



## Admission Arrangements for Entry in 2018/2019

This document sets out the admission arrangements for Cheam Park Farm Primary Academy for entry in 2018/2019.

### 1. General Arrangements

#### 1.1 Entry to Nursery

Cheam Park Farm Primary Academy has one intake for entry into Nursery in the Autumn term. We offer part time education for children from the September after their third birthday.

#### 1.2 Entry to Reception

A separate application must be made for all children for entry into the Reception year regardless of where they attend nursery or pre-school.

We offer full time education to children from the September before their fifth birthday. Parents may request to defer their child's entry to Reception until later in the Reception year, but not beyond statutory school age. If the parent of a summer born child wishes to defer their child's entry until the start of Year 1, they must re-apply for a school place at that time.

Parents may also request to stagger entry from part-time to full time attendance. Individual requests will be considered.

Where the child is attending the school nursery, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery.

### 2. Applications

#### 2.1 Nursery

Applications for a nursery place to Cheam Park Farm Primary Academy must be made directly to the school. The closing date for applications will be in line with that of the London Borough of Sutton. Applications for the school outside the normal point of entry to Nursery should also be made to Cheam Park Farm Primary Academy.

#### 2.2 Reception

Applications for a Reception place must be made through the London Borough of Sutton's Admissions process. The LB Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary Schools. Information about the Pan-London Scheme as well as the closing date for applications is published on the Council's web site ([www.sutton.gov.uk](http://www.sutton.gov.uk)).

Application for the school outside the normal point of entry to Reception should also be made to the London Borough of Sutton.

### 3. Admission Number

The Published Admission Number (PAN) in Cheam Park Farm Primary Academy is 120. The maximum number for Nursery is 52 (26 am and 26 pm).

### 4. Admissions and Oversubscription Criteria

#### 4.1 Nursery

When Cheam Park Farm Primary Academy nursery is over-subscribed, applications for admission in 2018/2019 will be ranked against the following factor:

- Children who have reached the age of 3 years before 1 September 2018

Applications will be prioritised as below:

- a) Children in care and previously looked after children (see notes at 4.3.1)
- b) Where a sibling is already in the main school at the time of admission (see notes at 4.3.2)
- c) Straight line distance between the child's home address and the main school (see notes at 4.3.3)

Where oversubscription occurs in categories (a)-(b) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (c), and home to school distance is equal, rank order will be randomly generated. Where this applies to twins or other multiple births, the multiple places will be determined by random allocation.

#### 4.2 Reception/Mid-Term

When the school is over-subscribed for any year group, applications for entry in 2018/2019 will be ranked against the following factors:

- a) Children in care or previously looked after children (see notes at 4.3.1)
- b) Where a sibling is already in the school at the time of admission (see notes at 4.3.2)
- c) Straight line distance between the child's home address and the main school (see notes at 4.3.3)

Please note children with an **Educational Health Care Plan (EHCP)** naming a particular school will be admitted before all other applicants. The admission numbers in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (a)-(b) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (c), and home to school distance is equal, rank order will be randomly generated. Where this applies to twins or other multiple births, the multiple places will be determined by random allocation.

#### 4.3 Notes



#### **4.3.1 Children in care or 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 services functions (see definition in section 22(1) of the Children 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.

#### **4.3.2 Siblings**

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, who is living as part of the same family unit at the same address, Monday to Friday.

Siblings in Year 6 at the time of an application to start Reception in September 2017 will not qualify as a sibling.

#### **4.3.3 Straight Line Distance**

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to Cheam Park Farm Primary Academy, Molesey Drive, Cheam, Sutton, SM2 9UU. All distances will be measured by the Sutton School Distance Checker.

The child's home address excludes any business, relative's or child-minder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child. However all available evidence will be considered.

The address to be used for the allocation of places will be the child's address at the closing date for applications. Changes of address up to dates stated in the Sutton Co-ordinated Admissions scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and Local Authority of any change of address.

### **5. Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with an EHCP and those to be admitted through the borough's Fair Access Protocol will take priority over children on a waiting list.

Waiting lists for entry to Reception in September 2018 will be maintained until the last school day of the Summer term. Parents wishing to remain on the waiting list after this date must write to Sutton Local Authority by 15 July 2019, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 July 2019, parents whose children are not already on the waiting list but who wish them to be so must make an application through the mid-term admission process. Waiting lists for other year groups will be reviewed at least once a year.



Nursery waiting lists will remain in operation until the end of the academic year.

## 6. Appeals

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal. There is no right of appeal against a decision not to offer a nursery place.

### Monitoring and Review

These admission arrangements are monitored by the Governing Body and will be reviewed annually, or earlier, if necessary.

Adopted by staff and Governors Spring 2017

Committee: Admissions Panel

Signed: .....

Date:..... Date of next review: Spring 2018