



## **AIM OF THE SCHOOL**

The aim of Townsend Primary School is to provide an excellent education for children from the local community in a safe, supportive learning environment, where people are valued and make positive contributions to the school, and where pupils go on to become responsible, independent members of society.

## **PRINCIPLES**

To provide an open and accountable admissions procedure that is in line with current legislation. Section 69 of Children's and Families Act 2014 places a duty on schools to publish info: The Accessibility Plan prepared by the Governing Body or proprietor

To recognise that the core values of the school as an inclusive, comprehensive school is to serve the needs of the community and this should be reflected in the admissions procedures.

To recognise the school's duties with regard to admissions in law.

## **PURPOSES**

To provide a framework within which parents can understand the admissions process and procedures.

To develop, implement and maintain clear systems that can be understood by all stakeholders.

To promote the school as a school serving the needs of our local community

## **GUIDELINES**

### **Responsibilities**

1. The Headteacher has delegated the role of Admissions Administration to the School Business Manager.
2. The Headteacher has delegated the role of Presenting Officer to the Appeals Committee to the School Business Manager with responsibility for admissions procedures.
3. The Headteacher has delegated the role of Appeals Committee to an independent committee from the Governing body, who receive training to ensure that they carry out their duties impartially.

## **ADMISSION TO TOWNSEND PRIMARY SCHOOL APPROVED BY GOVERNING BODY.**

The Governing Body have adopted the Southwark Admissions criteria

### **Introduction**

4. Townsend Primary School was founded to serve the needs of families who live locally to the school and it reflects the character of the community surrounding the school.
5. All parents applying for a place at Townsend Primary School must complete the Common Application Form available from Southwark. If applying for a Nursery place then collect application directly from the school office.
6. Townsend Primary School is the process of becoming a one form entry school.
7. Townsend Primary School has a Reception Class admission number of 30 pupils (children start Reception Class the academic year that they turn 5). The size of the school site and its buildings are not able to admit more than 30 students in EYFS or KS1 year groups.

### **Allocation of Places**

8. After an offer of a place has been made, all applicants will be required to produce at least two pieces of documentary proof of residence, as determined by the school. The home address is the address at which the pupil lives permanently and full time as the principal residence. It does not include short term rental or lease. Failure to provide current proof of address to the school's satisfaction will result in an offer of a place being withdrawn. Where a child has shared care and lives at more than one address the school is only able to accept one address. The documentary proof of residence as determined by the school must apply to this address.
9. The LA will write to the families of all applicants on 1<sup>st</sup> March (or next business working day) giving details of the school to which the pupil has been allocated. Should a parent or career wish to appeal

they should write to the Admissions Officer (Appeals) at Townsend Primary School. An appeal against the refusal of a place must be made to the Admissions Officer (Appeals) within 10 working days of the date of the refusal letter from the LA. Appeals against an admissions decision are heard by an impartial panel in line with the DCFES Code of Practice on School Admissions Appeals. The Admissions Officer will send the appeals to the Clerk to the Appeals who will inform appellants of their rights of appeal.

### **Arrangements for the Admission of Pupils with Disabilities**

10. The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Most children with Special Needs will not be disabled within the meaning of the Act.

The admission of pupils with disabilities is considered in the first instance in the same way as non-disabled pupils. Further considerations are made in the light of need and accessibility. It is the Governors' Policy to accommodate pupils with disabilities should parents wish. Steps are taken to prevent any pupils being treated less favourably than other pupils.

In practice we ensure that classroom and extra curricular activities encourage the participation of all pupils, including those categorised as having Special Educational Needs. Staff organise human and physical resources within the school to increase access to learning and participation by all pupils.

Existing facilities provided to assist access to the school by pupils with disabilities;

- Wheelchair access at all entrances and sections of the school.
- Carpeted classrooms to aid hearing impaired pupils learning.
- Exterior lighting to improve evening access.
- Routes to the main entrance are clearly signed and free from obstructions.
- Disabled Toilet located next to the office and disabled parking is available via the staff car park on Mason Street.

### **School Accessibility Plan**

11. The school building is accessible by a ramp to the front, entering the reception area. Ground floor of the building is fully accessible for those who have impaired mobility. The building is tall and we have two floors above ground floor and two mezzanine floors. There is no lift in the building consequently those who are unable to manage the stairs will be unable to access anything not located on the ground floor. Unfortunately this means that performances, including class assemblies, which take place in the first floor hall are not accessible to anyone with mobility problems. Should a parent or carer need to meet with a member of staff concerning their child, the meeting will be arranged so that it takes place on the ground floor if the parent or carer indicates that they are unable to manage the stairs.

### **Nursery Admissions**

12. Parents apply directly to the school for a nursery place
13. Parents need to complete the School application form for Nursery and when submitting the form provide a copy of the child's birth certificate and two proofs of address.
14. The School Business Manager will then ensure that a time is arranged for the prospective parents and child to visit the Early Years Class.
15. The school determines distance of the home from the school using the computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school by the shortest safe walking distance route in meters'. A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority.
16. If a decision on awarding a place requires a more accurate measure of distance, then this will be sought.
17. Calendar for Admission to Nursery (September Intake)
  - Applications from Parents for Nursery place (Anytime)
  - Letters go out informing parents of a place (March)
  - Deadline for parents acceptance (June)

- Any remaining places reallocated (July)
18. The admissions criteria are published by the LA in the booklet "Starting School". This stipulates that if there are more applications than places to Townsend Primary School, the LA will allocate places in the following order of priority.

**Age (Children whose birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> August)**

Children in public care (looked after children)

Children who will have brothers or sisters attending the school at their time of entry\*

Children living nearest the school measured by the shortest safe walking distance\*\*

**Procedures where Townsend Primary School is oversubscribed.**

19. The admissions criteria are published by the LA in the booklet "Starting School". This stipulates that if there are more applications than places to Townsend Primary School, the LA will allocate places in the following order of priority.

**Children in public care (looked after children)**

**Children who will have brothers or sisters attending the school at their time of entry\***

**Children living nearest the school measured by the shortest safe walking distance\*\***

20. In addition the admissions booklet makes clear that children with full statements of special educational needs are dealt with under a separate process by the special educational needs section. Townsend Primary School is developing provision for pupils with a statement of special educational needs and is suitable for pupils with statemented need. These applicants may have priority over the above criteria, in accordance with the arrangements made with Southwark LA.
21. Where professional evidence indicates that there are particular psychological, medical or social needs, which the LA and the Headteacher agree can best be addressed at the school, a priority may be given, after children in social care, over siblings, or those living nearest the school. The evidence should come from at least two registered health professionals and should set out the particular reasons why Townsend Primary School is the most suitable school. Families need to explain difficulties that would be caused if their child had to attend another school. Any such applications will be dealt with on an individual basis by the Admissions Committee of the school.

**The Waiting List**

22. Subject to any provisions regarding waiting lists in the LA's coordinated admissions scheme, Townsend Primary School will operate a waiting list. Where in any year Townsend Primary School receives more applications for places than there are places available, a waiting list will operate.
23. Waiting lists are kept by Southwark LA until 31st August of the year of application. The waiting list will then be maintained by the school until the end of the Autumn term in the admission year. Parents can contact the school after this time if they wish that their child remain on the waiting list. Placing a child on the waiting list does not affect the parent's right of appeal".
24. Any parent may ask for her or his child's name to be placed on the waiting list. When places are offered parents and carers are given 15 days in which to accept the place and give documentary proof of their address; this will be checked by Townsend Primary School. Where a place becomes vacant it will be offered to the child next on the waiting list. The priority on the waiting list is determined by the oversubscription priorities listed in section 17 above. Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on the waiting list.

**Arrangements for admitting pupils to other year groups, including to replace any pupils who has left Townsend Primary School.**

Please note, that with effect from September 2010, all in year admissions are managed by the Local Authority (Southwark).

\*Siblings are defined as whole, half or step-brother or step-sister resident at the same address, also recognised foster or adopted children living at the same permanent address. Short birth certificate, and/or adoption papers will be required as verification. These documents will be required as part of the standard admissions process, **after offer.**

\*\* "The LA determines the distance using the computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school by the shortest safe walking distance route in meters'. A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority."