16 3BP Tel 020 8854 0698 <i>East Wickham Primary Academy is an Academy and part of the Kemnal Academies Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>	Executive Head Teacher: Mrs S Manzi Head of School: Mrs J Whiley Academy Age Range 4-11 with nursery	Admission number 90 Number of preferences for 2018/19: 162 <a href="http://www.ewp-tkat.org">www.ewp-tkat.org</a>
<b>20 Foster's Primary School</b> Westbrooke Road Welling DA16 1PN Tel 020 8298 7336	Head Teacher: Mr B Fletcher Voluntary Controlled Age Range 4-11 with nursery	Admission number 60 Number of preferences for 2018/19: 244 <a href="http://www.fosters.bexleysch.uk">www.fosters.bexleysch.uk</a>
<b>21 Gravel Hill Primary School</b> Watling Street Bexleyheath DA6 7QJ Tel 01322 521343 <i>Gravel Hill Primary School is an Academy and part of the Unity Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>	Head Teacher: Miss M Neale Academy Age Range 4-11 with nursery	Admission number 60 Number of preferences for 2018/19: 145 <a href="http://www.gravelhillschool.co.uk">www.gravelhillschool.co.uk</a>
<b>22a Haberdashers' Aske's Crayford Academy</b> Crayford Temple Grove South Campus Iron Mill Lane, Crayford DA1 4RS Tel 01322 402180	Head Teacher: Miss A Spurrell All-through Academy Age Range 4-18 with nursery	Admission number 90 Number of preferences for 2018/19: 179
<b>22b Haberdashers' Aske's Crayford Academy</b> Crayford Temple Grove North Campus, Chrome Road Slade Green, Erith DA8 2EL <i>The Governing Body is the admission authority for Haberdashers' Aske's Crayford Academy. The admission arrangements are in Part 4 of this booklet. The school has two primary sites, the South Campus and the North Campus. You can express a preference for one or both of the campuses by completing a supplementary form and returning it to the Academy.</i>	Tel 01322 330363 <a href="http://www.haaf.org.uk/Crayford-Home">www.haaf.org.uk/Crayford-Home</a>	
<b>23 Harris Garrard Academy (Primary Section)</b> Yarnton Way, Erith DA18 4DW Tel 020 8320 4840 <i>The Harris Garrard Academy is part of the Harris Federation. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet</i>	Executive Principle: Mr C Everitt Head of Academy: Mr D Smith All-through Academy Age Range 4-18	Admission number 90 Number of preferences for 2018/19: 94 <a href="http://www.harrisgarrard.org.uk">www.harrisgarrard.org.uk</a>

- 24 Hillsgrove Primary School**  
Sidmouth Road  
Welling DA16 1DR  
Tel 020 8303 4949  
*Hillsgrove Primary School is an Academy and part of the Amadeus Primary Academies Trust.  
The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.*
- CEO: Mr P Wilson  
Head of School: Mr P Rhodes  
Academy  
Age Range 4-11 with nursery
- Admission number 59  
Number of preferences for 2018/19: 66  
www.hillsgrove.net
- 25 Holy Trinity CE Primary School**  
Burnt Oak Lane,  
Sidcup DA15 9DB  
Tel 020 8300 3613  
*Holy Trinity CE Primary School is an Academy and part of the Amadeus Primary Academies Trust. The Governing Body is the admission authority.  
The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.*
- CEO: Mr P Wilson  
Head of School: Mr A Twyman  
Academy  
Age Range 4-11 with nursery
- Admission number 60  
Number of preferences for 2018/19: 124  
www.htl.bexley.sch.uk
- 26 Hook Lane Primary School**  
Faraday Road  
Welling DA16 2ET  
Tel 020 8303 3839
- Head Teacher:  
Mrs N Cummins  
Community School  
Age Range 4-11 with nursery
- Admission number 60  
Number of preferences for 2018/19: 195  
www.hooklanepimary.co.uk
- 27 Hope Community School**  
167 Rectory Road  
Sidcup DA14 5BU  
Tel: 020 3223 2000  
*Hope Community School is a free school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. To apply for a faith place, you must complete a Supplementary Information Form and return it to the school*
- Head Teacher:  
Mr D Irwin  
Free School  
Age Range 4-11
- Admission number 30  
Number of preferences for 2018/19: 67  
www.hopcommunityschool.org
- 28 Hurst Primary School**  
Dorchester Avenue  
Bexley DA5 3AJ  
Tel 020 8303 2688  
*Hurst Primary School is an Academy. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.*
- Head Teacher:  
Mrs J Smith  
Academy  
Age Range 4-11 with nursery
- Admission number 90  
Number of preferences for 2018/19: 247  
www.hurst.bexley.sch.uk
- 29 Jubilee Primary School**  
Crowden Way  
Crossway, Thamesmead SE28 8JB  
Tel 020 8310 2933  
*Jubilee Primary School is an Academy and part of the Trinitas Academy Trust. The Governing Body is the admission authority.  
The admission arrangements for the school are in Part 4 of this booklet.*
- Head Teacher:  
Mrs P Davies  
Academy  
Age range 4-11
- Admission number 60  
Number of preferences for 2018/19: 62  
www.jubilee.bexley.sch.uk
- 30 Lessness Heath Primary School**  
Erith Road,  
Belvedere DA17 6HB  
Tel 01322 433290  
*Lessness Heath Primary School is an Academy and part of the Primary First Trust.  
The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.*
- Head Teacher:  
Mrs K O'Connor  
Academy  
Age Range 4-11 with nursery
- Admission number 90  
Number of preferences for 2018/19: 149  
www.lessnessheath-bexley.co.uk
- 31 Longlands Primary School**  
Woodside Road  
Sidcup DA15 7JG  
Tel 020 8300 2368
- Head Teacher:  
Mrs J Owen  
Community School  
Age Range 4-11
- Admission number 45  
Number of preferences for 2018/19: 155  
www.longlands.bexley.sch.uk
- 32 Mayplace Primary School**  
Woodside Road  
Barnehurst DA7 6EQ  
Tel 01322 523256  
*Mayplace Primary School is an Academy and part of the Primary First Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.*
- Head Teacher:  
Mrs R Flaherty  
Academy  
Age Range 4-11 with nursery
- Admission number 90  
Number of preferences for 2018/19: 206  
www.mayplace-bexley.dbprimary.com
- 33 Normandy Primary School**  
Fairford Avenue  
Barnehurst DA7 6QP  
Tel 01322 333998  
*Normandy Primary School is an Academy and part of the Pelham Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.*
- Executive Head Teacher: Mr A Hogarth  
Head of School: Mrs C Whittington  
Academy  
Age Range 4-11 with nursery
- Admission number 90  
Number of preferences for 2018/19: 146  
www.normandy.bexley.sch.uk
- 34 Northumberland Heath Primary School**  
Wheelock Close, Byron Drive, Erith DA8 1JE  
Tel 01322 334638  
*Northumberland Heath Primary School is an Academy and part of the Woodland Academy Trust.  
The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.*
- Head Teacher:  
Miss S Gordon  
Academy  
Age Range 4-11 with nursery
- Admission number 90  
Number of preferences for 2018/19: 185  
www.woodlandacademytrust.co.uk
- 35 Northwood Primary School**  
Northwood Place  
Yarnton Way, Erith DA18 4HN  
Tel 020 8310 2722  
*Northwood Primary School is an Academy and part of the Trinitas Academy Trust. The Governing Body is the admission authority.  
The admission arrangements for the school are in Part 4 of this booklet.*
- Head Teacher:  
Mrs C McNulty  
Academy  
Age Range 4-11
- Admission number 30  
Number of preferences for 2018/19: 76  
www.northwood.org.uk

## Primary Schools in Bexley

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| <b>36 Old Bexley CE Primary School</b><br>Hurst Road,<br>Bexley DA5 3JR<br>Tel 01322 527981<br><i>Old Bexley CE Primary School is an Academy and part of the Amadeus Primary Academies Trust. The Governors will give priority to applicants whose family can demonstrate commitment to the Anglican faith by regular Church attendance. Please contact the school for more details.</i>  | CEO: Mr P M Wilson<br>Head of School: Mrs J Ivil<br>Academy<br>Age Range 4-11 with nursery                           | Admission number 119<br>Number of preferences for 2018/19: 237<br><a href="http://www.oldbexleyprimary.moonfruit.com">www.oldbexleyprimary.moonfruit.com</a> |
| <b>37 Orchard Primary School</b><br>Oxford Road,<br>Sidcup DA14 6LW<br>Tel 020 8300 4878  | Head Teacher:<br>Mrs J Rowntree<br>Community School<br>Age Range 4-11 with nursery                                   | Admission number 30<br>Number of preferences for 2018/19: 86<br><a href="http://www.orchardprimary.co.uk">www.orchardprimary.co.uk</a>                       |
| <b>38 Our Lady of the Rosary RC Primary School</b><br>Holbeach Gardens, Sidcup DA15 8QW<br>Tel 020 8850 4470<br><i>Our Lady of the Rosary RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school</i>  | Head Teacher:<br>Mrs D Edwards<br>Voluntary Aided School<br>Age Range 4-11 with nursery                              | Admission number 60<br>Number of preferences for 2018/19: 128<br><a href="http://www.ourlady.bexley.sch.uk">www.ourlady.bexley.sch.uk</a>                    |
| <b>39 Parkway Primary School</b><br>Alsike Road,<br>Erith DA18 4DP<br>Tel 020 8310 0176   | Head Teacher:<br>Mr R Celino-Stock<br>Community School<br>Age Range 4-11 with nursery                                | Admission number: 60<br>Number of preferences for 2018/19: 95<br><a href="http://www.parkway.bexley.sch.uk">www.parkway.bexley.sch.uk</a>                    |
| <b>40 Peareswood Primary School</b><br>Peareswood Road<br>Erith DA8 3PR<br>Tel 01322 332379<br><i>Peareswood Primary School is an Academy and part of the Woodland Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>   | Head Teacher:<br>Mrs K Smith<br>Academy<br>Age Range 4-11 with nursery   | Admission number 60<br>Number of preferences for 2018/19: 109<br><a href="http://www.woodlandacademytrust.co.uk">www.woodlandacademytrust.co.uk</a>          |
| <b>41 Pelham Primary School</b><br>Pelham Road<br>Bexleyheath DA7 4HL<br>Tel 020 8303 6556<br><i>Pelham Primary School is an Academy and a part of the Pelham Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>  | Executive Head Teacher: Mr A Hogarth<br>Head of School: Mrs K Barrett<br>Academy<br>Age Range 4-11 with nursery      | Admission number 60<br>Number of preferences for 2018/19: 164<br><a href="http://www.pelhamprimary.co.uk">www.pelhamprimary.co.uk</a>                        |
| <b>42 Royal Park Primary School</b><br>Riverside Road<br>Sidcup DA14 4PX<br>Tel 020 8300 7646<br><i>Royal Park Primary School is an Academy and part of the Kemnal Academies Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>   | Executive Head Teacher: Miss L Lynch<br>Head of School: Mr D Moss<br>Academy<br>Age Range 4-11 with nursery          | Admission number 60<br>Number of preferences for 2018/19: 96<br><a href="http://www.royalpark-tkat.org">www.royalpark-tkat.org</a>                           |
| <b>43 St Augustine of Canterbury CE Primary School</b><br>St Augustine's Road,<br>Belvedere DA17 5HP<br>Tel 020 8311 2956<br><i>St Augustine of Canterbury CE Primary School is an Academy and part of the Trinitas Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school</i> | Director of Primary Education:<br>Mrs B Gardner<br>Head of School: Mr M Alexander-Smale<br>Academy<br>Age Range 4-11 | Admission number 30<br>Number of preferences for 2018/19: 84<br><a href="http://www.st-augustine.bexley.sch.uk">www.st-augustine.bexley.sch.uk</a>           |
| <b>44 St Fidelis RC Primary School</b><br>Bexley Road<br>Erith DA8 3HQ<br>Tel 01322 337752<br><i>St Fidelis RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>   | Head Teacher:<br>Mr M Hannon<br>Voluntary Aided School<br>Age Range 4-11 with nursery                                | Admission number 60<br>Number of preferences for 2018/19: 174<br><a href="http://www.st-fidelis.bexley.sch.uk">www.st-fidelis.bexley.sch.uk</a>              |
| <b>45 St John Fisher RC Primary School</b><br>Kale Road,<br>Erith DA18 4BA<br>Tel 020 8310 7311<br><i>St John Fisher RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>  | Head Teacher:<br>Ms S Griffin<br>Voluntary Aided School<br>Age Range 4-11  | Admission number 30<br>Number of preferences for 2018/19: 89<br><a href="http://www.sjf.bexley.sch.uk">www.sjf.bexley.sch.uk</a>                             |
| <b>46 St Joseph's RC Primary School</b><br>Old Road,<br>Crayford DA1 4DZ<br>Tel 01322 524162<br><i>St Joseph's RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school</i>   | Head Teacher:<br>Mrs J Sinclair<br>Voluntary Aided School<br>Age Range 4-11  | Admission number 30<br>Number of preferences for 2018/19: 63<br><a href="http://www.stjosephcrayford.org.uk">www.stjosephcrayford.org.uk</a>                 |

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| <b>47 St Michael's East Wickham CE Primary School</b><br>Wrotham Road,<br>Welling DA16 1LS<br>Tel 020 8303 3287<br><i>St Michael's East Wickham CE Primary School is an academy and part of the Southwark Diocesan Board of Education - Multi Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i> | Head Teacher:<br>Mrs T Payne<br>Academy<br>Age Range 4-11   | Admission number 30<br>Number of preferences for 2018/19: 92<br>www.stmichaels-eastwickham-ce-school.co.uk |
| <b>48 St Paulinus CE Primary School</b><br>Iron Mill Lane,<br>Crayford DA1 4RW<br>Tel 01322 523236<br><i>St Paulinus CE Primary School an Academy and part of the Amadeus Primary Academies Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>   | CEO: Mr P M Wilson<br>Head of School: Mrs S Young<br>Academy<br>Age Range 4-11                                  | Admission number 30<br>Number of preferences for 2018/19: 109<br>www.st-paulinus.bexleysch.uk              |
| <b>49 St Paul's (Slade Green) Primary School</b><br>Slade Green Road,<br>Erith DA8 2HX<br>Tel 01322 334689<br><i>St Paul's (Slade Green) Primary School is an Academy and part of the Trinitas Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>  | Head Teacher:<br>Mrs W Cornford<br>Academy<br>Age Range 4-11 with nursery                                       | Admission number 60<br>Number of preferences for 2018/19: 88<br>www.st-pauls.bexleysch.uk                  |
| <b>50 St Peter Chanel RC Primary School</b><br>Baugh Road<br>Rectory Lane, Sidcup DA14 5ED<br>Tel 020 8302 6029<br><i>St Peter Chanel RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>  | Head Teacher:<br>Mrs S Gower<br>Voluntary Aided School<br>Age Range 4-11  | Admission number 30<br>Number of preferences for 2018/19: 52<br>www.st-peterchanel.bexleysch.uk            |
| <b>51 St Stephen's RC Primary School</b><br>Ruskin Avenue,<br>Welling DA16 3QG<br>Tel 020 8303 9738<br><i>St Stephen's RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>   | Head Teacher:<br>Mrs S Oram<br>Voluntary Aided School<br>Age Range 4-11   | Admission number 60<br>Number of preferences for 2018/19: 151<br>www.st-stephens.bexleysch.uk              |
| <b>52 St Thomas More RC Primary School</b><br>Sheldon Road<br>Bexleyheath DA7 4PH<br>Tel 020 8303 8322<br><i>St Thomas More RC Primary School is a voluntary aided school and the Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet. You must complete a Supplementary Information Form and return it to the school.</i>  | Head Teacher:<br>Mrs C Doran-Hannon<br>Voluntary Aided School<br>Age Range 4-11                                 | Admission number 60<br>Number of preferences for 2018/19: 171<br>www.webfronter.com/bexley/stm             |
| <b>53 Sherwood Park Primary School</b><br>Sherwood Park Avenue<br>Sidcup DA15 9JQ<br>Tel 020 8303 6300<br><i>Sherwood Park Primary School is an Academy. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>   | Head Teacher:<br>Mrs K Cromwell<br>Academy<br>Age Range 4-11 with nursery                                       | Admission number 60<br>Number of preferences for 2018/19: 135<br>www.sherwoodparkprimary.co.uk             |
| <b>54 Upland Primary School</b><br>Church Road,<br>Bexleyheath DA7 4DG<br>Tel 020 8303 2175<br><i>Upland Primary School is an Academy and part of the Unity Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>   | Executive Head Teacher: Mrs V Marsh<br>Head of School: Mrs B McKenzie<br>Academy<br>Age Range 4-11 with nursery | Admission number 60<br>Number of preferences for 2018/19: 267<br>www.upland.bexleysch.uk                   |
| <b>55 Upton Primary School</b><br>Iris Avenue<br>Bexley DA5 1HH<br>Tel 020 8303 7266   | Head Teacher:<br>Mr M Oldfield<br>Community School<br>Age Range 4-11 with nursery                               | Admission number 60<br>Number of preferences for 2018/19: 273<br>www.upton.bexleysch.uk                    |
| <b>56 Willow Bank Primary School</b><br>Seacourt Road<br>Thamesmead SE2 9XB<br>Tel 020 8320 1900<br><i>Willow Bank Primary School is an Academy and part of the Woodland Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.</i>  | Head Teacher:<br>Mr B Simber<br>Academy<br>Age Range 4-11   | Admission number 60<br>Number of preferences for 2018/19: 110<br>www.woodlandacademytrust.co.uk            |



## Part 3 - Applying for a Primary School Place

### 1. How to apply

If your child was born between 1 September 2014 and 31 August 2015, you must make an application for him or her to start in a school Reception class in September 2019. If you do not, or if your application is late, it may not be possible to offer a place at your preferred school. You must complete an application form even if you have an older child already at the school or if your child already attends the nursery class at a primary school.

If you live in Bexley, you should complete the Bexley Primary Common Application Form online. If you do not live in Bexley, you must apply on your home local authority's application form. You can apply for schools in Bexley on that form.

To make an application for a school place, if you are a resident of London Borough of Bexley, you can apply online at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

Evidence of address and child's date of birth must be attached to all applications, and supporting evidence if you have requested a special priority.

You can list up to six schools in order of preference on the reception application form, and three on the junior application form. This will help the Council to offer you acceptable alternatives if it cannot offer your child a place in your preferred school. Your preferences should include all the schools you would like to apply for, including community schools, voluntary aided and voluntary controlled schools, Academies, free schools and schools outside Bexley.

If you include any voluntary aided (Church) schools amongst your preferences, you will also need to complete a supplementary information form in addition to the Primary Common Application Form. The supplementary form can be obtained from the school itself or from Bexley's website ([www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)) and should be returned direct to the school by 15 January 2019. The supplementary form will ask questions about baptism, regularity of Church attendance etc. If you apply for a voluntary-aided school but do not return the supplementary information form, your application will be considered after all those who do submit the form.

The Council will offer your child a place at your preferred school unless the school you apply for is oversubscribed, and other children have higher priority under the admission arrangements for the school.

### 2. Deciding which school you would like your child to attend

To help you make a decision about the school you would like your child to attend, Part 2 of this booklet lists all the schools within Bexley. This includes community schools, voluntary aided schools, voluntary controlled schools, Academies and free schools. If any of your preferences

are schools outside Bexley you should include those schools on the same Bexley Primary Common Application Form. Before you make a decision about the school you wish your child to attend, you are strongly advised to visit schools. Head teachers will be able to answer any specific questions you may have and give you school brochures which set out information about the organisation, curriculum, pastoral care and other details of the schools.

### 3. Types of School Available

#### Age range

All the borough's schools which cater for pupils aged 4 to 11 years are co-educational, where boys and girls are taught together. The schools provide for children of various age groups:

- infant schools have pupils aged 4-7 years
- junior schools have pupils aged 7-11 years
- primary schools have pupils aged 4-11 years
- all through schools have pupils aged 4-18 years

#### Types of school

Just under half of the primary schools in Bexley are community schools, which are provided by the local authority (LA) and are totally maintained by it.

There are also voluntary controlled and voluntary aided schools, Academies and a free school.

A voluntary controlled school is one which was founded by a voluntary (usually religious) body but which is now fully maintained by the LA. The Governors still have some rights and duties relating to religious education but in most other respects a voluntary controlled school is similar to a community school. Foster's Primary School is a voluntary controlled school.

A voluntary aided or faith school is one which was founded by a voluntary (usually religious) body and where the Governors have retained significant rights and responsibilities relating to the maintenance of the school building and religious observance and instruction. The Governors of these schools have control over their admission arrangements, subject to agreement with the LA as to the maximum number of pupils to be admitted each year.

Faith schools can also be Academies and free schools. There are 15 faith schools listed on pages 7 - 11 and all require parents to complete a supplementary information form as well as the Primary Common Application Form.

Academies are Government funded schools that are independent from the LA. Some schools were established as Academies and others have changed status from community school to Academy. The Governors of Academies are responsible for the admission arrangements.



There is one free school, Hope Community School. Free schools are state-funded schools set up in response to what local people say they want and need.

There are two all-through schools - Haberdashers' Aske's Crayford Academy and Harris Garrard Academy. Pupils have the right to transfer from the primary section to the secondary section at age 11, without re-applying for admission.

#### 4. Admission Numbers

The list of schools in Part 2 shows how many places are offered at each school.

In the case of infant and primary schools, this number is the number of places in the school available in the school year 2019/20 for pupils who become five years of age during that year. For junior schools, it is the number of places available in Year 3 (for seven year old pupils).

The number of places available to children is based on the school's size and the number and size of classrooms, and other teaching spaces. If too many children apply for a particular school, the allocation of places will be based on the admissions criteria set out in Parts 3 and 4 of this booklet.

#### 5. Infant Class Sizes

The Infant Class Size Regulations state that infant pupils cannot be taught in classes of more than 30 pupils (with some limited exceptions). The admission number for each school has been set to ensure it is possible for schools to meet this requirement.

Legislation also affects the position regarding appealing against a decision not to offer a place. Whilst parents can still appeal, the independent School Appeal Panel will not be able to allow an appeal if this would result in the number of pupils exceeding 30 in a class, unless there are exceptional circumstances as specified in the legislation. There is more information about appeals on page 20

#### 6. Completing the application form

This is a checklist for parents when completing the online form:

- Complete all the sections as fully as you can and provide all the requested evidence at the time of application
- The child's home address must be where he or she is living with the parent or carer entitled to receive child tax credit or child benefit. Please upload a copy of your Council tax bill or tenancy agreement. We will check your address against records and may ask for further evidence
- If you are not the parent or legal carer, or if your child is living at a different address from you, you must explain the reasons for this with the application. We may ask for further evidence of your circumstances

- Make sure your preferences are in the right order – you will be offered the highest possible preference of those on the form
- Give the name, gender and date of birth of any siblings already attending one of your preferred schools.  
A sibling is normally a full, half, step or adopted brother or sister living at the same address as the applicant. Check the school's admission criteria for exact details
- Give details and provide supporting evidence with your application if you are asking for priority because of medical conditions or social circumstances, against each preference to which they are relevant
- If you are applying for a child who is looked after (in public care) or has previously been looked after but subsequently adopted or subject to a child arrangements order or special guardianship order, you must include evidence with the application such as a letter from the social worker or copy of a court order
- Some schools may give priority to children of staff working at the school
- If you write a reason for your preference in the box provided, you must provide supporting evidence with the application form if it is a request for particular priority such as for medical conditions or social reasons
- You can scan and upload copies of supporting evidence to the eAdmissions website, or send paper copies to the School Admissions Team clearly marked with your application reference number
- Remember to submit your application. Submission of your online application means you are declaring that the information on the form is correct and that you understand that an offer of a place may be withdrawn if fraudulent or incorrect information is given
- Supplementary information forms, where required, should be returned direct to the school, not with the CAF
- **Apply online or submit the paper CAF by 15 January 2019. If your form is late, it will not be considered until after all on time applications and your child may miss out on a place at your preferred schools**

You can apply for up to six primary schools or three junior schools, in order of preference. The preferences can be for schools of any type (except private or independent) and in any area.

**You will not increase your chance of being offered your preferred school by listing only one preference.** You will be offered a place at the highest preference school for which your child qualifies. If, for example, you list four schools and your child qualifies for your second and third preference schools, the offer will be for the second preference school only. You will not be offered both the second and third preferences and be asked to accept one and decline the other.

## Applying for a Primary School Place

If you feel that there are special factors that should be taken into account when your child's admission is being considered, you should state them on the application form, and provide any supporting evidence at the same time. Supporting evidence can be scanned and uploaded with your application when applying online, or paper copies can be sent separately, clearly marked with your child's name, date of birth, and application reference number.

Where there are medical grounds supporting your application, you should obtain a letter from your family doctor or hospital consultant and upload it with your application.

91% of children were offered their first preference school in 2018, but 1% were not offered any of their preferences. You should list up to 6 schools to ensure the best chance of being offered a school that you are happy with, including the schools closest to your home.

### 7. Faith schools and Supplementary Information Forms

The following schools require the completion of a supplementary information form, to be considered for priority on religious grounds, in addition to the Primary Common Application Form,

Bishop Ridley CE Primary, Christ Church (Erith) CE Primary, Holy Trinity CE Primary, Hope Community School (for faith places only), Our Lady of the Rosary RC Primary, St Augustine of Canterbury CE Primary, St Fidelis RC Primary, St John Fisher RC Primary, St Joseph's RC Primary, St Michael's East Wickham CE Primary, St Paulinus CE Primary, St Paul's (Slade Green) Primary, St Peter Chanel RC Primary, St Stephen's RC Primary, and St Thomas More RC Primary.

Supplementary information forms are available from the school or on the London Borough of Bexley website ([www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)) and must be returned direct to the school applied for. If a supplementary information form is not completed, the school will consider the application in its lowest priority group.

Old Bexley CE Primary School is a Church of England School and the Governors give priority to children of families who are regularly practising Anglicans. The school does not require the completion of a supplementary information form, but applicants who wish to request this priority must contact the school in advance of the closing date for applications and provide written confirmation from their Minister that the family attends Church regularly. The Governors of the school will decide whether priority can be given, and will notify the local authority.

Other schools in the Trinitas Academy Trust, Jubilee Primary, Northwood Primary and St Paul's (Slade Green) Primary, require the completion of a supplementary

information form to capture details relevant to their admissions processes.

Haberdashers'Aske's Crayford Academy will require the completion of a supplementary form if you wish to apply for a specific campus. If you do not complete a form then your child will be considered for both campuses.

### 8. Junior school applications

You can apply online for a junior school place, in the same way as those applying for a Reception place, although you are only permitted to express three preferences. The closing date is also 15 January 2019.

The provisions and conditions described in this booklet apply to junior school applications as well as to infant and primary school applications.

Children already attending an infant school in Bexley will be given priority after Looked After children and children with Education, Health and Care Plans for the associated junior school. Other oversubscription criteria are set out in Section 4 of this booklet.

### 9. Choice Advice

If you need help with deciding which primary schools to apply for or with completing the application form, you can contact the Customer Services Team on 020 8303 7777.

### 10. Parental responsibility

The person making the application for a school place must have parental responsibility for the child named on the application form and will normally be the parent in receipt of or eligible to receive Child Benefit or Child Tax Credit. Where a child is living with a relative or carer and not one of their parents, you must provide evidence of a court order before the application will be accepted. We may ask to see evidence of parental responsibility before processing your application form. Only one application may be made for each child, to the home local authority.

If you are looking after a child who is not your own child or a close relative, it may be considered to be a private fostering arrangement and you must notify the Council's Children's Social Care Team. If we receive an application for a school place for a child who is not living with one of their parents, we will ask you for further details if not provided with the application and make sure that the Social Care Team is aware of any child who is being privately fostered. (This does not apply to children in public care who are being looked after by foster parents or who are subject to formal court or guardianship orders).

### 11. Twins and multiple births

If you are applying for twins or children from multiple births, you must complete a separate application for each

of the children. They will not be given priority for a school just because they are twins, triplets etc, but all will be offered a place at the same school. If one or more children but not all of them could be offered a place, each school has a section in its admissions policy to decide how places should be offered.

## 12. Home address and verification

You will need to provide the following documentation as proof of your principal home address:

- A current Council Tax statement or Council Tax Benefit letter or a valid tenancy agreement from a commercial letting agency.

If you are applying online, you can scan and upload copies of the documents. If you will be providing a paper copy, please send it to the School Admissions Team ensuring it is clearly marked with your online application reference number and your child's name and date of birth. Please do not send original documents.

If you are unable to provide the requested documentation, you can seek advice from us on 020 8303 7777.

Please note that if you submit your application without the relevant proof of address, it may not be processed.

In establishing your principal home address, we will check records held by the Council, by schools and by external agencies. We may also ask you to provide additional proof such as:

- Opening/closing accounts for Council Tax.
- Child arrangements orders (or other court orders) if relevant.
- Evidence confirming the completion of the sale or purchase of a new property.
- For families of service personnel with a confirmed posting to Bexley, or crown servants returning from overseas to live in Bexley, proof of address, accompanied by an official letter confirming the posting, will be accepted ahead of the return to the UK.

Primary schools will ask to see evidence of your address and your child's date of birth after offers are made. Places may be withdrawn if your details do not match the information on your application form.

## 13. Home to school distance

The majority of applications for primary school places are decided on home to school distance, except for faith schools. For many schools, you need to live very close to the school to qualify for an offer. Parents are advised to be realistic and include the closest school to their home address when deciding on the preferences to list on the application form. This will increase the

likelihood of the Council being able to offer a local school, although there is no guarantee of this.

If you do not apply for your closest school, it may not be possible to offer a place at a later date if you are unsuccessful for schools further away. All preferences are treated equally when prioritising applicants for a school. For further information see section 19 "Advice on home to school distance"

## 14. Late Applications and Change of Preference

It is very important that your application is submitted in time for it to be received by a school or the Council on or before the closing date. Applications are not treated on a 'first come, first served' basis and all applications received during the application period will be treated equally as 'on time' applications. Any application submitted after 15 January 2019 will be treated as late.

Applications received after 15 January 2019 but before 15 February 2019 may be treated as on time if there is good reason for lateness, for example if family or other circumstances made it impossible for the application to be submitted between 1 September 2018 and 15 January 2019. A letter setting out the reasons for lateness, with evidence if available, should be submitted with the application form. Each request will be considered individually.

Other late applications received after 15 January 2019 will not be dealt with until after all applications received during the application period have been processed. If the preferred school has vacancies, a place will be offered; if not, the child's name will be added to the waiting list and the parents will be advised of their right of appeal.

If parents change their preferences after 15 January 2019, this will be administered as a late application unless the change is made before 15 February 2019 and there is a documented change in family circumstances that makes the change necessary.

## 15. Change of address

If you make an on time application and move home within Bexley after 15 January 2019 but before 15 February 2019 and you can provide proof that you are living at the new address, your application will be dealt with using the new address. If you move after that, or if you cannot provide proof of the new address, your application will be processed using your address at the time of application until after the offer date of 16 April 2019.

If you move to Bexley from another area before 15 February 2019 and have already made an on time application, your previous home authority will forward your application to Bexley and we will take over responsibility for offering a place. If you move after 15 February 2019, your previous home authority will continue to be responsible for your application until after the offer date of 16 April 2019.

## Applying for a Primary School Place

The London Borough of Bexley is committed to removing disadvantage for service children. Where families of service personnel have a confirmed posting to Bexley, or crown servants are returning from overseas to live in Bexley, proof of address, accompanied by an official letter confirming the posting, will be accepted ahead of the return to the UK.

You must notify the School Admissions Team if you move after you have submitted your application. If you do not, and you are offered a place which you would not otherwise have qualified for, the offer may be withdrawn.

### 16. False or misleading information

The application form contains a statement that the information supplied is true and that providing false or misleading information may render the application invalid. Where there is suspected fraud, investigations will be undertaken.

If we find that an offer of a school place was made on the basis of false or misleading information, the London Borough of Bexley reserves the right to withdraw the offer at any stage during the admissions process.

In disputed cases, the London Borough of Bexley will make a judgement based on all available evidence.

### 17. Multiple applications

You can make only one application to your home local authority. If you live in Bexley and want to apply for schools in other boroughs, you should list the schools on the Bexley CAF. Do not apply both to Bexley and another local authority. If you do, the London Borough of Bexley reserves the right to consider only the preferences made on the Bexley CAF and your child may lose the opportunity of being offered a place at schools named on a second form.

The London Borough of Bexley encourages parents to apply online. If you apply online, we would ask you not to submit a paper CAF as well. If you submit a paper form as well as an online application, the details on the application submitted on the latest date (prior to the closing date) will be taken as the valid application.

If the online application and the paper CAF are submitted on the same day, the London Borough of Bexley will use the online application as the valid application.

### 18. How admission is decided and oversubscription criteria for community and voluntary controlled schools

Each of your preferences is considered separately by the admission authority for the school. This is the London Borough of Bexley for community and voluntary controlled schools, and the Governors of the school for voluntary

aided and free schools and Academies. The application is considered against the school's oversubscription criteria explained later in this booklet.

If your child would qualify to be offered more than one of your preferences, the London Borough of Bexley will offer the highest of your preferences for which your child qualifies.

The oversubscription criteria that are used for community and voluntary controlled schools are set out below. See Part 4 for the oversubscription criteria for the voluntary aided schools, Academies and free schools in Bexley.

If you wish to request a particular oversubscription priority, you must do so at the time of application. You must provide any supporting evidence for medical and social priorities with your application. Later requests will only be considered if the circumstances change after the closing date for applications.

No priority is given to children already attending the nursery class of a school or for existing or future childcare arrangements.

### Reception Classes

1. Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.
2. Admission numbers for schools are shown in part 2 of this booklet.
3. Children with an Education, Health and Care Plan naming a school will be admitted to that school as a result of that process and will be given precedence for admission.
4. In the event of there being more applications than places the following oversubscription criteria will be used:

#### Priority 1

Priority 1 is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a child arrangements order or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989.

#### Priority 2

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will normally only be given if the school applied for is the closest school to the home address, unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting

evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

### Priority 3

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

### Priority 4

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's childminder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's medical adviser may be asked for a professional opinion on the case presented.

### Priority 5

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application.

### Nursery pupils

A child who attends the nursery class attached to a school is given no priority over children who did not attend the nursery.

### Infant/Junior Transfer

1. Children born between 01.09.11 and 31.08.12 will be admitted from September 2019. Applications will only be accepted from children in Year 2 of an infant-only school. All other applicants will be treated as in year applicants. Only three preferences are permitted, and must be for junior-only schools.
2. Admission numbers for junior schools at Year 3 can be found in part 2 of this booklet
3. Children with an Education and Health Care Plan naming a school will be admitted to that school as a result of that process and will be given precedence for admission.
4. In the event of there being more applications than places at any of Bexley's junior schools, the oversubscription criteria published for each school, in part 4 of this booklet, will be used to determine which applicants are successful.

### For all primary admissions:

1. Any Bexley resident applicants not offered a place at any of their preferred schools, will be allocated a place at the school nearest to the home address which has a vacancy.
2. Parents may request that their child be included on the waiting lists for higher preference schools than the one allocated. These will be kept in the sequence of the over-subscription criteria. Waiting lists for junior school places will be merged with in year waiting lists from the summer term 2019. Waiting lists for Reception places will be merged with in year waiting lists from 1 September 2019.
3. Where parents are not offered a place at the school of their preference, they will also be informed of their statutory right of appeal to an independent School Appeals Panel and sent further information on the appeal process on request.

### Date of entry to Reception classes and admission outside the normal age group

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.



## Applying for a Primary School Place

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should be made during the normal application period for primary places, accompanied by any available supporting evidence.

If the request is agreed, the application for a school place will be processed in the following year's application period. If the request is not agreed, the child must either start school before the fifth birthday or start school in Year 1 in the September following the fifth birthday. A place will not be allocated at a preferred school unless the child qualifies for a place under the published admission criteria either in the normal or deferred year of entry.

In year requests for admission outside the normal age group (ie other than for entry to Reception) should be made at the time of application with supporting evidence.

If a child is admitted to Reception one year later than normal, new requests must be made for entry outside the normal age group when transferring to junior school (for a child attending an infant only school) and secondary school.

All decisions on admission outside the normal age group to community and voluntary controlled schools will be made by the London Borough of Bexley in consultation with the Head Teacher of the preferred school. There is no right of appeal against a decision not to admit a child outside the normal age group.

### 19. Advice on home to school distance

For all primary schools in Bexley, measurements of home to school distance are provided by the School Admissions Team. Distance is measured in a straight line, or as the crow flies.

Home to school distances are measured by the Council's GIS system using the intersection of the geographical grid co-ordinates (known as eastings and northings) supplied by the National Land and Property Gazetteer (NLPG), or equivalent database, for the home address and for the nearest school entrance approved by the Governors as an official entrance, the measurement will be taken from the intersection of the NLPG co-ordinates of the home address to the nearest official school entrance. The system measures in miles and is accurate to three decimal points.

The home address will be taken as the child's home address on 15 January 2019, unless there is a qualifying change of address by 15 February 2019. It must be the address at which the child lives with the parent or registered guardian who is the main carer, ie, the parent eligible to receive Child Benefit and Child Tax Credit.

The table on page 19 shows the maximum distance from each school for offers of places based on home to school distance in recent years. Please note that until 2015 home to school distances were measured by the shortest, safe walking route for most Bexley primary schools. In 2015 community schools, voluntary controlled schools and most academies adopted a straight line measurement policy. From 2016 all primary schools in Bexley now measure home to school distances by straight line measurement. In general, straight line measurements are shorter than walking distances, and it is not possible to make a direct comparison between the two methods of measurement. Whatever the method of measurement, maximum home to school distances vary from year to year and the table is only a guide to what happened in previous years.

The distances are those reached on the offer day in the relevant year.

Also detailed in the table on page 19 are appeal figures for last year, showing the number of appeals heard and the number successful.

Note: The table opposite does not include distance measurements for the faith schools in Bexley, because home to school distance is much less important than meeting the schools' faith criteria.

\* Phased expansion 1st Year  
(TB) Tie-Breaker required



School	Home to school distance for offers in miles			2018 Appeals	
	2018	2017	2016	Heard	Successful
Barnehurst Infant	0.329	0.377	0.487	1	0
Barrington Primary	1.711	All on time offered	0.749	0	0
Bedonwell Infant	1.036	All on time offered	0.787	0	0
Belmont Primary	0.906	1.102	0.765	0	0
Belvedere Infant	All on time offered	All on time offered	1.536	0	0
Birkbeck Primary	0.933	0.368	0.362	1	0
Bishop Ridley CE Primary	See note	See note	See note	0	0
Brampton Primary	All on time offered	All on time offered	All on time offered	0	0
Bursted Wood Primary	0.844	1.106	0.714	0	0
Castilion Primary	All on time offered	0.758	0.481	0	0
Chatsworth Infant	All on time offered	0.979	0.923	1	0
Christ Church Erith CE Primary	See note	See note	See note	0	0
Crook Log Primary	0.644	All on time offered	1.101	1	0
Danson Primary	0.683	2.681	3.076	2	0
Days Lane Primary	0.472	1.638	0.488	1	0
Dulverton Primary	0.359	0.518	0.537	1	0
East Wickham Infant	All on time offered	All on time offered	All on time offered	0	0
Eastcote Primary	0.332	0.567	0.591	0	0
Foster's Primary	0.579	0.427	0.643	0	0
Gravel Hill Primary	All on time offered	All on time offered	All on time offered	0	0
North Campus <i>Haberdashers' Aske's Crayford Academy</i>	All on time offered	All on time offered	All on time offered	0	0
South Campus <i>Haberdashers' Aske's Crayford Academy</i>	0.355	0.157	0.484	0	0
Harris Garrard Academy <i>(Formerly The Business Academy Bexley)</i>	All on time offered	All on time offered	All on time offered	0	0
Hillsgrove Primary	All on time offered	All on time offered	All on time offered	0	0
Holy Trinity CE Primary	See note	See note	See note	0	0
Hook Lane Primary	All on time offered	0.535	All on time offered	0	0
Hope Community School	All on time offered	0.836	All on time offered	0	0
Hurst Primary	0.939	0.933	1.644	0	0
Jubilee Primary	All on time offered	All on time offered	All on time offered	0	0
Lessness Heath Primary	All on time offered	All on time offered	All on time offered	0	0
Longlands Primary	1.334	0.403	0.56	0	0
Mayplace Primary	*All on time offered	1.105	1.348	0	0
Normandy Primary	All on time offered	All on time offered	All on time offered	0	0
Northumberland Heath Primary	All on time offered	All on time offered	1.007	0	0
Northwood Primary	2.636	All on time offered	All on time offered	0	0
Old Bexley CE Primary	All on time offered	All on time offered	All on time offered	0	0
Orchard Primary	0.742	0.421	0.412	1	0
Our Lady of the Rosary RC Primary	See note	See note	See note	1	0
Parkway Primary	0.347	All on time offered	0.708	0	0
Peareswood Primary	All on time offered	1.083	0.731	0	0
Pelham Primary	All on time offered	All on time offered	All on time offered	0	0
Royal Park Primary	All on time offered	1.613	All on time offered	0	0
St Augustine of Canterbury CE Primary	See note	See note	See note	0	0
St Fidelis RC Primary	See note	See note	See note	0	0
St John Fisher RC Primary	See note	See note	See note	0	0
St Joseph's RC Primary	See note	See note	See note	0	0
St Michael's East Wickham CE Primary	See note	See note	See note	0	0
St Paulinus CE Primary	See note	See note	See note	1	0
St Paul's (Slade Green) Primary	All on time offered	All on time offered	All on time offered	0	0
St Peter Chanel RC Primary	See note	See note	See note	0	0
St Stephen's RC Primary	See note	See note	See note	0	0
St Thomas More RC Primary	See note	See note	See note	2	0
Sherwood Park Primary	All on time offered	All on time offered	All on time offered	0	0
Upland Primary	0.335	All on time offered	0.324	2	0
Upton Primary	0.289	All on time offered	All on time offered	4	0
Willow Bank Primary	All on time offered	All on time offered	All on time offered	0	0

## 20. Offers of places

If you apply online, you will receive an email during the evening of Tuesday 16 April 2019 and you will be able to view the outcome of your application online and accept the offer online. If you have downloaded and registered on the ParentComm app, you will be able to see the offer on the app. If you are offered your first preference school, you will not receive a separate letter.

A letter will be sent by first class post to all other applicants on 16 April 2019. If you receive an offer for your first preference school, it will be assumed that you are accepting the offer, and you should only respond if declining the offer. Any applicant not offered their first preference will be given two weeks to accept or decline the place offered.

If you do not reply by 30 April 2019, the offer may be withdrawn.

If we cannot offer your child a place at one of your preferred schools, we will offer the closest school to your home address that has a vacancy. You can also ask whether other schools still have vacancies. If you live outside Bexley, your home local authority is responsible for offering you a school place.

If it is not possible to offer a place at the schools you prefer, you will be informed of your right of appeal (see Section 22).

You are advised to think carefully before declining any offer of a school place. The offer you receive will be the best available at the time, even if you are not offered your first preference school. Accepting the offer made does not affect your right of appeal for a higher preference school or your child's position on the waiting list. If you decline the place offered, you risk your child being left without a school place near your home. If you do not accept a school place, you must inform us which school your child will be attending from September 2019.

## 21. Waiting Lists

If you are not offered a place at your first preference school, you can ask for your child's name to be placed on the waiting lists for schools that you listed on the application form as higher preferences than the one offered. Waiting lists are kept in the same order as the oversubscription criteria for that school, not in date order of request, and children may move down a list as well as up. If a vacancy arises in a school before the start of the school year 2019/20, then the place will be offered to the child at the top of the waiting list. If that parent declines the offer, the School Admissions Team will continue to contact, in order, others on the waiting list until the offer is taken up. Waiting lists will be kept open until admissions are completed in the autumn term 2019 and will then continue as in year waiting lists.

Your child cannot be placed on the waiting list for a school that was a lower preference than the one offered, unless you provide evidence that there has been a significant change in your circumstances. If you cannot provide this evidence, you would be asked to decline the higher preference offer before your child could be placed on the waiting list of a lower preference school.

Offers will not be made from waiting lists until the School Admissions Team is satisfied that all information about acceptances and declines of offers made on 16 April 2019 and waiting list requests has been received and entered on the school admissions database. Late applicants will also be placed on waiting lists at this stage.

## 22. Appeals

If you are not allocated the school of your preference then you can appeal against the decision.

The appeal will be heard by an Appeal Panel which is independent and is set up in accordance with DFE School Admission Appeals Code of Practice. Members of Appeals Panels will include people with experience of education, but none will have been concerned with making the original admission decision. Appeals are normally heard in June and July prior to when the child is due to start school in the following September.

Because of the legal requirement to have a maximum of 30 pupils in infant classes, the power of Appeal Panels to allow appeals is very limited, therefore very few are successful. Parents are only likely to be successful with an appeal if they can show either:

- a) That the admission of their child would not breach the infant class size limit.
- b) That a place would have been offered if the admission arrangements had complied with admissions law or had been correctly and impartially applied.
- c) That the decision not to admit their child was not one which a reasonable Admission Authority would make in the circumstances of the case.

When you are advised of the outcome of your application, if you have not been offered your first preference school, you will be given information on how to obtain a form on which you can register your appeal.

Governors of voluntary aided and free schools and Academies have their own appeal panels and deal with appeals against their decisions on admissions to their schools. Parents should contact the school for details of the appeal arrangements and an appeal application form.

The closing date for appeals for community and voluntary controlled schools to be received is 21 May 2019. Appeals lodged after that date will still be heard, but after all on time appeals.

### 23. Deferred entry

All children offered a Reception place for 2019/20 can start school in September 2019. By law, children must start school at the beginning of the school term that follows their fifth birthday. If you are concerned that your child may not be ready to start school in September 2019, you could discuss your concerns with their nursery or pre-school teacher or with the school where your child has been offered a place. If you wish, you can ask to delay your child's start in school until January or Easter 2020, depending on the date of the fifth birthday, or ask for part-time education for a period of time.

If your child turns 5 in the summer term 2020 and has not already started school, you can request that he or she starts in Reception in September 2020 rather than Year 1. The decision will be made by the admission authority of the school where your child has been offered a place. All your concerns will be taken into account, but the admission authority does not have to agree to the request. If the request is not agreed, your child will go straight in to Year 1 in September 2020. Please note that places at primary schools will not be held after Easter 2020 for summer born children where deferred entry has not been agreed, and if your child does not start school, you will have to re-apply for a place in Year 1 and risk not being offered one of your preferred schools.

## Part 4 - Admission Arrangements for All Schools

### 1. Community and voluntary controlled primary schools in Bexley

The admission arrangements for community and voluntary controlled schools in Bexley are set out in Part 3 of this booklet.

### 2. Admission arrangements for voluntary aided schools, free schools, and academies in Bexley

#### Barnehurst Infant School

Barnehurst Close, Erith, Kent DA8 3NL Tel: 01322 334401

#### Admissions Policy 2019/20

Barnehurst Infant School is an academy dedicated to serving the local community. Although the process of admissions is managed by the Local Authority on behalf of the school, The Governing Body is responsible for decisions relating to admissions to the school.

The number of children admitted to the reception class will be 60.

1. Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.
2. Children with a statement of special educational needs naming a school will be admitted to that school as a result of that process and will be given precedence for admission to that school.
3. In the event of there being more applications than places the following oversubscription criteria will be used:

##### Priority 1

This is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

##### Priority 2

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will only be given for the school closest to the home address unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

##### Priority 3

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa. This priority does not include

brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

##### Priority 4

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented.

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

##### Priority 5

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. In the event of two or more applicants living exactly the same distance from a school when only one place is available, random allocation will be used as the tie breaker.

A child who attends the nursery class attached to a school is given no priority over children who did not attend the nursery.

After a place has been allocated but prior to the taking up of that place a number of checks will be undertaken that will include an identity check and residence check. Where Governors are satisfied that false or misleading information has been given the offer of a place will be withdrawn.

#### Barnehurst Junior School

Barnehurst Close, Erith Kent DA8 3NL Tel: 01322 334214

#### Admissions Policy 2019/20

Barnehurst Junior School is an academy dedicated to serving the local community. Although the process of admissions is managed by the Local Authority on behalf of the school, The Governing Body is responsible for decisions relating to admissions to the school.

The number of children admitted to Year 3 will be 60.

1. Children born between 01.09.11 and 31.08.12 will be admitted in September 2019.
2. Children with a statement of special educational needs naming a school will be admitted to that school as a result of that process and will be given precedence for admission to that school.
3. In the event of there being more applications than places the following oversubscription criteria will be used:

#### Priority 1

This is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

#### Priority 2

This is given to children who have attended Barnehurst Infant School. \*\*

#### Priority 3

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will only be given for the school closest to the home address unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

#### Priority 4

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address. Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

#### Priority 5

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented.

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

#### Priority 6

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. In the event of two or more applicants living exactly the same distance from a school when only one place is available, random allocation will be used as the tie breaker.

*\*\*In the past four years Governors have ensured that all children in Barnehurst Infant school who wish to transfer to Barnehurst Junior School have done so.*

After a place has been allocated but prior to the taking up of that place a number of checks will be undertaken that will include an identity check and residence check. Where Governors are satisfied that false or misleading information has been given the offer of a place will be withdrawn.

### Barrington Primary School

Barrington Road, Bexleyheath, Kent DA7 4UN  
Tel: 020 8304 0242

#### Admission Policy 2019/20

Barrington Primary School is an academy dedicated to serving the local community. Although the process of admissions is managed by the Local Authority on behalf of the school, The Governing Body is responsible for decisions relating to admissions to the school.

The number of children admitted to the reception class will be 30.

1. Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.
2. Children with an Education, Health and Care Plan (EHCP) naming a school will be admitted to that school as a result of that process and will be given precedence for admission to that school.
3. In the event of there being more applications than places, the following oversubscription criteria will be used:

## Admission Arrangements for All Schools

### Priority 1

This is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

### Priority 2

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will only be given for the school closest to the home address unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

### Priority 3

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa.

This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

### Priority 4

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented.

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

### Priority 5

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. In the event of two or more applicants living exactly the same distance from a school when only one place is available, random allocation will be used as the tie breaker.

A child who attends the nursery class attached to a school is given no priority over children who did not attend the nursery. After a place has been allocated but prior to the taking up of that place a number of checks will be undertaken that will include an identity check and residence check. Where Governors are satisfied that false or misleading information has been given the offer of a place will be withdrawn.

Offers of places will be made by the LA in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their birth date has passed, unless the parent requests in writing that they should continue to remain on it.

The Ignis Academy – Barrington Primary School, in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol.

Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Children will be admitted on the first day of each new term or half term. Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. Although Barrington Primary School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

### Admission outside the normal age group

Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1.

Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day.



If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year. If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5th birthday.

Requests for admission to other year groups outside the normal age group should be made direct to the school. If a child is admitted to Barrington Primary School a year later than normal, a new request must be made for entry outside the normal age group when transferring to secondary school. All decisions on admission outside the normal age group to Barrington Primary School will be made by the Governing Body in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

### Bedonwell Infant School

Bedonwell Road, Belvedere, Kent DA17 5PF Tel: 020 8310 4161

#### Admission Policy 2019/20

Bedonwell Infant and Nursery School is an academy dedicated to serving the local community. Although the process of admissions is managed by the Local Authority on behalf of the school, The Governing Body is responsible for decisions relating to admissions to the school.

The number of children admitted to the reception class will be 120.

1. Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.
2. Children with an Education, Health and Care Plan (EHCP) naming a school will be admitted to that school as a result of that process and will be given precedence for admission to that school.
3. In the event of there being more applications than places, the following oversubscription criteria will be used:

##### Priority 1

This is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

##### Priority 2

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will only be given for the school closest to the home address unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

##### Priority 3

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa.

This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

##### Priority 4

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented.

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

##### Priority 5

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. In the event of two or more applicants living exactly the same distance from a school when only one place is available, random allocation will be used as the tie breaker.

A child who attends the nursery class attached to a school is given no priority over children who did not attend the nursery.

After a place has been allocated but prior to the taking up of that place a number of checks will be undertaken that will include an identity check and residence check. Where Governors are satisfied that false or misleading information has been given the offer of a place will be withdrawn.

Offers of places will be made by the LA in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting

## Admission Arrangements for All Schools

list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their birth date has passed, unless the parent requests in writing that they should continue to remain on it.

The Ignis Academy – Bedonwell Infant and Nursery School, in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a “Hard to Place” pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Children will be admitted on the first day of each new term or half term.

Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. Although Bedonwell Infant and Nursery School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

### Admission outside the normal age group

Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1.

Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day.

If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year.

If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5th birthday.

Requests for admission to other year groups outside the normal age group should be made direct to the school.

If a child is admitted to Bedonwell Infant and Nursery School a year later than normal, a new request must be made for entry outside the normal age group when transferring to secondary school.

All decisions on admission outside the normal age group to Bedonwell Infant and Nursery School will be made by the Governing Body in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

## Bedonwell Junior School

Bedonwell Road, Belvedere, DA17 5PF Tel: 020 8310 4174

### Admissions Policy 2019/20

Bedonwell Junior School is an academy dedicated to serving the local community. Although the process of admissions is managed by the Local Authority on behalf of the school, The Governing Body is responsible for decisions relating to admissions to the school.

The number of children admitted to Year 3 will be 120.

1. Children born between 01.09.11 and 31.08.12 will be admitted in September 2019.
2. Children with an Education, Health and Care Plan (EHCP) naming a school will be admitted to that school as a result of that process and will be given precedence for admission to that school.
3. In the event of there being more applications than places the following oversubscription criteria will be used:

#### Priority 1

This is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

#### Priority 2

This is given to children who have attended Bedonwell Infant and Nursery School.

#### Priority 3

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will only be given for the school closest to the home address unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

#### Priority 4

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa.

This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

### Priority 5

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented.

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

### Priority 6

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. In the event of two or more applicants living exactly the same distance from a school when only one place is available, random allocation will be used as the tie breaker.

Offers of places will be made by the LA in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their birth date has passed, unless the parent requests in writing that they should continue to remain on it.

The Ignis Academy – Bedonwell Junior School, in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Children will be admitted on the first day of each new term or half term.

Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. Although Bedonwell Junior School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

## Admission outside the normal age group

Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1.

Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day.

If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year.

If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5th birthday.

Requests for admission to other year groups outside the normal age group should be made direct to the school.

If a child is admitted to Bedonwell Junior School a year later than normal, a new request must be made for entry outside the normal age group when transferring to secondary school.

All decisions on admission outside the normal age group to Bedonwell Junior School will be made by the Governing Body in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

## Belvedere Junior School

The Pioneer Academy, Mitchell Close, Belvedere DA17 6AA  
Tel: 01322 431404

## Admissions Policy 2019/20

### School Vision

We at Belvedere Junior School are committed to inspiring our children through positivity, engagement and meaningful learning. Throughout their journey to success we ensure that every child is included, feels valued and has the confidence to become the best they can be.

### Admissions

All applications shall be received and offers made individually by the LA in common with other Bexley Primary Schools.

The Standard Number for admissions to The Pioneer Academy - Belvedere Junior School is 90. The published admission number is inclusive of students with a statement of special educational needs in accordance with the relevant statutory requirements

All applications shall be made using the LA standard application form that can be collected from the school or downloaded from [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)

## Admission Arrangements for All Schools

### Admission Criteria

Where applications are oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Looked After Children (Children in Public Care) (see note 1)
- (ii) Siblings – children who have a brother or sister attending at the beginning of their first term (see note 2)
- (iii) Children who have attended Belvedere Infant School
- (iv) Children of staff of the school – priority may be given to children of the staff in either or both of the following circumstances:
  - (a) Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (v) Proximity, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4)

**Note 1:** A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. They are also children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**Note 2:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

**Note 3:** "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

**Note 4:** Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Offers of places will be made by the LA in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their birth date has passed, unless the parent requests in writing that they should continue to remain on it.

The Pioneer Academy – Belvedere Junior School, in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Children will be admitted on the first day of each new term or half term.

Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. Although Belvedere Junior School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

In year requests for admission outside the normal age group should be made at the time of application with supporting evidence. If a child is admitted to Belvedere Junior School a year later than normal, a new request must be made for entry outside the normal age group when transferring to secondary school.

All decisions on admission outside the normal age group to Belvedere Junior School will be made by the Governing Body in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

### Bishop Ridley CE Primary School

Northumberland Avenue, Welling, Kent DA16 2QE  
Tel: 020 8303 4461

### Admissions Policy 2019/20

Responsibility for admission of children to the school rests with the Governing Body of Bishop Ridley School, which has set the admission arrangements.

#### Pupil Numbers

Our maximum number of registered pupils is 420, plus 52 nursery places. The school provides an education for children between the ages of 3+ and 11, from Nursery to Year 6. The published admission number for the primary school is 60 and up to 60 children will be offered places for admission to reception classes in any one academic year.

#### Application Dates

Children whose fifth birthday falls between 1st September 2019 and 31st August 2020 can be admitted in September 2019 (or January 2020, if parents so wish). Applications will be invited from 1st September 2018 and the closing date for applications will be 15 January 2019. Applications made after the closing date will be considered after all applications received on time have been processed.

#### How to Apply

Applications will be made on the Bexley Common Application Form (BCAF). This will be available from the school or the Bexley Council Civic Offices from 1st September 2018. The BCAF will ask for general information such as home address and if there is a sibling already at the school.

Parents must also complete a supplementary form, which will enable them to give information about church attendance etc. This will also be available from the school from 1st September 2018.

Both forms, together with any documentary evidence (eg proof of address and birth certificate), should be returned to the school by 15th January 2019. Any form returned after this date will be considered as a late application and will be dealt with on the basis of the over-subscription criteria below. They will not be dealt with on a 'first come first served' basis.

## Over-subscription Criteria

If the school is over-subscribed the following criteria will be applied in this order of priority:

1. Children with an Education Health Care Plan (EHCP) which states that the school would be particularly suitable in meeting their special needs. A copy of the child's plan naming Bishop Ridley School is required to support the application.
2. Children in public care (Looked After Children).
3. Children with a parent employed by Bishop Ridley School.
4. Children with a brother or sister in the main primary school at the time of admission; this includes natural siblings, stepsiblings and those living in the same household as siblings.
5. Children resident in the parish of Bishop Ridley.
6. Children whose parents are regular practising members of Bishop Ridley Church and whose regular attendance can be confirmed by the clergy of that church in a letter of declaration.

'Regular attendance' is defined as at least once a month over a period of the twelve months prior to the date of application. 'Membership' is defined as having been on the electoral roll of the church for at least six months. Where an applicant has recently moved then evidence must be provided of regular attendance at the previous church. It is the responsibility of the parents/guardians to obtain the reference and submit it at the time of application.

7. Children whose parents are regular practising members of another Anglican church, whose regular attendance can be confirmed by a clerical reference as in point 5.
8. Children whose parents worship at any other Christian place of worship, who accept and support the ethos of a Church of England school and whose regular attendance is confirmed by the priest/minister/religious leader of that place of worship by written reference.
9. Children of other Christian denominations whose parents state that they accept and support the ethos of a Church of England school.
10. Children of other faiths whose parents state that they accept and support the ethos of a Church of England school.
11. Children of no faith whose parents state that they accept and support the ethos of a Church of England school.
12. Other children who do not fall into any of the above criteria, including those for whom a supplementary form has not been submitted.

Where a choice has to be made within any of the above categories then the following criteria will be used to determine priority within each category:

- (a) Children, or one or both parents, with a medical condition or disability, which would cause significant hardship if the child could not attend this school. This would need to be supported by a consultant doctor's letter or certificate, or by evidence of a registered disability.
- (b) Reference will be made to the distance the child lives from the school gates measured in a straight line (not by the shortest walking route). Children living nearer to the school will be given priority over those living further away.

## Casual Admissions

Casual admissions of children moving into the area or transferring from another school will be considered by the Governing Body having regard to the admissions criteria stated above and according to whether places are available in the appropriate classes.

## Infant Class Size

The need to comply with the legal requirement that no infant class may have more than 30 pupils means that it is very unlikely that more than 60 pupils will be admitted in any one year.

## Register of Interest

A Register of Interest will be kept with the details of the applicants who are refused admission due to over-subscription. This will be kept in the sequence of the criteria described above. As places become available they will be offered to applicants on the register. Names will be kept on the register until the end of the academic year for which the application for admission was made.

## Right of Appeal

In the event of an application being unsuccessful, parents have the right to appeal against the Governing Body's decision not to offer a place. Appeals should be made in writing to the Clerk of the Appeals Committee c/o Clerk to the Governing Body at the school address. Details of the appeals procedure will be set out in the letter of refusal. Refusal letters will be sent out at the same time as those offering places to parents. An independent appeals panel will consider each case on its merits.

Details for the arrangements for admissions and appeals will be reviewed and published every year.

## Brampton Primary Academy

Brampton Road, Bexleyheath DA7 4SL Tel: 020 8303 2873

## Admissions Policy 2019/20

Brampton Primary Academy is a primary academy in Bexleyheath in the London Borough of Bexley and is part of REACh2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand.

More information about REACh2 is available on our website: [www.reach2.org](http://www.reach2.org)

Brampton Primary Academy School provides education for children aged 4-11. We strive to create a culture which motivates all members of our community and enables children to reach their full potential and beyond by supporting the breadth of children's growth, both academically and socially. Our teachers and support staff are caring and dedicated. They are committed to the highest standards of teaching and learning and endeavour to inspire our children's confidence in their ability to make progress. They work exceptionally hard to ensure learning is challenging, creative and relevant for our children. Together, we work towards our principle ethos – "Striving to reach the best".

For more information about us, please see [www.brampton.bexley.sch.uk](http://www.brampton.bexley.sch.uk)



## Admission Arrangements for All Schools

### Admission number and process

The school has an admission number of 60 for entry in Reception. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Bexley Local Authority as part of the local coordinated scheme.

### Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

### Definitions relating to the criteria

1. 'Looked after children' are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as "brother or sister; half brother or sister; adopted brother or sister; step brother or sister; or the child of the parent/carer's partner; and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

The sibling must be at the school at the point of proposed admission". Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area.

This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.

4. 'Home-to-school distance' is defined/measured "in a straight line from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system". 'Home

address' is defined as "where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply".

**Note** – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

### Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

### 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.

### 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.

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 Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

### Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2019. The waiting list will be I As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining

available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number, as permitted by the national infant class size rules set by DfE maintained by the school and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the school for information on how to appeal. Appeals must be made in writing, setting out the reasons on which the appeal is made, and be lodged within the timescale given in the letter confirming the decision not to offer a place.

The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

### Burnt Oak Junior School

Burnt Oak Lane, Sidcup DA15 9DA  
Tel: 020 8300 5854

## Admissions Policy 2019/20

### School Vision

At Burnt Oak Junior School we are committed to inspiring and challenging every child to achieve their full potential by providing a safe, stimulating and inclusive environment. We will actively encourage our children to take learning risks, develop their independence and resilience, and nurture their thirst for lifelong learning.

### *Inspirational teaching – Aspirational learners*

### Admissions

All applications shall be received and offers made individually by the Local Authority in common with other Bexley Primary Schools. The standard number for admissions to The Pioneer Academy – Burnt Oak Junior School is 62.

The published admission number is inclusive of students with a statement of special educational needs in accordance with the relevant statutory requirements.

All applications shall be made on line at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk). If this is not possible a paper application form can be collected from the Civic Offices.

### Admission Criteria

Where applications are oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Looked After Children (Children in Public Care) (see note 1)
  - (ii) Siblings – children who have a brother or sister attending at the beginning of their first term (see note 2)
  - (iii) Children who have attended Chatsworth Infant School
  - (iv) Children of staff of the school – priority may be given to children of the staff in either or both of the following circumstances:
    - (a) Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made,
- and/or
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - (v) Proximity, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4)

**Note 1:** A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. They are also children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**Note 2:** Sibling refers to brother or sister; half brother or sister; adopted brother or sister; step brother or sister, or the child of the parent/carer's partner; and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

**Note 3:** "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

**Note 4:** Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Offers of places will be made by the Local Authority in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their birth date has passed, unless the parent requests in writing that they should continue to remain on it.

## Admission Arrangements for All Schools

The Pioneer Academy – Burnt Oak Junior School, in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Children will be admitted on the first day of each new term or half term.

Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. Although Burnt Oak Junior School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

### Bursted Wood Primary School

Swanbridge Road, Bexleyheath DA7 5BS Tel: 020 8304 9960

### Admissions policy 2019/20

Bursted Wood Primary School is an Academy.

The Governing Body is responsible for decisions on admissions to the school. Children born between 1 September 2014 and 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/20 will be 90.

Applications should be made on the home Local Authority's primary common application form and submitted by the closing date of 15th January 2019.

If offered a place at Bursted Wood Primary School you will need to present supporting documentation to the school in the form of your child's birth certificate, your council tax statement and a copy of either child benefit and/or child tax credit with the child's home address as stated on the application.

The school will admit pupils with statements of special educational need naming the school, where the school has agreed that it can meet that child's needs. Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this priority order:

**Priority 1:** Children in Public Care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

**Priority 2:** This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. A medical adviser may be consulted and asked for a professional medical opinion on the case presented. Priority for Bursted Wood Primary School would only be given if it was the school closest to the home address unless the medical adviser considers attending the school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain a place at Bursted Wood Primary School, for example distress (whether or not leading to a recognised medical condition), do not fall within this priority.

**Priority 3:** Siblings of children who will be attending Bursted Wood Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

**Priority 4:** In order to recruit and retain high quality staff, children with a parent or registered guardian employed at Bursted Wood Primary School on a permanent basis at the time of application will be awarded this priority in either or both of the following circumstances:

- a) 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
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley and the Academy's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

**Priority 5:** This gives priority to pupils living nearest to the school based on the distance from the home address to Bursted Wood Primary School. A straight line measurement is used from the front door of the home address to the pupil entrance of the school using Bexley Council's computerised GIS system.

Home will be taken as the child's home address at the time of allocation that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and/or child tax credit at the time of application.

A waiting list will be kept of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office. Further guidance is available below.

**Tie breaker:**

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

Admissions during the year and outside the normal round.

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

**Appeals:**

Where parents are not offered a place at Bursted Wood primary School, they will be informed of their statutory right of appeal to an independent Schools Appeals Panel and sent further information on the appeal process on request.

**POLICY FOR THE MEASUREMENT OF HOME TO SCHOOL DISTANCE**

All home to school distances will be calculated by the London Borough of Bexley's computerised pupil database to ensure consistency. Home to school distances will be measured using the intersection of the geographical grid co-ordinates (known as eastings and northings) supplied by the National Land and Property Gazetteer (NLPG), or equivalent database, for the home address and for the nearest school entrance approved by the Governors as an official entrance.

Home to school distances will be measured by radial distance (straight line) from the intersection of the NLPG co-ordinates of the home address to the nearest official school entrance.

This method applies to home to school distance measurements for applications for community and voluntary controlled schools, and for all other schools where the admission authority commissions the London Borough of Bexley to measure distances on its behalf.

**Chatsworth Infant School**

Burnt Oak Lane, Sidcup, Kent DA15 9DD Tel: 020 8300 9295

**Admissions Policy 2019/20**

All applications shall be received and offers made individually by the LA in common with other Bexley Primary Schools. The school has an agreed admission number of 60 pupils for entry in year R. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. In line with legislation, all children will be permitted to start in Reception in the September following their 4th birthday.

All applications shall be made using the LA standard application form which can be downloaded from [www.bexley.gov.uk](http://www.bexley.gov.uk).

**Admission Criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- (i) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (see note 1). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - (ii) Siblings – children who have a brother or sister attending at the beginning of their first term (see note 2)
  - (iii) Children of staff of the school – priority may be given to children of the staff in either or both of the following circumstances:
    - a. Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made,
- and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - (iv) Proximity, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4)

Random allocation will be used as a tie-break in category '4' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. Offers of places will be made by the LA in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their birth date has passed, unless the parent requests in writing that they should continue to remain on it.

**The Pioneer Academy** – Chatsworth Infant School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of The Pioneer Academy admissions decision not to offer a place. Although The Pioneer Academy is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

## Admission Arrangements for All Schools

**Note 1:** An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Note 2:** Sibling refers to brother or sister; half brother or sister; adopted brother or sister; step brother or sister; or the child of the parent/carer's partner; and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

**Note 3:** "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

**Note 4:** Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### Christ Church (Erith) CE Primary School

Lesney Park Road, Erith, Kent DA8 3DG Tel: 01322 333780

### Admissions Policy 2019/20

All parents/carers applying for places for their children at Christ Church (Erith) C of E Primary School are expected to respect the Christian ethos of the school.

As Christ Church (Erith) is a member school of Trinitas Academy Trust, sharing the same Christian Values, Governance and oversubscription criteria, it is a named feeder school for Trinity C of E Secondary School, Belvedere. This means that children attending Christ Church (Erith) are given high priority when applying for a place at Trinity C of E Secondary School, Belvedere.

The published admission number for the school is 90; therefore the Governing Body will offer up to 90 pupils a place in our Reception class in the academic year 2019/20.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All pupils born from 1 September 2014 to 31 August 2015 can start in a Reception class in September 2019. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday. Parents of children born between 1 April and 31 August may request

entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

Applications for admission are welcomed from all parents, however, parents must note that evidence is needed for some admission criteria should the school receive more than 90 applications.

Children with a statement or an EHC plan are given priority before the criteria are applied.

### Application Procedures and Timetable

Parents will be required to complete the Common Application Form available from their Home Authority. The CAF will be available online, or from any Primary School or the School Admissions Team at their Home Authority from 1st September 2018. Parents may express up to six preferences for primary schools on the CAF. To be treated as "on time" the CAF must be returned to the school shown as the first preference, with documenting evidence of address and child's date of birth, by 15th January 2019.

In addition to the CAF supplied by the Home Authority, the Supplementary Information Form available from the school must be completed (together with the Trinitas Faith Reference Form where appropriate) and sent to the School Secretary not later than the closing date published by the Home Authority. If parents do not complete and return the Supplementary Information Form (and Trinitas Faith Reference Form where appropriate) to the school by the closing date set for the return of the CAF, the application will be considered under oversubscription criterion 6 (if they have siblings in the school) or 7 (if they do not have siblings in the school).

Offers of places will be sent to parents on the common offer date as notified by the Home Authority.

### Oversubscription Criteria

If the school is oversubscribed the following criteria will be applied in order. These oversubscription criteria have been devised in accordance with the School Admissions Code.

Children with a Statement or an EHC Plan which names the school are given priority before the criteria are applied.

1. Children who are 'Looked After or Previously Looked After', in Local Authority Care
2. Children who regularly attend a Church of England or Anglican Church with their family:

**Priority One:** Christ Church C of E, Victoria Road, Erith, Kent.

**Priority Two:** any other Church of England or Anglican Church.

(See Notes A, B and C)

3. Children of members of Trinitas Academy Trust staff in either or both of the following circumstances:

- a) Where the member of staff has been employed by the Trust for two or more years at the time at which the application for admission to the school is made

and/or



- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who regularly attend a Church which is a member of Churches Together in England, or the Evangelical Alliance. (See Note A, B and C)
5. Children who regularly attend their place of worship from one of the following faiths:  
Buddhism, Hinduism, Islam, Judaism or Sikhism  
(See Note A, B and C)
6. Children who have siblings in the school at the time of admission. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.
7. Places still available after the previous criteria have been applied, will be offered to children living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation. In the event of a tie, lots will be drawn.

Where a distinction has to be made within the above categories, then the following criteria will be used to determine priority within each category.

- a. Children who have siblings in the main school at the time of admission for subscription criteria 1 to 6. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.
- b. Those living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation.

The home address will be taken as the child's home address on 15th January 2019, unless there is a qualifying change of address by 15th February 2019. It must be the address at which the child lives with the parent or registered guardian, who is the main carer, i.e. the parent eligible to receive Child Benefit and Child Tax Credit

### Notes

- A) Regular attendance is defined as attending worship at least twice a month, over a minimum of twelve months.
- B) It is the parent/guardian's responsibility to ensure that they make their regular attendance known to the church clergy (or church leader/religious leaders) in order to support their declaration. Church clergy (or church leader/religious leader) will advise of ways to do this.  
  
Evidence will be required in the form of the Trinitas Faith Reference Form completed by the parents and the church clergy (or church leader/religious leader). It must be completed and returned to the school by the published closing date.
- C) If the family has moved to the area or has moved to a different Church within the previous year, the applicant should provide clergy references for all churches attended during the previous year by completing the appropriate section of the Trinitas Faith Reference Form.

D) For the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- The brother or sister
- The half-brother or half-sister
- The step-brother or step-sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).

After offers of places have been made, a waiting list is drawn up according to our oversubscription criteria, in accordance with the DfE School Admissions Code - December 2014.

Parents have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors at the School, within 14 days of hearing that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal.

## Days Lane Primary School

Days Lane, Sidcup DA15 8JU Tel: 020 8300 1697

### Admissions Policy 2019/20

Days Lane Primary School is a stand-alone academy.

The Governing Body is responsible for decisions on admissions to the school. A child who attends our nursery class, attached to the school, is given no priority over a child who did not attend the nursery. The London Borough of Bexley will administer the applications process according to Days Lane's admissions criteria as set out below. Children born between 1 September 2014 and 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 90. Application can be made through the online form on the London Borough of Bexley website.

Applications should be made on the home Local Authority's primary common application form and submitted by the closing date of 15 January 2019.

If offered a place at Days Lane Primary School, parents will need to present supporting documentation to the school in the form of your child's birth certificate, council tax statement and a copy of either child benefit and/or child tax credit with the child's home address as stated on the application.

Home will be taken as the child's home address at the time of allocation that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and/or tax credit at the time of application.

### Home to School Distance

All home to school distances will be calculated by the London Borough of Bexley's computerised pupil database to ensure consistency. Home to school distances will be measured using the intersection of the geographical grid co-ordinates (known as eastings and northings) supplied by the National Land and Property Gazetteer (NLPG), or equivalent database, for the home address and for the nearest school entrance approved by the Governors as an official entrance.

## Admission Arrangements for All Schools

Home to school distances will be measured by radial distance (straight line) from the intersection of the NLPG co-ordinates of the home address to the nearest official school entrance.

This method applies to home to school distance measurements for applications for community and voluntary controlled schools, and for all other schools where the admission authority commissions the London Borough of Bexley to measure distances on its behalf.

The school will admit pupils with a statement of special educational need or an Education, Health and Care Plan naming the school. Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

**Priority 1:** Children in Public Care (Looked After Children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

**Priority 2:** Children for whom it is essential to be admitted to Days Lane Primary School because of special circumstances to do with significant medical needs. The application will need to be supported by a letter from a hospital consultant, or similar medical professional. The information should demonstrate why Days Lane is the only school able to meet the child's specific medical needs. The Academy may seek professional medical advice on the request. Late requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school do not fall within this priority.

**Priority 3:** Siblings of children who will be attending Days Lane Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address. Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. This means that in these circumstances only, twin, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

**Priority 4:** This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's childminder. Requests for this priority must be made with supporting evidence at the time of application. The Academy may seek professional medical advice on the request. Where there are more applications than places that fall in to the first four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement and higher priority will be given to those living closest to the school.

**Priority 5:** Distance from school based on the distance from the front door of the home address to the main school entrance

to Days Lane measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

### Tie Breaker

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child will be offered the place, and the remaining child placed on the waiting list in the order of the draw.

### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above.

Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent the parents from exercising their right to appeal against the decision not to offer a place.

It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children on the list.

### Late Applications

Any late applications will be considered by the Governing Body, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does prevent parents from exercising their right to appeal against the decision not to offer a place.

### Appeals

Where parents are not offered a place at Days Lane Primary School, there is a statutory right of appeal. Contact the school office for details of the appeal process and an application form.

### Admissions during the year and outside the normal round

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

## Eastcote Primary Academy

Eastcote Road, Welling, Kent DA16 2ST Tel: 020 8856 1346

### Admissions Policy 2019/20

Leigh Academies Trust is the Admissions Authority of the Academy. Applications for places will be made in accordance with London Borough of Bexley's co-ordinated admissions scheme and timetable. Although the process of admissions is managed by the Local Authority on behalf of the school, the Governing Body is responsible for decisions relating to admissions to the school.

## Admission number

Eastcote Primary Academy has an agreed Published Admission Number (PAN) of 30 pupils for entry in reception. The Academy will accordingly admit at least 30 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

## Oversubscription criteria

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### 1. Children in Care and previously Looked After Children

A Child in Care is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their Social Care functions (Section 22(1) of the Children's Act 1989). A previously looked After Child is a child who was adopted or subject to a residence order, or special guardianship order, immediately following having been "Looked After".

### 2. Sibling(s)

Siblings of children who will be attending Eastcote Primary Academy at the time the child is due for admission to the academy. For this criterion sibling means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings from multiple births (twins, triplets, etc.) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, in line with the School Admission Code.

### 3. Child of a staff member

The son or daughter of a member of staff who has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For this criteria son or daughter means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, stepson or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc.) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a place to each of the children, even if doing so takes the academy above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, in line with the School Admission Code.

### 4. Health and Special Access Reasons

Medical and social reasons will be applied in accordance with the Academy's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those

children whose medical or social reasons mean they have a demonstrable and significant need to attend the Academy. Equally this priority will apply to children whose parents'/ guardians', medical or social needs means that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner, and submitted at the time of application.

### 5. Nearness of children's homes to the Academy

We use the distance between the child's permanent home address and the Academy, measured in a straight-line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody. These straight line measurements are used to determine how close each applicant's address is to the Academy with those living closest being given priority. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Where parents live at separate addresses, and have joint custody, the address used will be the one where the child spends the main part of the academy week (i.e. Sunday night to Thursday night inclusive).

Applications eligible under criteria 1 – 4 are each ranked in order of nearness of the child's home to the Academy, using the method given in criterion 5.

### Deferred entry for infants

Where an offer has been made, the academy will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the academy until later in the academy year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the academy year.

### Admission of children outside their normal age group

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the Academy and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the Academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the Academy agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the academy Principal. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the Academy's oversubscription criteria.

## Admission Arrangements for All Schools

### Fair Access Protocols

The Academy works in accordance with the in-year Fair Access Protocols held by the Local Authority. Should a vulnerable child within the protocols require a place at the Academy, they will take precedence over any child on the waiting list.

### Tie breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. Priority will be given to the applicants who live nearest to the Academy as measured in a straight-line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody. In the event that two or more children in all other ways have equal eligibility for the last available place at the Academy, names will be issued a number and drawn randomly to decide which child should be given the place.

### Operation of waiting lists

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Local Authority will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31st December 2018.

This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made. The waiting list will be re-ranked each time a child is added or removed and before the offer of any place.

### Appeals

Leigh Academies Trust delegates the responsibility for administration of appeals to the Academy. Parents who wish to appeal the decision to refuse their child a place at the Academy may appeal in writing to the Clerk to Governors c/o the Academy. Appeals will be heard by an independent panel.

### East Wickham Primary Academy

Wickham Street, Welling, Kent DA16 3BP Tel: 020 8854 0698

### Admissions policy 2019/20

Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.

East Wickham Primary Academy admits 90 children per academic year. Children with an Education and Health Care Plan may name East Wickham Primary Academy as part of the EHCP process and will be given precedence for admission where the right level of support can be given.

In the event of there being more applications than places the following oversubscription criteria will apply:

**Priority One:** children in public care and children previously looked after before being adopted or subjected to a residence or special guardianship order.

**Priority Two:** Children with a medical condition where it is essential, on medical grounds, for the child to attend the preferred school. Bexley's medical adviser may be asked for a professional opinion on the case presented.

**Priority Three:** siblings of children who are already attending East Wickham Primary Academy. (this includes full, half or step brothers or sisters living at the same address.)

Where, in allocating places, children who are twins, triplets or other multiple births would qualify for fewer places than there are children – they will be treated as siblings, and given priority over distance rules.

**Priority Four:** This is given where either the disability or medical condition of a parent or sibling OR exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition or convenient to the family child minder. Requests must be made with supporting evidence. Bexley's medical adviser may be asked for a professional opinion on the case presented.

**Priority Five:** Children who live closest to the school measured by straight line distance. All home to school distances are calculated by The London Borough of Bexley's computerized database to ensure consistency.

**Please note:** Children who attend the Nursery Class attached to the school **ARE NOT GIVEN PRIORITY** over children who did not attend the nursery. Admission applications have to be made for Reception classes.

### Appeals

If a child is not offered a place their parent has the right to appeal to an Independent Appeal Panel. In any such cases, parents should make their appeal in writing, within 15 working days, to:

**The Clerk to the Governing Body, East Wickham Primary Academy, Wickham Street, Welling, Kent, DA16 3BP**

The Independent Appeal Panel will be convened by the Governing Body and will consist of three members independent of the school. The decision of the Panel will be binding on the Governors and the parents. Full details of Appeal Panel processes are available from the Clerk to Governors.

A waiting list will be maintained for one year in accordance with admissions processes. Children directed to the school by The Fair Access Panel will take precedence over children already on the waiting list.

### Timetables

Applications should be made through your home Local Authority using the Common Application Form found on the website – e.g. [www.bexley.gov.uk](http://www.bexley.gov.uk) or [www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk) by contacting the admission team for a paper form on [schooladmissions@bexley.gov.uk](mailto:schooladmissions@bexley.gov.uk) or calling 020 8303 7777.

## Gravel Hill Primary School

Watling Street, Bexleyheath, DA6 7QJ Tel: 01322 521 343

### Admissions Policy 2019/20

Children born between 01.09.14 and 31.08.15 will be admitted in September 2019.

The standard number for admissions to Gravel Hill is 60.

Children with a statement of special educational need or and Education, Health and Care Plan naming a school will be admitted to that school as a result of that process and will be given precedence for admission.

In the event of there being more applications than places the following oversubscription criteria will be used:

**Priority 1** is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a child arrangements order or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989.

**Priority 2** - This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. Unity's own medical adviser may be asked for a professional opinion on the case presented. Priority will normally only be given if the school applied for is the closest school to the home address, unless the medical adviser considers that an alternative school is essential for medical reasons. Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

**Priority 3** - This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

**Priority 4** - This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic

circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's childminder.

Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. Unity's medical adviser may be asked for a professional opinion on the case presented.

**Priority 5** - This gives priority to children living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application.

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

#### For all applicants:

Waiting lists will be established for applicants not offered their first preference and kept in the sequence of the priorities.

Offers of places will be made by the Local Authority in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their date of birth has passed, unless the parent requests in writing the reasons that they should continue to remain on it.

The Unity Academy Trust – in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Parents not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. An appeal panel will primarily consider whether or not the published admissions criteria have been properly followed.

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.



## Haberdashers' Aske's Crayford Academy (Crayford Temple Grove)

CTG South Campus, Iron Mill Lane, Crayford, Kent DA1 4RS  
Tel: 01322 402 180

CTG North Campus, Slade Green Road, Erith, Kent DA8 2HX  
Tel: 01322 330 363

### Admissions Policy 2019/20

#### GENERAL

The Academy will act in accordance with any admissions legislation that applies to it directly, or which is applied to it by virtue of its funding agreement with the Department for Education. This admissions policy is designed to comply with the School Admissions and Appeals codes that are in effect at the time of drafting the policy.

The Academy will consult the relevant organisations that may be affected by the admissions policy every 7 years or sooner if any changes are made as per the School Admissions code.

The Academy operates on two sites, referred to in this document as the North Campus and South Campus:

- North Campus – Chrome Road, Erith, DA8 2HX
- South Campus – Iron Mill Lane, Crayford, DA1 4RS

The South campus offers places in nursery, primary school, secondary school and VI form. The North campus offers places in primary school only (not nursery).

#### PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

##### Admission Number: 5-11 Provision

For the year 2019/20 and, subject to any changes approved or required by the Secretary of State, for subsequent years, the Academy has an agreed admission number of 90 pupils (3FE). The Academy will accordingly admit 30 pupils into the reception class at South Campus and 60 pupils into the reception classes at North Campus each year if sufficient applications are received.

##### Increasing the agreed admission number

In any specific year, the Academy Trust may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult the relevant organisations as per the School Admissions code. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

##### Process of application

Nursery school applications will be made directly to the Academy and the timetable will be published yearly.

Applications for places in the primary & secondary school will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the common application form (CAF) provided and administered by the relevant LA. The Academy will also ask parents to complete a supplementary information form, where sufficient information for the consideration of the application by the Academy is

not available from the information supplied in the common application form. The Academy will use the common co-ordinated admissions scheme timetable agreed by the London Borough of Bexley.

A supplementary information form must be completed if a parent would like their child to be considered for a music aptitude place, the closing date will be published in the Academy prospectus. The Academy will aim to advise parents of the outcome of the musical aptitude assessment before the secondary transfer admission closing date 31 October.

Parents applying for a place in reception will need to indicate whether they wish to be considered for a place at the North Campus, the South Campus or at both Campuses.

Procedures where the Academy is oversubscribed (primary school)

The primary phase of the Academy is accommodated on two sites i.e. at both the South Campus and the North Campus. Each applicant's home to academy distance will be measured to both South and North campuses. Parents/carers will be able to indicate whether they would like their child to be considered for the South Campus or for the North Campus or for both campuses. Applicants may be considered under the published admission criteria for one or both campuses as follows:

- Applicants who are considered under the looked after child/ previously looked after child criterion (clause 9a and clause 10a) will be considered for the campus that is closest to the home address.
- Applicants who are considered under the medical and social needs criterion (clause 9b and clause 10b) applicants will be considered under the campus that the parent/carer feels is the only campus able to meet the child's medical and social needs.
- Applicants considered under the sibling criterion (clause 9c and clause 10c) will be considered for the campus that their sibling on roll attends.
- Applicants considered under the distance criterion (clause 9d and clause 10d) will be considered for the campus or campuses indicated on their application. Parents/carers will be able to indicate whether they would like their child to be considered for the South Campus or for the North Campus or for both campuses. If a preference is not indicated on the application the application will be considered for both campuses.

The Academy is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions code.

If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Children in year 6 of the primary school on either campus are entitled to transfer to the secondary school without applying further.

Procedures where the Academy is oversubscribed (primary school, South Campus)

The South Campus of the primary school has a provision for children with a statement of special educational needs or an education, health and care plan (Autistic Spectrum Disorder).

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with statement of special educational needs or an education, health and care plan (EHC) where the primary school is named in the statement/EHC; priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child is a child who is looked after by a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989 at the date of the relevant application for admission is made.
- b) Pupils for whom it is essential to be admitted to the south campus of the primary school because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the south campus of the primary school is the only school able to meet the child's specific needs".
- c) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address) on the roll of the south campus of the primary school. Pupils will be considered under this criterion if they have an older sibling who attends the south campus of the primary school and who will continue to be on roll when the pupil joins the primary school. Proof of the sibling relationship will be required if a place is offered.
- d) The remaining places will be offered to pupils who live nearest to the south campus of the primary school on the basis of proximity. Home to Academy distance will be measured as the direct line distance between the pupil's home address to the South Campus. Proof of residency will be required if a place is offered.

Procedures where the Academy is oversubscribed (primary school, North Campus)

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with statement of special educational needs or an education, health and care plan (EHC) where the primary school is named in the statement/EHC; priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child is a child who is looked after by a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989 at the date of the relevant application for admission is made.

- b) Pupils for whom it is essential to be admitted to the north campus of the primary school because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the north campus of the primary school is the only school able to meet the child's specific needs".
- c) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address) on the roll of the north campus of the primary school. Pupils will be considered under this criterion if they have an older sibling who attends the north campus of the primary school and who will continue to be on roll when the pupil joins the primary school. Proof of the sibling relationship will be required if a place is offered.
- d) The remaining places will be offered to pupils who live nearest to the north campus of the primary school on the basis of proximity. Home to Academy distance will be measured as the direct line distance between the pupil's home address to the north campus. Proof of residency will be required if a place is offered.

## Tie Break

### a) Sibling

If there are more siblings than there are places available, the places will be offered to the siblings living nearest to the campus of the school that the sibling attends (clauses 7c, 9c, 10c and 11d).

### b) Distance

In the event of a tie break under the distance criterion for the 3 – 18 Academy random allocation will be used.

Operation of nursery, reception entry and secondary transfer (year 7) waiting lists

The Academy will operate a waiting list where in reception and year 7 the Academy receives more applications for places than there are places available. A waiting list will operate from the day after national offer day until 31 December of the new academic year. The Academy will allocate a place on the waiting list to applicants who have not been offered a place by the Academy or a higher preference from their local authority common application form preferences. Other applicants will be placed on the waiting list on request. The position of applicants on the waiting list will be determined in accordance with the applicable oversubscription criteria.

A nursery position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in clause 7 for the nursery school

Nursery, primary and year 7 applicants who wish to remain on the waiting list after 31 December of the new academic year will need to confirm in writing, in order to remain on the nursery, reception or year 7 waiting list; this will be open for the whole academic year. If more applications are received than there are places available, the oversubscription criteria for nursery (clause 7) or primary (clause 9 and clause 10) or secondary (clause 11, but not the music criteria) shall apply.

## Admission Arrangements for All Schools

Arrangements for admitting pupils to other year groups by replacing any pupils who have left the Academy

The Academy will operate a waiting list for applications submitted for years other than the normal year of entry. The Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria for nursery school (clause 7), primary school (clause 9 and clause 10) and secondary school (clause 11, excluding music) shall apply. The waiting list will operate until the end of the academic year. If, at the end of the academic year parents wish their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

### Admission of children outside their normal age group

The Academy will consider applications received for a place in a year group that would not be the child's normal age group on a case by case basis. Parents will need to put their request in writing giving a reason for this decision which will then be considered by the Academy.

### Coordinated admissions and fair access

The Academy will participate in Bexley LA's In Year Fair Access Protocol and children may be prioritised over those children on the waiting list for admission under this protocol. The Academy will participate in the Bexley LA in year co-ordinated admissions scheme.

### Appeals

Where an application to the Academy is declined, parents are entitled to appeal to an independent appeal panel except when applying to the nursery school.

## Harris Garrard Academy (Primary Section)

Yarnton Way, Erith, DA18 4DW Tel: 020 8320 4840

### Admissions Policy 2019/20

The published admission number (PAN) is 90 students for entry in Reception.

Applications to the primary school will be made in accordance with the local authority's coordinated admission arrangements. A common application form (CAF) is provided by the local authority in which the child resides and should be completed and returned to the home local authority to administer.

All children with a Statement of Special Educational Needs or Education, Health and Care Plan where the Academy is named in the Statement or Plan will be admitted before the application of any criteria.

In order to comply with the infant class size requirement of the School Admission Code, the Academy cannot place more than 30 infants in one class with a single school teacher. However, if one child of a multiple birth is offered a place within the published admission number, the Academy will also accommodate the other child/children as an 'exception' to the infant class size requirement.

### SUMMER BORN CHILDREN

Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the Academy consider them to be admitted out of their normal age group – to Reception rather than Year 1.

Parents should submit their application for their child's normal age group at the usual time and include their request for the Academy to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Academy with their decision. Parents will be informed of the outcome of their request before the national offer day.

If the parents request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year.

### PRIMARY SCHOOL OVERSUBSCRIPTION CRITERIA

Where the number of applications for admission to the primary school exceeds the published admission number, and after allocating places to children with an Education, Health and Care Plan where the Academy is named in the Plan, priority for admission will be given to those children who meet the following criteria in order of priority set out below:

- (1) A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. A looked after child is defined as a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
- (2) Siblings of students currently on roll at the Academy, whether primary, secondary or both. Sibling is defined in these arrangements as including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who will be living with them at the same address on the date of admission to the Academy.
- (3) Other children by distance from the school, with priority for admission given to children who live nearest to the school. The Academy commissions the London Borough of Bexley to measure distances on its behalf. Home to school distances will be measured by radial distance (straight line) from the intersection of the NLPG co-ordinates of the home address to the nearest official school entrance.

In the event of a tie-break in respect of criteria 3 above, random allocation will be used to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Offers of places will be made in writing direct to parents by the local authority.

Any application for school places outside the normal admissions round, i.e. for places in-year, should be made direct to the primary section of the Academy.

## WAITING LISTS FOR PRIMARY AND SECONDARY SCHOOLS

Where applications exceed places, waiting lists will operate for Reception for the primary school and Year 7 for the secondary school. The lists will operate from the day after the national offer day until 30 September of the new academic year. The ranked order of the waiting list will be set out in accordance with the oversubscription criteria.

Secondary applicants will remain on a waiting list within their band and when vacancies arise within each band a place will be offered from the same band's waiting list. Applicants who did not take the banding test will be placed on the waiting list below those who did sit the test and ranked in accordance with the oversubscription criteria.

After 30 September applicants to Reception or Year 7 need to confirm in writing that they wish to remain on the waiting list and this will be maintained by the Academy for the remainder of the academic year. Banding will now not apply to the Year 7 list and it will be open to all applicants in accordance with the oversubscription criteria.

When a place becomes available the next applicant on the list will be offered a place. Whenever a new applicant asks to be added to the waiting list the order of the waiting list will be adjusted applying the oversubscription criteria to all the applicants now on the list.

## ARRANGEMENTS FOR ADMITTING STUDENTS TO ALL YEAR GROUPS OUTSIDE OF NORMAL ADMISSIONS (IN-YEAR ADMISSIONS)

In-year applications should be made directly to the Academy by obtaining and completing an Academy Application Form at any time throughout the academic year. The application will be considered in line with this policy, the School Admissions Code and any other legal requirements on funding or otherwise, for example post 16. If a place is available in the relevant year group, the child will be admitted. Where there are no places, the opportunity will be offered to be placed on a waiting list.

The Academy will operate a waiting list for each year group which is full and it will maintain the ranked order in accordance with the oversubscription criteria. Positions on these lists are subject to change in the event of new applications being made throughout the academic year. The list will be operated for the remainder of the academic year that the application was made. If a place is still required for the subsequent year group in the following September then a new application should be made.

The Academy will participate in the Bexley Fair Access Protocol (FAP) and will give priority to a child allocated via FAP over children on the waiting list for that particular year group if it should be full.

## APPEALS

Parents have the right to appeal a decision made by the Academy not to admit their child. In such cases parents should forward their appeal in writing to the Clerk to the Governors at the Academy address within 20 school days of hearing that their child has not been allocated a place. An independent appeals panel will listen to the case and inform parents and the Academy of their decision.

This right of appeal does not apply if their child is not offered a place at the Academy if the preferred year group is not the peer year group of the child, based on their age.

## Hillsgrove Primary School

Sidmouth Road, Welling DA16 1DR Tel: 020 8303 4949

## Admissions Policy 2019/20

Hillsgrove Primary School is part of the Amadeus Primary Academy Trust. The Governing Body is responsible for decisions on admissions to the school.

Children born from 1 September 2014 to 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 60.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet the child's needs.

Where there are fewer applicants than the number of places, all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a child arrangements order or special guardianship order.
2. Children with a medical need that makes it essential for the child to attend Hillsgrove Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.
3. Siblings of children who will be attending Hillsgrove Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.

4. Children whose parent or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Hillsgrove Primary School. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.
5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as

## Admission Arrangements for All Schools

the address at which the child lives with the parent or legal guardian who is also the main carer; defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2019.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Admission outside the normal age group

Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1. Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day. If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year.

If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5th birthday.

Requests for admission to other year groups outside the normal age group should be made direct to the school.

### Holy Trinity Lamorbey CE Primary School

Burnt Oak Lane, Sidcup, Kent DA15 9DB Tel: 020 8300 3613

### Admissions Policy 2019/20

The Governing Body intends to admit 60 children in the Academic year 2019/2020. Applications may be made in respect of children whose fifth birthday falls between 1 September 2019 and 31 August 2020, inclusive.

A Single Point of Entry will be operated whereby such children will preferably start in the Reception classes in September. However, parents will still have the option for their child to start in January.

Children will normally be admitted in the September before their fifth birthday. However, parents of summer-born children may wish to request that their child is not admitted into the normal age group. This means that they may wish for their child to be admitted to Reception, rather than Year 1, following their fifth birthday. If this is the case, parents will need to present information to the school regarding their child's educational, emotional or social development. This may also include relevant

medical needs, for example if the child was born prematurely. The child may also have been previously educated out of normal year group. The school will carefully consider such requests and will outline, in writing its decision, taking into account all the factors outlined above. Each case will be considered on an individual basis.

If a child has an Education, Health and Care (EHC) Plan that names Holy Trinity Lamorbey school the child will be admitted to the school. After places have been allocated for children with an appropriate EHC Plan, should there be fewer applications than the number of places remaining available, every child will be offered a place. However, should the school receive more applications than there are places available, the following oversubscription criteria will be applied in order:

1. Children in Public Care. (See note A)
2. Children with a sibling in the main school at the time of admission. (See note B)
3. Children whose parents reside within the parish of Holy Trinity Lamorbey and frequently attend religious services at an Anglican Communion Church. (See notes C, D, E and F)
4. Children whose parents frequently attend religious services at an Anglican Communion Church. (See notes C, D, E and F)
5. Children whose parents frequently attend religious services at a church which is a member of Churches Together in Britain and Ireland (which includes the Roman Catholic Church) or of the Evangelical Alliance or of the Porvoo Communion or of the World Evangelical Alliance. (See notes C, D, E and F)
6. Children whose parents attend religious services at any of the churches of criterion 5 and are growing in the Christian faith by attending services, church fellowship groups or discipleship courses, e.g. Alpha meetings, for a period of at least six months. (See notes C, D and F)
7. Children, or one or both parents, with a medical condition or registered disability which would cause significant hardship if the child could not attend the school. (See notes C and G)
8. Children from other faiths whose parents are in sympathy with the ethos and aims of the school and whose application is supported by a Religious Leader of their religion. (See notes C, D and F)
9. Other children.

### Notes – Please Read Carefully:

- A) Children in Public Care means children who are looked after by a Local Authority in accordance with section 22 of the Children Act 1989 (or any child who was previously in the care of the Local Authority and who is now adopted, subject of a Residence Order or Special Guardianship Order).
- B) Sibling means brother or sister; half brother or sister; adopted brother or sister; step brother or sister; or the child of the parent's partner or of the carer or the carer's partner, and in every case who is living in the same family unit at the same address as the child for whom the school place is sought.
- C) Parent means any person who has parental responsibility for the child, and includes a legal guardian of the child and a person with whom the child is living under a residence order. Where admission arrangements refer to parents' attendance at church, it is sufficient for just one parent to attend.
- D) A clerical reference will be required in support of applications for a Faith place under any of criteria 3, 4, 5, 6, and 8. It is



the responsibility of the parents to obtain a reference from the Religious Leader to confirm the parents' frequency in attending religious services.

- E) For the purpose of this policy, the term 'Frequent' to be taken as meaning at least twice a month over a period of twelve months.
- F) If you have recently moved into the area and are unable to obtain a clerical reference from a local Religious Leader, please refer back to the church you attended at your previous address.
- G) Evidence from a professional medical practitioner or evidence of a registered disability will be required to support an application under criterion 7. Governors may seek advice from an independent medical adviser.

#### Please note the following information:

If distinctions have to be made between children in a single category they will be made on the grounds of distance from the school. The nearness of a child's home to the school is the deciding factor. This is based on the proximity to the school measured by a straight line from home to school main entrance.

Under the Primary School Co-ordinated Admissions Scheme, parents will need to complete the Primary Local Authority Common Application Form (PCAF). A Holy Trinity Lamorbey Clerical Reference form need only be completed where applicable. The application period is 1 September 2018 to 15 January 2019.

Parents should return the completed PCAF and Supplementary form to Holy Trinity Lamorbey no later than 15 January 2019.

Any application received after the published closing date will be treated as 'late' and processed after those received during the application period. Governors will consider applications in accordance with Local Authority Coordinated admissions scheme and parents will be notified of the Governors' decision by the Local Authority on 16 April 2019.

Parents will be required to return a slip to the school accepting or declining the offer of a place by 03 May 2019.

Admissions during the year and outside the normal round.

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

### Hope Community School

167 Rectory Lane, Sidcup DA14 5BU Tel: 020 3223 2000

#### Admissions Policy 2019/20

Hope Community School, Sidcup, is a one form entry Primary School at the heart of the community. We work with families to increase children's aspirations, encourage adventure and maximise each child's talents and gifts. We want to inspire children to be people who not only value their community but also have the desire, ability and tools to transform and enrich it through innovation and aspirational visions.

We want children to enjoy and achieve their full potential at school. No matter what their ability, ethnicity or background, each child should thrive throughout their education.

Hope Community School is a school of Christian Designation. The school seeks to be an inclusive school expressing a twenty-first century Christian ethos welcoming children and families of all faiths and no faith and drawing together a wide range of people from different backgrounds to work towards the good of the whole community.

At HCS we understand how important the choice of school for your child is for you, and we want to do everything we can to support you and give you all relevant and helpful information, so please do contact us for clarification if you require this.

#### Compliance with the Schools Admissions Code 2014

Hope Community School will comply with the School Admissions Code 2014 to ensure the admissions arrangements are fair, clear and objective. HCS will make sure that all communication is targeted and accessible to all in our community, including the hard to reach, and those requiring information in additional languages.

#### Admission number(s)

HCS will admit 30 pupils to Reception in 2019/20. This admission number relates to the year group of normal entry to HCS (Reception). Once admitted to HCS pupils will automatically transfer from one key stage to another. HCS will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received the Academy Trust will offer places at the school to all those who have applied.

#### Oversubscription criteria

When the academy/free school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

##### 1. Looked after and previously looked after children: A

looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A previously looked-after child is a child who was looked after but ceased to be so because they were adopted, this includes children adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Children subject to a special guardianship order or child arrangements order immediately after being looked after are considered to be previously looked after children.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders determine a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person. They replace residence orders and any residence order in force immediately after the child was in care is deemed to be a child arrangements order.

##### 2. Faith based places: As a school designated as having a Religious Character, up to 20% of places (6) will be allocated

## Admission Arrangements for All Schools

on the basis of the Christian faith according to the following Children whose parents/carers are regular attenders of New Generation Church, Sidcup;

2a. who already have a sibling on roll,

2b. with exceptional medical, social or welfare needs which means the child must, because of those needs, attend the school. Appropriate evidence from a doctor or social worker must be provided.

2c. living closest (using Bexley Council's definition of straight line distance.)

Then, if the 20% faith based places (6) are not filled in criteria 2a to 2c, the remaining faith based places will be open to:

Children whose parents/carers are regular attenders of a Churches Together in England and/or Evangelical Alliance Church;

2d. who already have a sibling on roll

2e. with exceptional medical or social needs which means the child must, because of those needs, attend the school. Appropriate evidence from a doctor or social worker must be provided.

2f. living closest (using the Council's definition of straight line distance).

If more children apply under faith based criteria than places available, those not successful in gaining a faith based place will be considered under 'open places' alongside other applicants without the school taking any account of faith.

### 3. Open places (all remaining places):

3a. Siblings

3b. Children with exceptional medical or social needs which means the child must, because of those needs, attend the school. Appropriate evidence from a doctor, social worker etc. must be provided.

3c. Children living closest (using the Council's definition of straight line distance.)

### 4. Tie-break

In the event of a 'tie-break' situation (i.e. if home to school distance is equal, for example two children living in the same block of flats or in the same house) a rank order will be determined by HCS and a method of random selection will be used. This process will be independently verified. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

### 5. Reception age children

- Parents offered a place can defer entry until the start of the term within the academic year that their child reaches compulsory school age, or
- Can take up the place part-time until the start of the term within the academic year in which their child reaches compulsory school age. The pattern of attendance must be agreed with the school and be beneficial to the child.

Places cannot be deferred until the next academic year. Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March, or on that day if any of these dates are the child's birthday.

Child Benefit and Child Tax Credit.

Parents of a summer-born child may choose not to send their child to school until he or she reaches compulsory school age

(the September following their fifth birthday) and may request that they are admitted to Reception rather than Year 1 (see section 6 below). Parents should note that Year 1 is not a normal point of entry and places will, therefore, likely be limited.

### 6. Admission of children outside their normal year group

Parents may request that their child is admitted out of year group for example if the child is gifted and talented, has experienced problems such as ill health or because they are a summer-born child of compulsory school age who their parents wish to be admitted to reception rather than year 1.

Parents/carers wishing to request consideration for a place outside their child's normal year group should contact the Admissions Authority, which is New Generation Schools Trust. Further detail is available on our website [www.hopecommunityschool.org](http://www.hopecommunityschool.org) Decisions will be made in the best interests of the child taking into account the views of the parents/carers and Principal as well as any evidence from health/social care professionals.

If accepted, such an application will be treated in exactly the same manner as all applications, and will be subject to the oversubscription criteria and waiting list arrangements as detailed in this policy. Parents have the right of appeal against the refusal of a place at the school, but have no right of appeal against the refusal of a place in a particular year group. If the child has priority for admission we may agree to admit them into an older or younger year group, or offer a place in the normal year group.

### 7. Infant class size limit

Infant classes (i.e. those where the majority of children are 5, 6 or 7) must not be larger than 30 pupils to a teacher. If twins, triplets or children of other multiple births are tied for the last place, they will all be admitted and will be classed as exceptions to the infant class size limit until they leave Year 2 or until the class size reduces to 30 or below.

### 8. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time have been processed and offers made to them.

If, following consideration of all applicants the school is oversubscribed, children will be automatically placed on the school's waiting list. Parents/carers can request to not be placed on this list.

### 9. In-year admissions

All in-year applications should be made to Bexley Council, who will inform HCS of the application. In-year applications will be considered using the same criteria as those used for Reception places.

### 10. Waiting lists

HCS will operate a waiting list for each year group. Where in any year the academy/free school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by New Generation Schools Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. If all faith-based places are full, then only non-faith based criteria will be

used. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### 11. Appeals

Applicants who are not offered a place at HCS will be given a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code (DfE, 1st February 2012). Appellants should contact the School for information on how to appeal.<sup>5</sup> Information on the timetable for the appeals process is on our website at [www.hopecommunityschool.org](http://www.hopecommunityschool.org).

## Hurst Primary School

Dorchester Avenue, Bexley DA5 3AJ Tel: 020 8303 2688

### Admissions Policy 2019/20

Hurst Primary School is an Academy. The Governing Body is responsible for decisions on admissions to the school.

Children born from 1 September 2014 to 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 90 which is the Published Admission Number for the school. Parents have the right to defer their child's start at school, or to request part time education. This must be discussed with the school where a place has been allocated before making a final decision.

Children born between 1 April and 31 August are referred to as 'summer born'. Parents can request that summer born children start school in a Reception class in the September after their fifth birthday (ie with children who are a year younger), if there is clear evidence that the child is not ready to start primary school at the normal time. The decision on whether to delay entry to school will be made by the admission authority for the school (ie the Governing Body). All supporting evidence and views will be taken into account, but the admission authority is not obliged to agree to the request. There is no right of appeal against a decision not to admit a child into a year group lower than normal. If a request is not agreed, summer born children would go straight into Year 1 if they had not started school during the academic year when they became five years old.

Applications should be made on the home Local Authority's primary common application form and submitted by the closing date of 15 January 2019. Parents living in Bexley are encouraged to apply online using the link e-Admissions.

Parents can also collect a paper application form from any primary school in Bexley or from Councils Offices. They can apply for up to six schools, whether in Bexley or other areas.

Parents who do not live in Bexley should apply through their home local authority. They can list schools in Bexley on their form.

If the application is late, it will not be dealt with until all on time applications have been processed and it may not be possible to offer a place at Hurst Primary School.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a residence order or special guardianship order.
2. Children, parent, sibling or legal guardian with a medical condition or disability, that would result in significant hardship if the child did not attend Hurst Primary School. An opinion may be sought from a medical adviser or other professional before a place is awarded.

Requests for this priority must be made with supporting evidence at the time of application.

Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions, consequential from a failure to obtain a place at Hurst Primary School for example distress (whether or not leading to a recognised medical condition), do not fall within this priority.

3. Siblings of children who will be attending Hurst Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.

4. In order to recruit and retain high quality staff, children with a parent or legal guardian employed at Hurst Primary School on a permanent basis at the time of application will be awarded this priority in either or both of the following circumstances:

- a) 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
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school distance measured in accordance with the London Borough of Bexley and the Academy's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy.

Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

The school's Published Admission Number (PAN) is 90 and is adhered to at all times. A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2019.

## Admission Arrangements for All Schools

Parents or legal guardians have the right to appeal against any refusal by the Governors to admit their child. Any appeal for a school place that would break the PAN is referred to an independent appeal panel. Details of the appeals procedure can be obtained by contacting the school office.

**Tie breaker:** Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The drawing of lots will be witnessed by an independent adjudicator. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

### Admissions during the year and outside the normal round

Admission of children moving into the area or transferring from another school in year and outside the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the oversubscription criteria above.

Parents or legal guardians have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Requests for Admission outside the Normal Age Range

Requests for in year admission to a higher or lower age group will be considered by Governors. They will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. However, the school is not obliged to agree the request, and there is no right of appeal against the school's decision. Request should be made in writing to the school at the normal time of application for their age group.

## Jubilee Primary School

Crowden Way, London, SE28 8JB Tel: 020 8310 2933

### Admissions Policy 2019/20

As Jubilee is a member school of Trinitas Academy Trust, it is a named feeder school for Trinity C of E Secondary School, Belvedere. This means that children attending Jubilee are given high priority, irrespective of faith, when applying for a place at Trinity C of E Secondary School, Belvedere.

The published admission number for the school is 60; therefore the Governing Body will offer up to 60 pupils a place in our Reception class in the academic year 2019/20.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All pupils born from 1 September 2014 to 31 August 2015 can start in a Reception class in September 2019. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday. Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places,

accompanied by any available supporting evidence.

Applications for admission are welcomed from all parents, however, parents must note that evidence is needed for some admission criteria should the school receive more than 60 applications.

Children with a statement or an EHC plan are given priority before the criteria are applied.

### Application Procedures and Timetable

Parents will be required to complete the Common Application Form available from their Home Authority. The CAF will be available online, or from any Primary School or the School Admissions Team at their Home Authority from 1st September 2018. Parents may express up to six preferences for primary schools on the CAF. To be treated as "on time" the CAF must be returned to the school shown as the first preference, with documenting evidence of address and child's date of birth, by 15th January 2019.

In addition to the CAF supplied by the Home Authority, the Supplementary Information Form available from the school must be completed and sent to the School Secretary not later than the closing date published by the Home Authority. If parents do not complete and return the Supplementary Information Form to the school by the closing date set for the return of the CAF, the application will be considered under oversubscription criterion 3 (if they have siblings in the school) or 4 (if they do not have siblings in the school).

Offers of places will be sent to parents on the common offer date as notified by the Home Authority.

### Oversubscription Criteria

If the school is oversubscribed the following criteria will be applied in order. These oversubscription criteria have been devised in accordance with the School Admissions Code.

Children with a Statement or an EHC Plan which names the school are given priority before the criteria are applied.

1. Children who are 'Looked After or Previously Looked After', in Local Authority Care
2. Children of members of Trinitas Academy Trust staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed by the Trust for two or more years at the time at which the application for admission to the school is made and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who have siblings in the school at the time of admission. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

For the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- The brother or sister
- The half-brother or half-sister
- The step-brother or step-sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).

4. Places still available after the previous criteria have been applied, will be offered to children living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation. In the event of a tie, lots will be drawn.

Where a distinction has to be made within the above categories, then the following criteria will be used to determine priority within each category.

a. Children who have siblings in the main school at the time of admission for subscription criteria 1 to 4. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

b. Those living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation.

The home address will be taken as the child's home address on 15th January 2019, unless there is a qualifying change of address by 15th February 2019. It must be the address at which the child lives with the parent or registered guardian, who is the main carer, i.e. the parent eligible to receive Child Benefit and Child Tax Credit.

After offers of places have been made, a waiting list is drawn up according to our oversubscription criteria, in accordance with the DfE School Admissions Code - December 2014.

Parents have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors at the School, within 14 days of hearing that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal.

### Lessness Heath Primary School

Erith Road, Belvedere, DA17 6HB Tel: 01322 433290

#### Admission policy 2019/20

Lessness Heath Primary School is an academy dedicated to serving the local community. Although the process of admissions is managed by the Local Authority on behalf of the school, The Governing Body is responsible for decisions relating to admissions to the school.

The number of children admitted to the reception class will be 90.

1. Children born between 1st September 2014 and 31st August 2015 will be admitted in September 2019.
2. Children with a statement of special educational needs naming a school will be admitted to that school as a result of that process and will be given precedence for admission to that school.
3. In the event of there being more applications than places the following oversubscription criteria will be used:

##### Priority 1

This is given to children in public care (looked after children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted

child must have been adopted under the Adoption and Children Act 2002.

##### Priority 2

This is given to children with a medical condition such that it is essential, on medical grounds, for the child to attend the preferred school. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Priority will only be given for the school closest to the home address unless the medical adviser considers that an alternative school is essential for medical reasons.

Requests for this priority must be made with supporting evidence at the time of application. Later requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

##### Priority 3

This is given to children with a brother or sister who will be attending the school of parental preference at the time the child is due for admission to that school. This will also be given to children due for admission to the infant school whose brother or sister will be attending the associated junior school at the time of admission or vice versa. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

For this priority, brother or sister includes a full, step, half or adopted brother or sister living at the same address.

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. That means that in these circumstances only, twins, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

##### Priority 4

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Council officers. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented.

Where there are more applications than places that fall into the above four priority categories, then distinctions will be made between applications by home to school measured in accordance with the London Borough of Bexley's policy on home to school distance measurement, and higher priority will be given to those living closest to the school applied for.

##### Priority 5

This gives priority to pupils living nearest to the school based on the distance from the home address to the nearest school entrance measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home



## Admission Arrangements for All Schools

to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. In the event of two or more applicants living exactly the same distance from a school when only one place is available, random allocation will be used as the tie breaker.

A child who attends the nursery class attached to a school is given no priority over children who did not attend the nursery.

After a place has been allocated but prior to the taking up of that place a number of checks will be undertaken that will include an identity check and residence check. Where Governors are satisfied that false or misleading information has been given the offer of a place will be withdrawn.

### Mayplace Primary School

Woodside Road, Barnehurst, DA7 6EQ Tel: 01322 523256

#### Admissions Policy 2019/20

Mayplace Primary School is an Academy. The Governing Body is responsible for decisions on admissions to the school.

Children born from 1 September 2014 to 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 90. The closing date for applications is as per the date set by the Bexley admissions team.

The school will admit pupils with statements of special educational need naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than the number of places, all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a residence order or special guardianship order.
2. Children with a medical need that makes it essential for the child to attend Mayplace Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.
3. Siblings of children who will be attending Mayplace Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address. Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.
4. Children whose parent or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Mayplace Primary School. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.

5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

A waiting list will be kept by the Governors and school of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the Autumn term 2019.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Normandy Primary School

Fairford Avenue, Barnehurst, DA7 6QP Tel: 01322 333 998

#### Admissions Policy 2019/20

Normandy Primary School is part of Pelham Academy Trust.

The Governing Body is responsible for decisions on admissions to the school.

Date of entry to Reception classes and admission outside the normal age group

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.

Applications should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

If the request is agreed, the application for a school place will be processed in the following year's application period. If the request is not agreed, the child must either start school before the fifth birthday or start school in Year 1 in the September following the fifth birthday. A place will not be allocated at a preferred school unless the child qualifies for a place under the published admission criteria either in the normal or deferred year of entry.

In year requests for admission outside the normal age group (i.e. other than for entry to Reception) should be made at the time of application with supporting evidence.

If a child is admitted to Reception one year later than normal, new requests must be made for entry outside the normal age group when transferring to junior school (for a child attending an infant only school) and secondary school.

All decisions on admission outside the normal age group to community and voluntary controlled schools will be made by the school in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

Children born between 1 September 2014 and 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2018/2019 will be 90.

The school will admit pupils with Educational Health Care Plans naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria:-

#### Priority 1

Children in Public Care (Looked After Children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order.

#### Priority 2

Children with a medical condition, which would cause significant hardship if they could not attend Normandy Primary School. Supporting evidence must be provided at the time of application and will be considered only where Normandy Primary School is the nearest school to home. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Late requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain a place at Normandy Primary School, for example emotional distress (whether or not leading to a recognised medical condition), are not such as to fall within this priority. "Significant hardship" will be interpreted as being greater than inconvenience, financial disadvantage or emotional upset.

#### Priority 3

Siblings of children who will be attending Normandy Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

#### Priority 4

Children whose parent or sibling has a disability or medical condition that it would result in significant hardship if the child did not attend Normandy Primary School. Medical evidence of the child/sibling/parent will be considered only where Normandy Primary School is the nearest school to home, nearest to the place of work of the parent suffering the condition, or nearest the home of the family's registered child-minder.

#### Priority 5

Distance from school with priority given to pupils living nearest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the child's home address at the time of allocation, that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit.

#### Tie breaker

Random allocation will be used as a tie-break in situations where two applicants for the final place have an identical home to school distance.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in thesequence of the criteria above. The waiting list will be kept until the start of the Autumn term 2019.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

#### Admissions during the year and outside the normal round.

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

#### Northumberland Heath Primary School

Wheelock Drive, Byron Close, Erith, Kent DA8 1JE  
Tel: 01322 334638

#### Admissions policy 2019/20

See entry for Woodlands Academy Trust, on page 75

#### Northwood Primary School

Northwood Place, Yarnton Way, Erith, DA18 4HN  
Tel: 020 8310 2722

#### Admissions Policy 2019/20

As Northwood is a member school of Trinitas Academy Trust, it is a named feeder school for Trinity C of E Secondary School, Belvedere. This means that children attending Northwood are given high priority when applying for a place at Trinity C of E Secondary School, Belvedere.

The published admission number for the school is 30; therefore the Governing Body will offer up to 30 pupils a place in our Reception class in the academic year 2019/20.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All pupils born from 1 September 2014 to 31 August 2015 can start in a Reception class in September 2019. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday. Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

Applications for admission are welcomed from all parents, however, parents must note that evidence is needed for some admission criteria should the school receive more than 30 applications.

Children with a statement or an EHC plan are given priority before the criteria are applied.

## Admission Arrangements for All Schools

### Application Procedures and Timetable

Parents will be required to complete the Common Application Form available from their Home Authority. The CAF will be available online, or from any Primary School or the School Admissions Team at their Home Authority from 1st September 2018. Parents may express up to six preferences for primary schools on the CAF. To be treated as “on time” the CAF must be returned to the school shown as the first preference, with documenting evidence of address and child’s date of birth, by 15th January 2019.

In addition to the CAF supplied by the Home Authority, the Supplementary Information Form available from the school must be completed and sent to the School Secretary not later than the closing date published by the Home Authority. If parents do not complete and return the Supplementary Information Form to the school by the closing date set for the return of the CAF, the application will be considered under oversubscription criterion 3 (if they have siblings in the school) or 4 (if they do not have siblings in the school).

Offers of places will be sent to parents on the common offer date as notified by the Home Authority.

### Oversubscription Criteria

If the school is oversubscribed the following criteria will be applied in order. These oversubscription criteria have been devised in accordance with the School Admissions Code.

Children with a Statement or an EHC Plan which names the school are given priority before the criteria are applied.

1. Children who are ‘Looked After or Previously Looked After’, in Local Authority Care
2. Children of members of Trinitas Academy Trust staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed by the Trust for two or more years at the time at which the application for admission to the school is made and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who have siblings in the school at the time of admission. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

For the purpose of this criterion a ‘sibling’ is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- The brother or sister
  - The half-brother or half-sister
  - The step-brother or step-sister (i.e. related by parent’s marriage)
  - Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).
4. Places still available after the previous criteria have been applied, will be offered to children living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child’s home address. The home address is the one which applies to the child at the time of place allocation. In the event of a tie, lots will be drawn.

Where a distinction has to be made within the above categories, then the following criteria will be used to determine priority within each category.

- a. Children who have siblings in the main school at the time of admission for subscription criteria 1 to 4. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.
- b. Those living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child’s home address. The home address is the one which applies to the child at the time of place allocation.

The home address will be taken as the child’s home address on 15th January 2019, unless there is a qualifying change of address by 15th February 2019. It must be the address at which the child lives with the parent or registered guardian, who is the main carer, i.e. the parent eligible to receive Child Benefit and Child Tax Credit.

After offers of places have been made, a waiting list is drawn up according to our oversubscription criteria, in accordance with the DfE School Admissions Code - December 2014.

Parents have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors at the School, within 14 days of hearing that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal.

### Old Bexley CE Primary School

Hurst Road, Bexley DA5 3JR Tel: 01322 527981

### Admissions Policy 2019/20

Old Bexley CE Primary School is an Academy and part of the Amadeus Primary Academies Trust. The Governing Body is responsible for decisions on admissions to the school.

Children born from 1 September 2014 to 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 120.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet the child’s needs.

The governors and school will give priority to applicants whose family can demonstrate commitment to the Anglican faith by regular Church attendance. Where there are fewer applicants than the number of places, all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a child arrangements order or special guardianship order.
2. Children with a medical need that makes it essential for the child to attend Old Bexley CE Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.

3. Siblings of children who will be attending Old Bexley C of E Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address. Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.
4. Children whose parent or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Old Bexley CE Primary School. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.
5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

A waiting list will be kept by Bexley Council Admissions Department of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2019.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office. Admission outside the normal age group Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1. Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day.

If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year.

If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5th birthday.

Requests for admission to other year groups outside the normal age group should be made direct to Bexley Council as an In Year Transfer.

## Our Lady of the Rosary Catholic Primary School

Holbeach Gardens, Blackfen, Sidcup, Kent DA15 8QW  
Tel: 020 8850 4470

### Admissions Policy and Procedures 2019/20

Our Lady of the Rosary Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class in September 2018 up to 60 children, without reference to ability or aptitude, born between 1st September 2013 to 31st August 2014. Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated:-

1. Looked After Catholic children or looked after children in the care of Catholic families and previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children. Evidence of Baptism or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children of other faiths. Evidence of membership of the church or faith group will be required provided by a priest, minister or religious leader of a designated place of worship.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. For Category 2 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, then at least once a month etc.

## Admission Arrangements for All Schools

2. Children who live in the parishes of Blackfen and Bexley, as defined by the Roman Catholic Archdiocese of Southwark. Places allocated will be split – Our Lady of the Rosary 80%, and St. John Fisher 20%. Maps showing the parish boundaries are available in school.
3. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. For this priority, brother or sister normally means a sibling through blood, marriage or adoption. They will not necessarily be residing at the same address or have the same surname.
4. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
5. Distance from home to school. Evidence of residence may be required. This gives priority to pupils living nearest to the school based on a straight line measurement from home to school. Home will be taken as the child's home address at the time of allocation that is the address at which the child lives with the parent or legal guardian who is also the main carer. This will be measured by Bexley Council. [For information please refer to Bexley Councils "Admission to Primary Schools" booklet] Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

### Note:

- a) In the context of school admissions Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in Union with Rome and children of members of the Ordinariate. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- b) The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form must be completed and sent to the School Business Manager at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. The Supplementary Information Form can be obtained from the school or downloaded from the website.

If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Offers of places will be sent to parents on the common offer date (16th April 2019).

### Admissions of children below compulsory school age.

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

### Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg. The child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1. Governors will make decisions 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. They will also take into account the views of the school's Headteacher. When informing a parent of the decision which year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

### Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeals Clerk at the school address.

Parents/Carers have the right to make oral representations to the Appeal Panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;
- c) or the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals must be lodged within a month of the date when notified of the decision. This gives parents time to prepare and lodge their written appeal. Appeals submitted within this time frame will be heard within 40 school days i.e. usually by mid July.

### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained for one year from the date of application, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not



prevent the parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children on the list.

### Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding year, and be subject to availability of places.

## Peareswood Primary School

Peareswood Road, Erith, Kent DA8 3PR Tel: 01322 332379

### Admissions policy 2019/20

See entry for Woodlands Academy Trust, on page 75

## Pelham Primary School

Pelham Road, Bexleyheath DA7 4HL Tel: 020 8303 6556

### Admissions policy for 2019/20

Pelham Primary School is an Academy within Pelham Academy Trust.

The Governing Body is responsible for decisions on admissions to the school.

Date of entry to Reception classes and admission outside the normal age group

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.

Applications should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

If the request is agreed, the application for a school place will be processed in the following year's application period. If the request is not agreed, the child must either start school before the fifth birthday or start school in Year 1 in the September following the fifth birthday. A place will not be allocated at a preferred school unless the child qualifies for a place under the published admission criteria either in the normal or deferred year of entry.

In year requests for admission outside the normal age group (i.e. other than for entry to Reception) should be made at the time of application with supporting evidence.

If a child is admitted to Reception one year later than normal, new requests must be made for entry outside the normal age group when transferring to junior school (for a child attending an infant only school) and secondary school.

All decisions on admission outside the normal age group to community and voluntary controlled schools will be made by the school in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

Children born between 1 September 2014 and 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 60.

The school will admit pupils with Educational Health Care Plans naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria:-

#### Priority 1

Children in Public Care (Looked After Children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order.

#### Priority 2

Children with a medical condition, which would cause significant hardship if they could not attend Pelham Primary School. Supporting evidence must be provided at the time of application and will be considered only where Pelham Primary School is the nearest school to home. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. Late requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain a place at Pelham Primary School, for example emotional distress (whether or not leading to a recognised medical condition), are not such as to fall within this priority. "Significant hardship" will be interpreted as being greater than inconvenience, financial disadvantage or emotional upset.

#### Priority 3

Siblings of children who will be attending Pelham Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

#### Priority 4

Children whose parent or sibling has a disability or medical condition that it would result in significant hardship if the child did not attend Pelham Primary School. Medical evidence of the child/sibling/parent will be considered only where Pelham Primary School is the nearest school to home, nearest to the place of work of the parent suffering the condition, or nearest the home of the family's registered child-minder.

## Admission Arrangements for All Schools

### Priority 5

Distance from school with priority given to pupils living nearest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy.

Home will be taken as the child's home address at the time of allocation, that is the address at which the child lives with the parent or legal guardian who is also the main carer; defined as the parent eligible to receive child benefit and child tax credit.

### Tie breaker

Random allocation will be used as a tie-break in situations where two applicants for the final place have an identical home to school distance.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the Autumn term 2018.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Admissions during the year and outside the normal round.

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

## Royal Park Primary School

Riverside Road, Sidcup, Kent DA14 4PX Tel: 020 8300 7646

### Admissions Policy 2019/20

Royal Park Primary School is an Academy. The Governing Body is responsible for decisions on admissions to the school.

Children born from 1 September 2014 to 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the academic year 2019/2020 will be 60.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet the child's needs.

Where there are fewer applicants than the number of places, all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a child arrangements order or special guardianship order.
2. Children with a medical need that makes it essential for the child to attend Royal Park Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.

3. Siblings of children who will be attending Royal Park Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address. Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.
4. Children whose parent or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Royal Park Primary School. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.
5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer; defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2018.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Admission outside the normal age group

Parents of a summer born child who choose not to send their child to school until the September following their 5th birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1. Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day. If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year. If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5th birthday.

Requests for admission to other year groups outside the normal age group should be made direct to the school.

## St Augustine of Canterbury Church of England Primary School

St Augustine's Road, Belvedere DA17 5HP Tel: 020 8311 2956

### Admissions Policy 2019/20

All parents/carers applying for places for their children at St Augustine of Canterbury C of E Primary School are expected to respect the Christian ethos of the school. As St Augustine is a member school of Trinitas Academy Trust, sharing the same Christian Values, Governance and over-subscription criteria, it is a named feeder school for Trinity C of E Secondary School, Belvedere. This means that children attending St Augustine are given high priority when applying for a place at Trinity C of E Secondary School, Belvedere.

The published admission number for the school is 30; therefore the Governing Body will offer up to 30 pupils a place in our Reception class in the academic year 2019/20.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All pupils born from 1 September 2014 to 31 August 2015 can start in a Reception class in September 2019. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday. Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

Applications for admission are welcomed from all parents, however, parents must note that evidence is needed for some admission criteria should the school receive more than 30 applications. Children with a statement or an EHC plan are given priority before the criteria are applied.

### Application Procedures and Timetable

Parents will be required to complete the Common Application Form available from their Home Authority. The CAF will be available online, or from any Primary School or the School Admissions Team at their Home Authority from 1st September 2018. Parents may express up to six preferences for primary schools on the CAF. To be treated as "on time" the CAF must be returned to the school shown as the first preference, with documenting evidence of address and child's date of birth, by 15th January 2019. In addition to the CAF supplied by the Home Authority, the Supplementary Information Form available from the school must be completed (together with the Trinitas Faith Reference Form where appropriate) and sent to the School Secretary not later than the closing date published by the Home Authority. If parents do not complete and return the Supplementary Information Form (and Trinitas Faith Reference Form where appropriate) to the school by the closing date set for the return of the CAF, the application will be considered under oversubscription criterion 6 (if they have siblings in the school) or 7 (if they do not have siblings in the school).

Offers of places will be sent to parents on the common offer date as notified by the Home Authority.

### Oversubscription Criteria

If the school is oversubscribed the following criteria will be applied in order. These oversubscription criteria have been

devised in accordance with the School Admissions Code.

Children with a Statement or an EHC Plan which names the school are given priority before the criteria are applied.

1. Children who are 'Looked After or Previously Looked After', in Local Authority Care
2. Children who regularly attend a Church of England or Anglican Church with their family:

**Priority One:** St Augustine of Canterbury, St Augustine Road, Belvedere, Kent

**Priority Two:** any other Church of England or Anglican Church.  
(See Note A, B and C)

3. Children of members of Trinitas Academy Trust staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed by the Trust for two or more years at the time at which the application for admission to the school is made

and/or

- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who regularly attend a Church which is a member of Churches Together in England, or the Evangelical Alliance. (See Note A, B and C)
5. Children who regularly attend their place of worship from one of the following faiths:
 

Buddhism, Hinduism, Islam, Judaism or Sikhism (See Note A, B and C)
6. Children who have siblings in the school at the time of admission. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

7. Places still available after the previous criteria have been applied, will be offered to children living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation. In the event of a tie, lots will be drawn.

Where a distinction has to be made within the above categories, then the following criteria will be used to determine priority within each category.

- a. Children who have siblings in the main school at the time of admission for subscription criteria 1 to 6. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

- b. Those living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation.

The home address will be taken as the child's home address on 15th January 2019, unless there is a qualifying change of address by 15th February 2019. It must be the address at which the child lives with the parent or registered guardian, who is the main carer, i.e. the parent eligible to receive Child Benefit and Child Tax Credit.

## Admission Arrangements for All Schools

### Notes

- A Regular attendance is defined as attending worship at least twice a month, over a minimum of twelve months.
- B It is the parent/guardian's responsibility to ensure that they make their regular attendance known to the church clergy (or church leader/religious leaders) in order to support their declaration. Church clergy (or church leader/religious leader) will advise of ways to do this. Evidence will be required in the form of the Trinitas Faith Reference Form completed by the parents and the church clergy (or church leader/religious leader). It must be completed and returned to the school by the published closing date.
- C If the family has moved to the area or has moved to a different Church within the previous year, the applicant should provide clergy references for all churches attended during the previous year by completing the appropriate section of the Trinitas Faith Reference Form.
- D For the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:
- The brother or sister
  - The half-brother or half-sister
  - The step-brother or step-sister (i.e. related by parent's marriage)
  - Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).

After offers of places have been made, a waiting list is drawn up according to our oversubscription criteria, in accordance with the DfE School Admissions Code - December 2014.

Parents have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors at the School, within 14 days of hearing that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal.

### St Fidelis Catholic Primary School

Bexley Road, Erith, Kent DA8 3HQ Tel: 01322 337752

### Admissions Policy 2019/20

St Fidelis Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2019, up to 60 pupils without reference to ability or aptitude, born between 1st September 2014 and 31st August 2015.

Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children. Evidence of Baptism will be required.
3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
6. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- i. For Category 2 above- The strength of evidence of commitment to the Catholic faith, over a period of not less than three years, as demonstrated by the level of the family's Mass attendance on Sundays in the Parish of Our Lady of the Angels. Applications will be ranked in the order shown on the Supplementary Form; only for those who attend Mass weekly, then for those who attend most weeks. This evidence must be provided by the parents/carers and be endorsed by a priest in the Parish (Supplementary Form, Part Two).
- ii. For Category 2 above- The strength of evidence of commitment to the Catholic faith, over a period of not less than three years, as demonstrated by the level of the family's Mass attendance on Sundays in other Catholic church(es). This evidence must be provided by the parents/carers and be endorsed by a priest in the other Catholic church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; only for those who attend Mass weekly, then for those who attend most weeks. This evidence must be provided by the parents/carers and be endorsed by a priest in the Parish (Supplementary Form, Part Two).
- iii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- iv. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).
- v. Distance from home to school. Evidence of residence will be required. Distance from home to school is measured as a straight line from front gate of the home to the main gate of the school using the measurement supplied by Bexley Council derived from their computerised mapping system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

**Notes:**

- a) Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome (Appendix One). Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (Appendix Two).
- b) A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins).
- c) Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d) Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from an appropriate social worker).
- e) Where families have practised their faith in more than one parish over the last three years, additional proof should be provided with the application.

**Please Note:**

Attendance at St Fidelis Nursery does not constitute a right to a place in the Primary School.

The School Office will require sight of the following original documents:

Baptism Certificate (or evidence of Dedication)

Current Council Tax Bill (as proof of residence)

**Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school) should be completed and sent to the school office not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated. Offers of places will be sent to parents by their home local authority.

**Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

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

Parents who are seeking a place for their child outside of their normal age group, eg. the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Governors will make decisions 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. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

**Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Appeals must be lodged within 30 school days from the date the local authority posts offers of primary places to all parents.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

**Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

**In Year Admissions**

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Reception), will also apply to succeeding years, and be subject to the availability of places.

**Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled,



## Admission Arrangements for All Schools

parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until twelve months after the application was received by the school office, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

## St John Fisher Catholic Primary School

Kale Road, Erith, DA18 4BA Tel: 020 8310 7311

### Admissions Policy 2019/20

St John Fisher Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2019, up to 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form. The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of 3 years. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month etc.

3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
6. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications

A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. For this priority, brother or sister normally means a sibling through blood, marriage or adoption. They will not necessarily be residing at the same address or have the same surname.

Social and medical needs which make the school particularly suitable for the child in question.

Strong and relevant evidence must be provided by an appropriate professional authority

(eg qualified medical practitioner; education welfare officer; social worker or priest).

Distance from home to school. Evidence of residence may be required. This gives priority to pupils living nearest to the school based on a straight line measurement from home to school. Home will be taken as the child's home address at the time of allocation that is the address at which the child lives with the parent or legal guardian who is also the main carer.

This will be measured by Bexley Council. [For information please refer to Bexley Councils "Admission to Primary Schools" booklet] Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

The distance will be measured on a straight line measurement. The distance will be measured by the Local Authority's computerised measuring system from the gate of the home address to main school entrance on Kale Road.

A home address is the address at which the child lives with a parent or registered guardian who is the main carer, defined as the parent eligible to receive Child Benefit and Child Tax Credit.

Notes: Archdiocese of Southwark - Guidance on School Admissions 19 Updated March 2012

- a) Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England. Appendix 1
- b) A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).
- c) Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d) Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from an appropriate social worker).
- e) The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school and from the local authority), should be completed and sent to the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online.

If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. Appendix 2

Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

### Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeals Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:- a) the admission of additional children would not breach the infant class size limit; or b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; c) or the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals must be lodged within a month of the date when notified of the decision. This gives parents time to prepare and lodge their written appeal.

Appeals submitted within this timeframe will be heard within 40 school days i.e. usually by mid July.

### Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

### Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg. the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Governors will make decisions 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. They will also take into account the views of the school's Headteacher. When informing a parent of the decision which year group the child should be admitted to, the Governors will set out clearly the reasons for their decision

### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained for one year from the date of application, will be operated using the same admissions criteria listed above.

Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent the parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children on the list.

### Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list.

This does not prevent parents from exercising their right to appeal against the decision not to offer a place. This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding year, and be subject to availability of places.

## St Joseph's Catholic Primary School

Old Road, Crayford, Kent DA1 4DZ Tel: 01322 524162

### Admissions Policy 2019/20

St Joseph's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese of Southwark. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2019, 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30, the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. Children of families who are members of other Christian denominations. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
6. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- ii. Living in the Parish of St Mary of the Cray's.
- iii. For Category 2 above - The strength of evidence of commitment to the Catholic faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of not less than one year. This evidence must be provided by the parents/carers and be endorsed by priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; Regular Attendance (weekly), Occasional Attendance (once or twice a month), Irregular Attendance (less than once a month).

iv. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).

v. Proximity to the School of the Candidate's home address, the distance measured in a straight line from the School entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by drawing lots.

#### Notes:

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins). Families are defined as being the child's natural or adoptive parents or officially designated carers. It would not include grandparents or other relatives unless they are officially designated carers.
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from an appropriate social worker).
- e. A map of the parish boundary is available from the school office.

#### Admissions Procedure

If you live in Bexley, you should complete the Bexley Primary Common Application Form either online or on paper. If you do not live in Bexley, you must apply on your own local authority's application form. You can apply for schools in Bexley on that form.

To make an application for a school place, if you are a resident of London Borough of Bexley, you can apply online at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

If you prefer, you can obtain a paper Primary Common Application Form from any Bexley primary school.

In addition, we require the completion of a Supplementary Information Form. This is available from either the School Office or the school website [www.stjosephcrayford.org.uk](http://www.stjosephcrayford.org.uk) and the paper copy must be returned to St Joseph's with the relevant information required. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

#### Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the

Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- the admission of additional children would not breach the infant class size limit; or
- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg. the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1. This needs to be put in writing with the application and submitted by the closing date.

Governors will make decisions 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. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained for one academic year, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### In Year Admissions

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.

## St Michael's East Wickham Church of England Primary School

Wrotham Road, Welling, Kent DA16 1LS Tel: 020 8303 3287

### Admission Policy 2019/20

#### How to apply

The Governing Body is responsible for the admission of pupils to St Michael's East Wickham CE Primary School. The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority.

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference in rank order. Parents living in the London Borough of Bexley may apply online by visiting [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions). Alternatively, the Bexley Primary Common Application Form will be available from any Bexley Primary School or from the Contact Centre at the Civic Offices, 2 Watling Street, Bexleyheath DA6 7AT. The form must be completed and returned to the Local Authority. If you live out of borough (eg. Greenwich) you should follow the same procedure but complete a Common Application Form from the Local Authority for the area in which you live, naming this School as one of your preferences.

For all applications, a Supplementary Information Form for St Michael's CE School must also be completed and handed in to the School. This can be obtained from either the Church or from the School Office. The form is also available to download from the School website [www.stmichaels-eastwickham-ce-school.co.uk](http://www.stmichaels-eastwickham-ce-school.co.uk). This form must be completed even if the Common Application Form is completed online. The Supplementary Information Form on its own does not count as an application form and will not be considered as such. For applications under criterion 4(a), part two of the supplementary form must be signed by the Vicar of St Michael's Church on a Sunday at the beginning and end of the year leading up to your application.

You will receive an offer for a school place directly from your local authority.

#### Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Further details of how to make such a request are available from the School. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and provide any supporting evidence they would like the School to consider.

## Admission Arrangements for All Schools

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### Allocation of places

#### Admission number

The school has an agreed admission number of 30 pupils for entry in reception class.

#### Education, Health and Care (EHC) Plans

Parents of pupils who have an EHC Plan are required to apply for school places separately through the Local Authority, from whom further advice is available. If a child with an EHC Plan is placed in the School by the Local Authority before the normal admissions round, the number of places available to other applicants will be reduced.

#### Oversubscription criteria

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.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) 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, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Priority will next be given to children on the basis of exceptional social or medical need. The school defines social and medical need as the child, or one or both parents, having a medical condition or disability, which would cause significant hardship if the child could not attend this school. The school will require supporting evidence at the time of application in the form of a doctor's letter or certificate, which sets out why it is felt that this School is best able to meet those needs.
4. (a) Children whose families are faithful and regular worshippers at St Michael's East Wickham Church, Upper Wickham Lane.

Faithful and regular worship means those children, one or more of whose parents or legal guardians attend Parish Eucharistic services at least twice a month at St Michael's Church and have done so for at least a year prior to the application closing date. This must be verified by the Parish Priest on the supplementary form, which must be signed at the beginning and end of the year preceding the application.

(b) Children whose families are faithful and regular worshippers at any other Church of England or Anglican Church and for whom the school is the nearest Church school to their home address.

Faithful and regular worship means those children, one or more of whose parents or legal guardians attend services at least twice a month, and have done so for at least a year prior to the closing date for applications. Applicants must provide verification by asking their minister to complete the relevant section of the supplementary form.

5. Priority will next be given to children with siblings who will be attending the school at the time the child is due for admission. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address whose parents are living as partners at the same address. Priority will not be given to children with siblings who are former pupils of the school. Places will be offered in order of the age of the sibling – youngest first.
6. Any other children.

#### Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Wrotham Road. A child's home address will be considered to be the address of the parent or legal guardian with whom he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, the Admissions Committee will draw lots.

#### Children below compulsory school age – deferred entry

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.



Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents/carers who have been offered a place at the School and who wish to defer entry for their child and/or attend part-time must put this in writing to the Head Teacher at the earliest opportunity and before the start of the autumn term.

### In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. 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 in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents are advised that an application form and supplementary form will still need to be completed and returned to the London Borough of Bexley and the School respectively.

### 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 should obtain an appeal form from the school and also complete the form attached to the letter regarding your child's non-admittance. The form should be sent to reach the Clerk to the Appeal Panel, care of the School, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. If an appeal is unsuccessful, the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances, but the child can be placed on the waiting list.

### Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, going over the planned admission number.

### Late applications

The School will consider late applications in accordance with the Local Authority's coordinated scheme.

### Definitions

The normal 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.

## St Paulinus CE Primary School

Iron Mill Lane, Crayford, Kent DA1 4RW Tel: 01322 523236

### Admissions policy 2019/20

St Paulinus C E Primary School has a distinctive Christian ethos which is at the heart of the school. The values that inform the life and relationships of the school are those of Christian faith nurturing children's spiritual growth.

We welcome applicants from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to the community.

The Governing body of St Paulinus CE Primary School is solely responsible for admissions to the School and intends to admit thirty children, born between 1 September 2014 and 31 August 2015, to the reception class in the school year 2019-2020. This number is consistent with maximum infant class legislation.

There will be one admission date for all reception children in September 2019.

### For Bexley residents

Applications must be made on the Bexley Common Application Form (CAF) online which must be submitted by 15 January 2019. A supplementary form should also be completed along with the clerical reference form, where applicable, which will be available from St Paulinus School in September 2018 and must be returned to the school by 15 January 2019 with evidence of address and the child's date of birth. The supplementary form on its own does not count as an application and will not be considered as such.

### For non Bexley residents

Application must be made on the Common Application Form from the Local Authority in which you live and returned to them by the closing date.

A supplementary form should also be completed along with the clerical reference form, where applicable, which will be available from St Paulinus School in September 2018 and must be returned to the school by 15 January 2019 with evidence of address and the child's date of birth. The supplementary form on its own does not count as an application and will not be considered as such.

Applications received after 15 January 2019 and applications received without the supplementary form will be considered under category 6 of the over subscription criteria listed below.

Parents will be notified of decisions on the common date as notified by the LEA.

## Admission Arrangements for All Schools

### Oversubscription Criteria

If the number of applications for admission into the school exceeds 30, the Governors will apply the following criteria, in the order set out below, until there are no places remaining.

These criteria are reviewed annually by the Governing Body, and due consultation is carried out with the Diocesan Board of Education, the Local Education Authority, the neighbouring admission authorities and schools.

1. A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989 or any child who was previously in the care of the Local Authority and who is now adopted, subject of a Residence Order or Special Guardianship Order.

A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

2. Children of parents who have been regular worshippers (regular worshippers are defined as parents who attend twice monthly) for at least 12 months at St Paulinus Church, Crayford AND who:
  - a) live in the ecclesiastical parishes of St Paulinus (see map – appendix i) or:
  - b) will have a sibling attending the school at the date of admission

Please note that places offered in this category will be allocated firstly to siblings and then based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent.

3. Children who live in the ecclesiastical parish of St Paulinus.

Please note that places offered in this category will be allocated firstly to siblings and then based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent.

4. Children who will have a sibling attending the school at the date of admission.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

5. Children of parents who are regular worshippers of any Christian church that is part of Churches Together in Britain and Ireland.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

6. Children of parents who wish their child to attend St Paulinus Church School.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

#### Notes on the criteria:

Criterion 2 and 5 – applicants must provide a clerical reference for criterion 2 and 5.

Criterion 2, 3 and 4 – for the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- We do not include 'cousins' within the definition of sibling
- Children who are adopted/fostered with supporting evidence

#### General notes applying to all criteria:

In the unlikely event of over-subscription and only one place remains, but two families meet the same criteria, a tie-breaker will be introduced. On this occasion both names would be put into a random lot and one name drawn out.

#### Pupils with an Education Health and Care Plan

The admission of pupils with an Education Health and Care Plan is dealt with by a completely separate procedure. Details of this procedure are set out in the Special Education Needs Code of Practice.

#### Oversubscription within a category:

If the Governing Body is required to make a decision between applications in any given category, the criterion of nearness to home to school will be the deciding factor. Proof of residence will be required in the form of a recent Council Tax letter or Rent Agreement.

The term 'home' and family shall be defined as the permanent residence of the child and:

- Both parents living together, or
- The parent with legal custody, or
- The parent with whom the child habitually lives, or
- The legally appointed guardians.

#### In-Year Admissions:

Casual Admissions are for children moving into the area or transferring from another school outside the normal admission round. The school's admission committee will only consider filling casual admission places if class sizes drop below 30 pupils, unless the applicant qualifies under criteria

1. Application and Supplementary forms will still need to be completed and the Admission Criteria will be applied.

### St Paul's (Slade Green) Primary School

Slade Green Road, Erith, DA8 2HX Tel: 01322 334 689

#### Admissions policy 2019/20

As St Paul's is a member school of Trinitas Academy Trust, it is a named feeder school for Trinity C of E Secondary School, Belvedere. This means that children attending St Paul's are given high priority when applying for a place at Trinity C of E Secondary School, Belvedere.

The published admission number for the school is 60; therefore the Governing Body will offer up to 60 pupils a place in our Reception class in the academic year 2019/20.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All pupils born from 1 September 2014 to 31 August 2015 can start in a Reception class in September 2019. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday. Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

Applications for admission are welcomed from all parents, however, parents must note that evidence is needed for some admission criteria should the school receive more than 60 applications.

Children with a statement or an EHC plan are given priority before the criteria are applied.

### Application Procedures and Timetable

Parents will be required to complete the Common Application Form available from their Home Authority. The CAF will be available online, or from any Primary School or the School Admissions Team at their Home Authority from 1st September 2018. Parents may express up to six preferences for primary schools on the CAF. To be treated as "on time" the CAF must be returned to the school shown as the first preference, with documenting evidence of address and child's date of birth, by 15th January 2019.

In addition to the CAF supplied by the Home Authority, the Supplementary Information Form available from the school must be completed and sent to the School Secretary not later than the closing date published by the Home Authority. If parents do not complete and return the Supplementary Information Form to the school by the closing date set for the return of the CAF, the application will be considered under oversubscription criterion 3 (if they have siblings in the school) or 4 (if they do not have siblings in the school).

Offers of places will be sent to parents on the common offer date as notified by the Home Authority.

### Oversubscription Criteria

If the school is oversubscribed the following criteria will be applied in order. These oversubscription criteria have been devised in accordance with the School Admissions Code.

Children with a Statement or an EHC Plan which names the school are given priority before the criteria are applied.

1. Children who are 'Looked After or Previously Looked After', in Local Authority Care
2. Children of members of Trinitas Academy Trust staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed by the Trust for two or more years at the time at which the application for admission to the school is made and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children who have siblings in the school at the time of admission. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

For the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- a) The brother or sister
  - b) The half-brother or half-sister
  - c) The step-brother or step-sister (i.e. related by parent's marriage)
  - d) Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).
4. Places still available after the previous criteria have been applied, will be offered to children living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation. In the event of a tie, lots will be drawn.

Where a distinction has to be made within the above categories, then the following criteria will be used to determine priority within each category.

- a) Children who have siblings in the main school at the time of admission for subscription criteria 1 to 4. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.
- b) Those living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. The home address is the one which applies to the child at the time of place allocation.

The home address will be taken as the child's home address on 15th January 2019, unless there is a qualifying change of address by 15th February 2019. It must be the address at which the child lives with the parent or registered guardian, who is the main carer, i.e. the parent eligible to receive Child Benefit and Child Tax Credit.

- 5 For the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:
  - The brother or sister
  - The half-brother or half-sister
  - The step-brother or step-sister (i.e. related by parent's marriage)
  - Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).

After offers of places have been made, a waiting list is drawn up according to our oversubscription criteria, in accordance with the DfE School Admissions Code - December 2014.

Parents have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors at the School, within 14 days of hearing that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal

## St Peter Chanel Catholic Primary School

Baugh Road, Rectory Lane, Sidcup, Kent DA14 5ED  
Tel: 020 8302 6029

### Admissions Policy 2019/20

St Peter Chanel Catholic Primary School is a Voluntary Aided School in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. St Peter Chanel Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the Reception Year in September 2019, children born between 1 September 2014 to 31 August 2015, 30 pupils without reference to ability or aptitude.

Parents may apply online by visiting  
[www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions).

Applications must be made on the Common Application Form (CAF) for the local authority where the child lives. The Bexley Primary CAF will be available from either our school or Bexley Civic Offices, 2 Watling Street, Bexleyheath, Kent DA6 7AT from 1 September 2018. The form must be returned either to our school or Bexley Council Office by 15 January 2019, together with evidence of address. Parents living outside Bexley have to complete an application form available from their home authority. Parents can include Bexley Primary schools on that form.

In addition to the CAF supplied by the LA, the Supplementary Information Form available from our school should be completed and sent to the School Secretary by the priest, minister or faith leader not later than the closing date published by the LA. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the Governing Body of the School will only be able to consider the application after all applicants who have completed a Supplementary Information Form.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. Applicants' attention is drawn to the aims and ethos of the school outlined above.

The Governing Body has responsibility for admissions to our school and intends to admit 30 pupils to the Reception class in the school year, which begins in September 2019.

#### Infant Class Sizes

The law requires that infant pupils have to be taught in classes of no more than 30 pupils. The admission number for each school has been set to ensure it is possible for schools to meet this requirement. Our admission number is 30.

#### Priority (Please read this carefully!)

The order of priority is applied to each of the criteria in turn. This means that while we would wish to admit children of families already in school, the presence of an older brother or sister at our school, does not guarantee an automatic right of admission to your child for whom you are seeking admission. If there are more applications than the 30 places available, the oversubscription criteria will be applied in the order stated in our Admissions Policy.

Children attending our Pre-School do not have an automatic right of admission to our school. Application for admission to our school must be made in accordance with our Admissions Policy.

#### 'In Year' Casual Admissions

Applications for places at our school in-year must be made using the Common Application Form (CAF) of the Local Authority (LA) where the child resides. This form must be returned to the school. The school's Supplementary Information Form should be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent the parents from exercising their right to appeal against the decision not to offer a place.

#### Admission of children below compulsory school age

The Governors will provide for the admission of all children to a full time place in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

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

Parents who are seeking a place for their child outside of their normal age group, eg. the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Governors will make decisions 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. They will also take into account the views of the school's Headteacher. When informing a parent of the decision which year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

Where the Governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school. The Local Authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the

determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### Waiting List

Parents of children who have not been offered a place at our school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained for one year from date of application, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent the parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the LA Fair Access Protocol they will take precedence over those children on the list.

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with Section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- the admission of additional children would not breach the infant class size limit; or
- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### Late Applications

Any late applications will be considered by the Governors Admission Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

\*(See attached notes & Supplementary Information Form)\*

- 'Looked after'\* Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become subject of a residence or guardianship order.
- Baptised Catholic children from 'practising'\* Catholic families who are resident in the parish of St. Lawrence of Canterbury, Sidcup, Kent.
- Baptised Catholic children from 'practising'\* Catholic families who are resident in the parish of St. John Fisher, Bexley, Kent.
- Other baptised Catholic children.

- Children enrolled in the Catechumenate\*. Evidence of enrolment in the Catechumenate will be required.
- Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
- Children who are members of Eastern Orthodox Churches\*. Evidence of Baptism will be required.
- Non-baptised children of Catholic parents desirous of obtaining a Catholic education for their child provided that such application is supported in writing by a Parish Priest.
- Christian children of other Christian denominations, (whose church is a member of Churches Together in England\*). Evidence of Baptism (or Dedication) and of religious commitment provided by a priest or minister, where the family regularly worship, will be required.
- Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

- For Categories 2 and 3 above - The strength of evidence of commitment to the faith as demonstrated by the level of the child's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the child normally worships. Ranked in accordance with our supplementary form; firstly those who attend Mass every week, most weeks (3 out of 4) some weeks (2 out of 4), occasionally (1 out of 4) and seldom.
- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of application within each category. Evidence of the relationship may be required. Brother or sister means children who live as brother and sister, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers or sisters.
- Social and medical needs which make the school particularly suitable for the child in question at the time of application. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. priest, qualified medical practitioner, education welfare officer, social worker).

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those children

- living nearest to the school. Distance will be measured by the straight line calculation provided by the Local Authority. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.

### Final Tie Break

Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

Pupils with a Statement of Special Educational Needs (SEN) or Education and Health Care Plan naming St Peter Chanel Catholic School

The admission of pupils with a Statement of Special Educational Needs or Education and Health Care Plan naming the school is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's



## Admission Arrangements for All Schools

home Local Authority. Details of the separate procedure is set out in the Special Educational Needs & Disability (SEND) Code of Practice. Pupils with a statement or EHC Plan naming the school will be admitted without reference to the above criteria.

\*Notes (these notes form part of the oversubscription criteria)\*

- 'Looked after child' has the same meaning as in Section 22 of the Children's Act 1989, and means any child in the care of a local authority or provided with accommodation by them.
- 'Catholics' include children baptised or received into the Church and members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (see attached list).
- 'Practising Catholic' means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis (as set out in Part A and Part B of the Supplementary Information Form in the section 'How often do you attend Mass?') and where the application is supported by a Catholic priest. The Governing Body will expect this practice to be verified by a Supplementary Information Form from a priest in the standard format laid down by the Diocese. Those attending more regularly will be given priority over those who attend less frequently.
- 'Catechumen' means a member of the Catechumenate of the Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.
- Demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school. The Governing Body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest. Claims for this priority made after the closing date will not be considered.
- The Governing Body will deal with late (those submitted after 15 January 2019) and all other applications during the school year with delegated powers to the Admissions Committee and in strict accordance with the Governors Admissions Policy.

### St Stephen's Catholic Primary School

Ruskin Avenue, Welling, Kent DA16 3QG Tel: 020 8303 9738

### Admissions Policy 2019/20

St. Stephen's is a Catholic primary school. It is voluntary aided and intended for the education of Catholic children. Parents of those admitted to the school will be expected to give unqualified support to the very specific aims and ethos of a Catholic school. The School is conducted by its Governors as part of the Catholic Church in accordance with its trust and deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Consideration of admission to the school will be dealt with in accordance with the following procedure and criteria.

Please note: The order of priority is applied to each of the criteria in turn. This means that while we would wish to admit children of families already in the school, the presence of an older brother or sister in the school does not guarantee an automatic right of admission for your child.

- I a) Responsibility for the admission of pupils to the school rests with the Governors.

b) Application for admission to the school shall be made on the Primary Common Application Form (PCAF) for the local authority where your child lives. You should also complete the Supplementary Information Form. Both of which are available from the school and on the Bexley Borough website. Completion of a Supplementary Information Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other children' category. Offers of places will be made by the local authority where you live on the national agreed date published in the local authority booklet.

c) The Governors may seek such information from applicants and may make such enquiries as they think fit for the purpose of considering the application and, in particular, will seek proof of address and baptism, and a statement of religious practice from an applicant's parish priest/minister of religion.

- 2 a) The Governors intend to admit 60 children for the Year 1st September 2019 - 31st August 2020
  - b) The Supplementary Form, together with the baptismal certificate and proof of the child's address, must be returned to the School by 15th January 2019.
- 3 If there are more than 60 applications, the applicants will be ranked according to the following criteria:
  - i Looked after Catholic children or looked after children in the care of Catholic families and previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
  - ii Baptised Catholic children resident within the parish of St. Stephen's Welling who attend Mass regularly; as verified by their Parish Priest;
  - iii Baptised Catholic children resident in other Catholic parishes who attend Mass regularly; as verified by their Parish Priest;
  - iv Other Baptised Catholic children resident in the Catholic parish of St. Stephen's, Welling;
  - v Other Baptised Catholic children resident in other Catholic parishes;
  - vi Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
  - vii Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required;
  - viii Children resident in the Catholic parish of St. Stephen's, Welling, who are members of other Christian denominations that are part of Churches Together in England or the Evangelical Alliance. Evidence of Baptism (or dedication) provided by a priest or minister of designated place of worship will be required;
  - ix Children resident in the Catholic parish of St. Stephen's, Welling, who are members of other Christian denominations. Evidence of Baptism (or dedication) provided by a priest or minister of designated place of worship will be required;
  - x Children resident in the Catholic parish of St. Stephen's, Welling, who are members of another religious faith. Evidence of membership provided by a priest, minister or religious leader of a designated place of worship will be required;
  - xi Any other children.

4 When applications within any of the above categories exceeds the places available within that category, the following order of priorities will apply:

- a) the presence of a brother or sister in the school at the time of admission;
- b) Social and medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided by an appropriate professional authority eg qualified medical practitioner, education welfare officer, social worker or priest;
- c) The proximity of the child's home to the school measured as a straight line from the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system.

Tie-break: Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

Pupils with a Statement of Special Educational Needs (SEN) or EHC Plan naming the school

The admission of pupils with a Statement of Special Educational Needs or EHC Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of the separate procedure are set out in the SEND Code of Practice.

### Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

### Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1. Governors will make decisions 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. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application

of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. 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 (casual) admissions

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents and carers have the right to make oral representations to the Appeals Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) The admission of additional children would not breach the infant class size limit; or
- b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are normally removed from the list by 31st July 2020.

### NOTES

A map showing the boundaries of the Parish of St Stephen's Welling may be viewed at the School office

'Looked after child' A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders).

## Admission Arrangements for All Schools

'Catholics' include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations in criterion viii refers to denominations that are full members of Churches Together in England (a full list is available from the School Office).

'Practising Catholic' means Catholic children from practising families who habitually worship at Mass on a regular basis (i.e. at least 3 out of 4 Sundays) as set out in the Supplementary Information Form. Those attending Mass regularly will be given priority over those who do not attend regularly.

'Brother or sister' means children who live as brother and sister, including natural brothers or sisters, adopted siblings, step-brothers or sisters and foster brothers or sisters. It would not include other relatives e.g. cousins.

### St Thomas More Catholic Primary School

Sheldon Road, Bexleyheath, Kent DA7 4PH Tel: 020 8303 8322

#### Admissions Policy 2019/20

St Thomas More Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes applications, subject to the availability of places, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2019, up to 60 pupils without reference to ability or aptitude.

Where the number of applications on behalf of children exceeds 60, the Governors will offer places, in the order stated, using the following criteria:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children, who live in the parishes of St Thomas More or St John Vianney. Evidence of Baptism will be required. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then at least once a month etc.

Parish boundaries can be viewed via the school website.

3. Baptised Catholic children, who live in other parishes. Evidence of Baptism will be required.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are committed members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) and of

religious commitment provided by a priest or minister where the family regularly worship will be required.

7. Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worship will be required.
8. Any other children.

The school is obliged to admit a child when St Thomas More School has been named on his/her Statement of Educational Needs.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:-

1. For Category 2 & 3 above – The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents or guardians and be endorsed by a priest at the church(es) where the family normally worship.
2. For Category 5 & 6 above – The strength of evidence of commitment to the faith as demonstrated by the level of the family's attendance at services. This evidence must be provided by the parents or guardians and be endorsed by a priest or minister at the church (s) where the family normally worship.
3. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
4. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker, priest)
5. Distance from home to school. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

#### Note:

Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

A sibling equals a full brother or sister or step-half brother or sister or adopted siblings living at the same address and who will be attending the school at the time of admission. A sibling also equals the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

The distance will be measured by the shortest walking route by public highway and lighted footpath considered appropriate by the Authority. The distance will be measured by the Local Authority's computerised measuring system from the gate of the home address to the nearest school entrance approved by the Governors as an official entrance.

A home address is the address at which the child lives with a parent or registered guardian who is the main carer, defined as the parent eligible to receive Child Benefit and Child Tax Credit.

## Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, must be completed and sent to St Thomas More School not later than the national closing date of 15 January 2019. This should be done even if the CAF is completed online.

If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school. Birth certificates are not required to be presented until after a place has been offered.

Offers of places will be sent to parents on the national offer date of 16 April 2019.

## Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- The admission of additional children would not breach the infant class size limit; or
- The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

## Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1. Governors will make decisions 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. They will also take account of the views of the school's Head Teacher.

When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 6 terms after application, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

## Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.

## Sherwood Park Primary School

Sherwood Park Avenue, Sidcup DA15 9JQ Tel: 020 8303 6300

## Admissions Policy 2019/20

Sherwood Park Primary School is an Academy. The Governing Body is responsible for decisions on admissions to the school.

Children born from 1 September 2014 to 31 August 2015 will be admitted to Reception classes in September 2019. The number of Reception places for the Academic Year 2019/2020 will be 60 which is the Published Admission Number for the school. Parents have the right to defer their child's start at school, or to request part time education. This must be discussed with the school where a place has been allocated before making a final decision.

Children born between 1 April and 31 August are referred to as "Summer born". Parents can request that summer born children start school in a Reception class in the September after their fifth birthday (i.e. with children who are a year younger), if there is clear evidence that the child is not ready to start primary school at the normal time. The decision on whether to delay entry to school will be made by the admission authority for the school.

(i.e. the Governing Body). All supporting evidence and views will be taken into account, but the admission authority is not obliged to agree to the request. There is no right of appeal against a decision not to admit a child into a year group lower than normal. If a request is not agreed, summer born children would go straight into Year 1 if they had not started school during the academic year when they became five years old.

Applications should be made on the home Local Authority's primary common application form and submitted by the closing date of 14th January 2019. Parents living in Bexley are encouraged to apply on line using the link e-Admissions.

Parents can also collect a paper application form from any primary school in Bexley or from Councils Offices. They can apply for up to six schools, whether in Bexley or other areas.

Parents who do not live in Bexley should apply through their home local authority. They can list schools in Bexley on their form.

If the application is late, it will not be dealt with until all on time applications have been processed and it may not be possible to offer a place at Sherwood Park Primary School.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a residence order or special guardianship order.
2. Children with a medical need that makes it essential for the child to attend Sherwood Park Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.
3. Siblings of children who will be attending Sherwood Park Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.

4. Children whose parents or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Sherwood Park Primary School. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.
5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy.

Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent to receive child benefit and child tax credit, at the time of application.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the Autumn Term 2019.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

**Tie breaker:** Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The drawing of lots will be witnessed by an independent adjudicator. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

### Admissions during the year and outside the normal round

Admission of children moving into the area or transferring from another school in year and outside the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the oversubscription criteria above.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Requests for Admission Outside the Normal Age Range

Requests for in year admission to a higher or lower age group will be considered by Governors. They will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. However, the school is not obliged to agree the request, and there is no right of appeal against the school's decision. Request should be made in writing to the school at the normal time of application for their age group.

### Date of entry to Reception Classes and Admission outside the normal age group

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should, where possible, be made during the normal application period for primary places, accompanied by any available supporting evidence.

If the request is agreed, the application for a school place will be processed in the following year's application period. If the request is not agreed, the child must either start school before the fifth birthday or start school in Year 1 in the September following the fifth birthday. A place will not be allocated at a preferred school unless the child qualifies for a place under the published admission criteria either in the normal or deferred year of entry.



In year requests for admission outside the normal age group (i.e. other than for entry to Reception) should be made at the time of application with supporting evidence.

If a child is admitted to Reception one year later than normal, new requests must be made for entry outside the normal age group when transferring to Junior School (for a child attending an infant only school) and Secondary School.

All decisions on admission outside the normal age group to Community and Voluntary Controlled Schools will be made by the London Borough of Bexley in consultation with the Head Teacher of the preferred school. There is no right of appeal against a decision not to admit a child outside the normal age group.

## Upland Primary School

Church Road, Bexleyheath DA7 4DG Tel: 020 8303 2175

### Admissions Policy 2019/20

#### Vision:

At Upland Primary our vision is to develop children's active and creative minds, through fun, inspiring opportunities to learn. We will develop confident lifelong learners with skills to tackle the present and the future.

*“Working together, learning together, achieving together “*

#### Admissions

All applications shall be received and offers made individually by the Local Authority in common with other Bexley primary schools. The standard number for admissions to Upland Primary School is 60. The published admission number is inclusive of pupils with a statement of special educational needs in accordance with the relevant statutory requirements. All applications shall be made on line at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk). If this is not possible a paper application form can be collected from the Civic Offices.

#### Admission Criteria

Where applications are oversubscribed places will be offered in line with the admission criteria below:

- I. Looked after children (children in public care) (see note 1).
- II. Siblings- children who have a brother or sister attending Upland Primary School at the beginning of their first term (see note 2).
- III. Children of staff of the school – priority may be given to children of the staff in either of the following circumstance :
  - (a) Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- IV. Proximity to the school, as measured in a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance (see note 3).

**Note 1:** A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. They are also children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**Note 2:** Siblings refer to a brother or sister; half brother or sister; adopted brother or sister; step brother or sister; or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

**Note 3:** “home” being where the child normally resides as their only principle residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Measurements will be from the front door of the child's home address to the main entrance of the building. Those who live closer to the school receiving the higher priority.

Offers of places will be made by the Local Authority in April for the whole of the academic year. Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order according to the criteria listed above. Children will be removed from the waiting list once the normal admission point for their date of birth has passed, unless the parent requests in writing the reasons that they should continue to remain on it.

The Unity Academy Trust, and Upland Primary School, in common with all other schools in Bexley, will admit pupils referred under the Fair Access Protocol. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol. Parents not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. An appeal panel will primarily consider whether or not the published admissions criteria has been properly followed.

## Willow Bank Primary School

Seacourt Road, Thamesmead, London SE2 9XB  
Tel: 020 8320 1900

### Admissions policy 2019/20

See entry for Woodlands Academy Trust, on page 75

## Woodlands Academy Trust

Incorporating Northumberland Heath, Peareswood and Willow Bank Primary Schools

### Admissions policy 2019/20

#### Definitions

The normal 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.

### How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

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

### Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Head Teacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Allocation of places

### Admission number

The schools in the Bexley hub of the Woodland Academy Trust have an agreed admission number of the following:

Northumberland Heath – 90 pupils; Peareswood – 60 pupils and Willow Bank – 60 pupils

### 6.2 Oversubscription criteria

All children whose statement of special educational needs (SEND) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

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.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. Definition of medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

### Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### Children below compulsory school age – deferred entry

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### 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 normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

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 in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the school office.

### 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 must set out the grounds for your appeal in writing. Details of the appeals procedure can be obtained by contacting the school office.

You can find details of the school's appeals timetable on the school's website.

## 3. Schools outside Bexley

Many children who live in Bexley attend schools in neighbouring boroughs. You should contact the local authority responsible for any out-borough schools that you are interested in to request

further information. You should make sure that you find out the oversubscription criteria for out-borough schools before applying, as they may be different from similar schools in Bexley. You should include any out-borough schools that you wish to apply for on your Bexley Primary Common Application Form. Offers of places in out-borough schools will come from Bexley as your home local authority. The contact details for the nearest boroughs are:

### London Borough of Bromley

[www.bromley.gov.uk](http://www.bromley.gov.uk)  
School Admissions Team  
Email: [school.admissions@bromley.gov.uk](mailto:school.admissions@bromley.gov.uk)  
Tel: 020 8313 4044

### Royal Borough of Greenwich

[www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)  
School Admissions Team  
Email: [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)  
Tel: 020 8921 8043

### Kent County Council

[www.kent.gov.uk](http://www.kent.gov.uk)  
School Admissions Team  
Email: [kent.admissions@kent.gov.uk](mailto:kent.admissions@kent.gov.uk)  
Tel: 03000 41 21 21

## Part 5 - Other information for parents

### 1. Special Education Provision

Children with an Education, Health and Care Plan will be admitted to the school named on the plan and parents may not need to complete a Primary Common Application Form. Parents should discuss the application process with their case officer. Some primary schools have specialist provision for children with Education, Health and Care Plans and places may be reserved in each year group for these children.

Details of the London Borough of Bexley's policy on special education and the provision available can be obtained from:

#### Statutory Assessment Team

Education and Social Care  
London Borough of Bexley  
Civic Offices  
2 Watling Street, Bexleyheath DA6 7AT  
Tel 020 3045 4451  
Email: specialneeds.els@bexley.gov.uk

### 2. Nursery education in Bexley

Nursery education is provided for children aged 3 and a half and 4 years old in those schools with "with Nursery" shown against the age range in the list of schools (Part 2). You should contact the school that you are interested in for further details. You can apply online, or a booklet and application form are available from schools with nursery classes or directly from the School Admissions Team. The application period for children to start nursery in September 2019 is 16 January 2019 to 6 April 2019. Nursery classes can be heavily oversubscribed and there is a range of other high quality private and independent providers in the borough.

Parents must make a new application for a Reception place even if their child attends a nursery class at the preferred school.

Attending a nursery class does not give any priority for admission to the Reception class at the same school.

### 3. In Year admission to primary school

The London Borough of Bexley prides itself in the work it undertakes to plan for and commission school places. That said, like the rest of London, it is coming under increasing and unprecedented pressure. In the case of applications for Reception places received by the published closing date, offers of first or second choices remain amongst the highest in London. For applications received at any other time in the academic year including all other year groups, options are far more restricted. Therefore, before you consider applying please be aware of these limitations.

If you need to apply for a primary school place for your child in Years 1 to 6, or in Reception after the start of the school year, because you have just moved into the area or because your child does not have a school place for any other reason, you should contact the School Admissions

Team for information and an application form. The form can also be downloaded from the in year admissions page at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions). You must send evidence of your address and your child's date of birth when you apply.

You can apply for up to six schools in Bexley on the application form and the School Admissions Team will offer a place at the highest available preference. If your child lives in Bexley and does not have a school place, we will offer a place at the closest school to your home with a vacancy if we cannot offer one of your preferred schools. If your child is continuing to attend a school elsewhere, we will not offer an alternative but will let you know which schools do have spaces.

You can also apply direct to schools in Bexley, and you must apply direct to schools and local authorities outside Bexley.

If none of your preferred schools can offer a place, you have the right to appeal against the decisions.

Many primary schools in Bexley are full in all year groups. If you are moving to Bexley, it may not be possible to offer your child a place at one of your preferred schools and it may not be possible to place siblings in the same school. You are advised not to remove your child from the previous school if it is within travelling distance. All primary schools hold in year waiting lists that are kept in the order of the oversubscription criteria for the school.

### 4. Fair Access Protocol

If your child has been permanently excluded from another school or is having difficulty finding a suitable place, the London Borough of Bexley and the primary schools may apply their Fair Access Protocol. A panel of primary Head Teachers will consider applications for places made under the protocol and recommend an appropriate placement. Parents should apply as described above for a school place, and the London Borough of Bexley will determine whether the Fair Access Protocol applies and inform you of the process.

### 5. Transfers between Bexley primary schools

If you wish to apply for your child to transfer from one school to another within Bexley for educational or other reasons, you should consult the Head Teacher of your child's present school before the request is made, to discuss fully whether a change of school is in the child's best interests.

If, after full consultation with the child's Head Teacher, you still wish to apply for a transfer, you should complete and return a primary in year application form. To avoid a change during term time, it is best that children transfer at the beginning of a new term if at all possible. Please note that many primary schools do not have spare places, and it may not be possible to offer your child a place at one of your preferred schools even if you have moved within Bexley. You should not to take your child out of their current school until a new place has been offered.

## 6. Repeat Applications

If you apply for a place at the same school for admission during the same school year as a previous application, the Authority will not consider your application unless there has been a significant change in circumstances. It will be for the applicant to provide evidence of any change of circumstances and for the Authority to decide whether or not this is significant enough to allow the new application to be determined

## 7. Financial Assistance

Information about financial assistance is set out below and on the Council's website [www.bexley.gov.uk](http://www.bexley.gov.uk). Telephone 020 8303 7777, email [schooladmissions@bexley.gov.uk](mailto:schooladmissions@bexley.gov.uk)

### Home to school transport

The Council's policy for support with home to school transport is set out below.

The majority of children with an EHC Plan will not need or receive specialised travel assistance from the Council, and the completion of an EHC Plan does not confer an automatic entitlement to the provision of travel assistance by the Council. Please see Bexley's Travel Assistance Policy, available online, for criteria.

Bexley parents/carers, in the first instance, are required to apply for home to school travel assistance by contacting the Travel Assistance Commissioning Team on [tact@bexley.gov.uk](mailto:tact@bexley.gov.uk), tel: 020 3045 4321 or the Bexley Integrated Transport Unit (BITU) on [BITU@bexley.gov.uk](mailto:BITU@bexley.gov.uk), tel: 020 3045 4431. The parent/carer will be sent a Request for Home to School Travel Assistance application form which is to be completed and emailed to above addresses or returned to London Borough of Bexley, BITU, 2 Watling Street, Bexleyheath, DA6 7AT for processing, subject to the eligibility criteria. All referrals are assessed for eligibility and most appropriate form of transport provision against Bexley's Home to School Travel Assistance Policy.

The London Borough of Bexley requires good standards of behaviour on all transport to and from school and reserves the right to withdraw transport where a child places himself or herself, other passengers or transport staff, at risk in terms of health, wellbeing or safety.

### Travel Training

Travel training is designed to help young people get more from life by giving them the confidence to travel independently. Being able to access public transport helps people to make their own choices about how they live and what they want to achieve.

If you would like more information about home to school travel training, please contact the Bexley Integrated Transport Unit (BITU) on [BITU@bexley.gov.uk](mailto:BITU@bexley.gov.uk), tel: 020 3045 4431.

## Meals

Midday meals are provided at all schools in Bexley for pupils who wish to have them. Arrangements are also made for pupils who bring their own food to eat at lunchtime.

Children in Reception, Year 1 and Year 2 are provided with a free meal by the school. Your school still needs to know if your child would have been entitled to free meals, as it can claim valuable extra funding. Please complete a free school meal application form and return it to your school if you receive any of the benefits below. Even if you don't want your child to receive a free meal, it is still important to complete the application form so that the school can get extra Government funding towards things like learning support and after school activities.

Children in Year 3 and above are eligible for free school meals if their parents receive one of the benefits listed below. We would encourage you to apply for free school meals if you think you may qualify.

Parents do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Children who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals.

The application form for free school meals is available from [www.bexley.gov.uk/freeschoolmeals](http://www.bexley.gov.uk/freeschoolmeals). You do not have to provide evidence of your income to support your claim, as the Council will check all details through the Department for Education's Free School Meals Eligibility Checking System.

Claims will normally be processed within 10 working days of the form being received, although it may take longer during busy periods at the start of the school year.

You must inform the Council immediately if you change address, stop receiving any of the qualifying support payment/benefits or about any other circumstance that might affect entitlement to free school lunches. If you do not, you may be liable to repay the cost of any lunches taken by your children.



## Admission Arrangements for All Schools

Some schools (currently: Belvedere Junior School, Burnt Oak Junior School, Chatsworth Infant School, Chislehurst and Sidcup Grammar School, Christ Church (Erith) CE Primary School, Cleeve Park School, East Wickham Primary Academy, Harris Academy Falconwood, Harris Garrard Academy, Hurst Primary School, Jubilee Primary School, King Henry School, Northumberland Heath Primary School, Northwood Primary School, Peareswood Primary School, St Augustine of Canterbury CE Primary School, St Catherine's Catholic School, St Columba's Catholic boys School, Sherwood Park Primary School, Townley Grammar School, Trinity School and Willow Bank Primary School) administer their own free school meals and applications should be made direct to the school.

### 8. Sustainable modes of travel strategy

The London Borough of Bexley's latest road safety and sustainable modes of travel strategies can be found on this webpage: [www.bexley.gov.uk/roadsafety](http://www.bexley.gov.uk/roadsafety)

### 9. Conclusion

Every effort has been made to see that the information given in this booklet is accurate at the time of publication (August 2018).

Where future changes could be foreseen they have been mentioned, but it should not be assumed that there will be no further changes either before or during the school year 2019/2020, or subsequently.

This booklet explains what policies and procedures are used by admission authorities to make decisions on admissions to schools. They are published in accordance with the requirements of the School Admissions Code. Any changes to the information can be viewed on the LB Bexley website at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions)

### 10. General Data Protection Regulations and the Data Protection Act 2018

The personal information that you provide will be collected by the Council as data controller in accordance with the General Data Protection Regulation and Data Protection Act 2018. The purpose of collecting your personal information is to assist with administering the admissions process as set out in this information booklet and preventing any fraud/criminal offence or the safeguarding of a child.

The Council may be required to pass on the personal information you have provided to other bodies for administrative purposes and as required by law.

These include:

- the current school (if any)
- the schools which parents have included amongst their preferences
- other admission authorities in the borough for the purpose of securing a school place
- other Local Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one offer of a place
- an organisation legitimately investigating allegations of fraud, criminal offences or child protection.
- a government department in order to comply with statutory requirements

Your information will only be retained for as long as required for these purposes.

You can read more about the use of your personal information at <https://www.bexley.gov.uk/services/privacy-notice>

Notes

### Follow us



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