



Falconbrook Primary School

Admissions Policy

September 2017 – August 2018

Date	Author	Version	Change reference	Approved
June 2017	C Campbell	001	New Policy	

INTRODUCTION

At Falconbrook Primary school, we are committed to equality of access in principle and practice. In line with the School Standards and Framework Act 1998 and Wandsworth Local Authority guidelines, the Race Equality and Discrimination and Disability Acts. The Governing Body always seeks to apply the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in the Acts and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

AIMS AND OBJECTIVES

At Falconbrook we are an inclusive school that welcomes all learners regardless of race, gender, and ethnicity, stage of English learning, ability, special educational needs or impairments. All applications are treated fairly and with sensitivity. The school standard number is **30** the only restriction we place on entry is that of number. The standard number is the number of children the school can accommodate. The standard number is agreed by Wandsworth LA. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not.

APPLICATION AND ADMISSIONS ARRANGEMENTS

Falconbrook is a community school; the school determines the admission arrangements in agreement with Wandsworth Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulation for entry to each school, where the Admissions Authority is the LA, is published each year by the LA.

The LA publishes a composite admissions booklet each year 'Choose a Wandsworth Primary School' which gives information about how parents can apply for a place in the school of their choice. Parents/Carers can receive a copy of this booklet directly from the school or LA at:

Town Hall Extension, Wandsworth High Street, SW18 2PU

Parents have a right to express a preference for a school and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. A common application form can be obtained from the aforementioned address and returned as should be soon as possible to the Local Authority. The school notifies parents about the place as soon as they receive confirmation from the local authority that they can.

In Wandsworth, pupils begin school in the academic year they turn five. There is one admission date in the year which is in early September – the start of the school year. Therefore, parents/carers who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by 15th January of the same year.

ADMISSION APPEALS

If your child has been refused a school place at a Falconbrook you have a legal right to appeal against this decision to an Independent Appeal Panel. The Wandsworth Appeals Service is responsible for arranging appeal panels for all of Wandsworth's community primary schools. If you wish to appeal you can do so by contacting the Clerk to the Independent Appeals Panel on 020 8871 7554 or educationappeals@wandsworth.gov.uk. You can also submit an appeal online via the Wandsworth website. The appeal should be submitted within 20 days of being notified that your application was unsuccessful.

An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will be bound by this and continue to do all we can to provide the best education for all the pupils in the school.

ADMISSIONS TO FALCONBROOK NURSERY

Applications for nursery places should be made directly to Falconbrook Primary School. If you would like to apply for a nursery place then please contact the school office for an application pack. Once you have completed the application you should return it to the school office.

Email: admin@falconbrook.wandsworth.sch.uk

Telephone: 0207 228 7706

The deadline for applications to the nursery is in February each year. However, we will consider applications throughout the school year if places become available. Children will only be admitted at the start of a term or half term. The number of pupils we admit in September is dependent on the number of pupils moving to Reception as well as spaces that we may have due to pupils leaving.

There is no right of appeal against not being offered a place in our nursery and an offer does not automatically guarantee a place in Reception.

NURSERY ADMISSION ARRANGEMENTS

All three and four year old children are entitled to 15 hours of free nursery education per week. At Falconbrook we offer parents **either**:

- 5 morning sessions from Monday to Friday: **8:55am – 12:00pm**

or

- 5 afternoon sessions from Monday to Friday: **12:30pm-3:30pm.**

Please indicate your preference for sessions times (either morning or afternoon) when making your application. Although we cannot guarantee we will be able to offer your child a place for your preferred session (morning or afternoon) we will do what we can to accommodate your request.

FULL TIME PLACES IN THE NURSERY

Children who will be entering Reception class the following year are prioritised for full time places. However, a limited number of full time places are available to vulnerable children. If you think your child may be entitled to one of these places please contact the school to make an appointment to speak with Ms Keshtmand (EYFS Leader) or Mrs Cameron (Admissions Officer)

If you are eligible for 30 hours childcare please make an appointment to speak with Mrs Campbell (School Business Manager).

Email: admin@falconbrook.wandsworth.sch.uk

Telephone: 0207 228 7706

In the event of oversubscription, places will then be allocated in the following order of priority as follows:

1. Children looked after, or who have an allocated social worker who has provided written support of the application or children who are the subject of adoption, residence order, child arrangements order or special guardianship order who were previously looked after by a Local Authority.
2. Children who are recommended for a place at that school following an action plan agreed by a multidisciplinary group (for example Team Around the Child (TAC)).
3. Children with brothers and sisters on the roll of the school on the date of admission living up to a distance of 800 metres from the school. Children with a brother or sister at the school on the date of admission living over 800 metres from the school will also receive priority under this criterion where the family have not moved since last sibling was offered a place or the last sibling was admitted prior to September 2016.
4. Children who live nearest to the school by a straight line between your home and the centre of the school site calculated by Wandsworth Council's Geographical Information System.

RECEPTION CLASS ADMISSIONS

Applications for Reception class places should be made directly to Wandsworth Borough Council, Pupil Services. They can be contacted at:

Email: admissions@wandsworth.gov.uk

Telephone: 020 8871 7316

Places will first be offered to children with a Statements of Special Educational Needs or Education Health and Care Plan which names the school. These children will be included in the overall admission number of the school.

In the event of oversubscription, the remaining places will then be allocated in the following order of priority as follows:

- (i) Looked after children and those who ceased to be looked after children looked because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order;
- (ii) Children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the Director of Education and Social Services;
- (iii) Children with brothers and sisters on the roll of the school on the date of admission living up to a distance of 800 metres from the school. Children with a brother or sister at the school on the date of admission living over 800 metres from the school will also receive priority under this criterion where the family have not moved since last sibling was offered a place or the last sibling was admitted prior to September 2016]
- (iv) Other children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System.

Once a child's place in the nursery or in Reception has been confirmed Ms Keshtmand (Early Years Leader) will contact families to arrange a home visit. The purpose of these visits is for parents and children to have the opportunity to meet the teacher and Ms Keshtmand before starting school. This is also a time when parents and carers can talk about their child and to ask any questions they may have in an informal setting.

ADMISSION TO KS1 OR KS2

Applications for KS1 or KS2 class places should be made directly to Wandsworth Borough Council, Pupil Services.

Email: admissions@wandsworth.gov.uk

Telephone: 020 8871 7316

Once your child's place in a KS1 or KS2 class has been confirmed new pupils and their parents or carers will be invited to make an appointment to meet with the Head Teacher. This meeting will be an opportunity to welcome you and your child to Falconbrook Primary School; hear more about our school and the class your child will be going into, as well as having the opportunity to ask any questions you may have.

On admission to the school, you will be asked to complete the following:

- **Identification paperwork** – It is then checked, or a further meeting is booked for this paperwork to be seen and checked prior to pupil's agreed starting

date. (NOTE: required ID paperwork: passport, proof of address & birth certificate)

- **Medical Questionnaire** - a copy of this is passed on to the school nurse and a copy is kept in the pupil's Falconbrook School file.
- The **Falconbrook Home School Agreement** – is either signed or a date is agreed when this document will be returned to school. This is then kept in the pupil's Falconbrook School File.

Information will also be given about:

- School uniform and advice on how to purchase
- Family entitlement to Free School Meals (FSM)