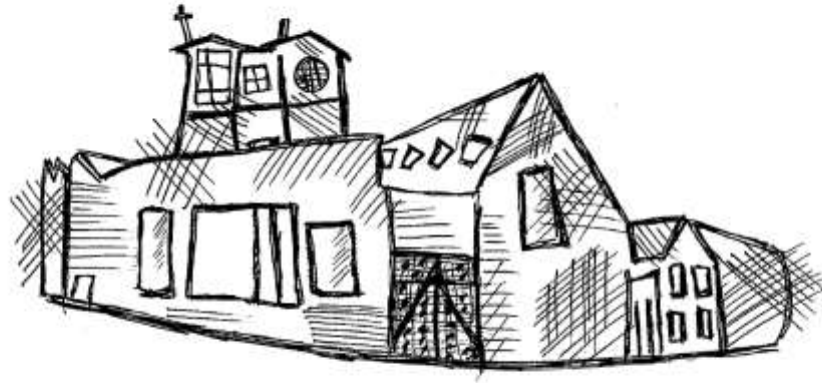


Grange Primary School



Admissions Policy

September 2023

Belong

Believe

Achieve

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1. Aims

This policy aims to:

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

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. 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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

4. How to apply

Admissions to Reception are handled by Southwark through the Common Application Form, which is available online at www.southwark.gov.uk.

Admissions at other times are handled through our school office, if you are moving from another Southwark school, or by Southwark, if you are moving from outside the borough. Admissions to Grange Primary School follow the Southwark community schools criteria. This means that priority is given first of all to looked-after children, then to siblings of children who are currently attending the school, then to children with particular medical, social or psychological needs, then finally on distance from the school.

- Apply for your child's school place online
- [Starting Primary School Handbook 2023-2024](#)

Nursery Admissions

Children can join the waiting list for a place at our Nursery once they are 2 years old, places will be offered for the September following their 3rd birthday. We offer 15 hour places and 30 hour places. For more information regarding eligibility, please visit <https://www.childcarechoices.gov.uk/> If you would like to add your child to the waiting list for a place at our Nursery please come into the school office between 10am and 2:30pm to complete the application form.

All applications must be accompanied with the following documentation:

- Your child's Birth Certificate and NHS number
- A recent Council Tax bill
- A recent letter from Child Benefit or Tax Credits (no more than 3 months old). If you are not in receipt of either please provide your child's NHS medical card Please bring the original documents with you when you come to complete the application form so that we can take copies. Parents will be informed by the end of May if their child has a place to start in September. If there are more applicants than spaces available, places will be offered based on the following criteria:
- Looked after children. Children with an educational, social or medical need (please note these applications must be supported with professional documentation)
- Children with a sibling that will be attending the school at the time of admission
- Children living nearest the school measured by straight line route from home to main school gate. If you have any questions regarding the application process for Nursery please call Zohra at the school office on 0207 771 6121. Open Morning We also conduct regular open mornings for parents and carers to visit the school.

They will run from 9.30am to 10.30am in the Autumn term, dates will be advertised on our school website. They will consist of a tour of the early years and school followed by a talk by the headteacher or a member of the senior leadership team.

Places must be booked in advance by contacting the school office. A timetable of dates will be available on our school website.

Secondary Admissions

Brilliant schools give young people the great start in life they deserve. Secondary schools are still finalising their plans around open days. The brochure " Starting secondary school in Southwark 2022/23" does not include any dates, so you will have to check for updates on school websites. Before you choose your school, please take some time to look at school brochures and websites and also to look at the most recent Ofsted of the school/s you are considering for your child/ren: www.gov.uk/government/organisations/ofsted .

Many schools have videos on their website that can give an insight to you and your child about school life. This page offers you a plethora of important information and guidance to ensure that you have everything you need to help you make the right decision for your child's next step on their academic journey. If you have questions, please feel free to talk to us.

5. 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 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. 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.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 25 pupils for entry in Nursery and 60 in Reception Classes.

6.2 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Southwark's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted, providing Grange can meet their needs.

Likewise, if there are spaces available in the year group you are applying for, your child will 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.

Applications for in-year admissions should be sent to the following address:

office@grange.southwark.sch.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. 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 and send it to the following address:

office@grange.southwark.sch.uk

9. Monitoring arrangements

This policy will be reviewed and approved by Grange's governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.