



Falconbrook Primary School

Admissions Policy

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Admissions Policy

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1. Introduction

This policy outlines the admissions procedures at Falconbrook Primary school, we are committed to equality of access in principle and practice.

2. 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 maximum number of children in a class is 30 which is set out and agreed by Wandsworth Local Authority (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.

3. Application and admissions arrangements

Falconbrook is a community school; the school determines the admission arrangements in agreement with LA who is 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 an 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. The booklet and accompanying application form are available to download and view on Wandsworth Borough Council website (please see the link below):

www.wandsworth.gov.uk/schools-and-admissions/admissions/primary-school-admissions/

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. 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.

There is no right of appeal against not being offered a place in our 2 year old provision.

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.

4. 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 and are bound by this and continue to do all we can to provide the best education for all the pupils in the school.

5. Admission to Falconbrook for 2 year olds

The School will consider applications throughout the year for children the term after their second birthday. The 2 year old provision offers part time offer of 15 hours a week which is made up of five half days.

- 5 afternoon sessions from Monday to Friday: 12.30pm – 3.30pm

Applications for 2 year olds places should be made directly to Falconbrook Primary School. If you wish to apply for a place contact the school office for an application pack or alternatively visit the school website at: www.falconbrook.wandsworth.sch.uk/admissions to download the documents.

The application pack includes the following documents:

- Falconbrook Primary School Admissions Form
- Proof of address (for example Council Tax or Utility Bill)
- Child's Birth Certificate/Passport
- Red Immunisation Book
- Pupil Premium & Free School Meal Eligibility form together with supporting evidence of any benefits that the parent/carer are in receipt of
- Home School Agreement
- AUP document
- Cool Milk Registration form (under 5s)

Information will also be given about:

- School Gateway App (the school's communication and payment app)

All documents/paperwork must be completed and submitted before your child/children start school at Falconbrook either via the office or by email.

If you have any questions about 2 year old application, please contact us at admin@falconbrook.net or telephone 0207 228 7706.

6. Admission to Falconbrook for Nursery

The School will consider applications throughout the year the term after their third birth subject to availability. 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. Applications for nursery places should be made directly to Falconbrook Primary School.

All 3 and 4 year old children are entitled to 15 hours of free nursery education per week. Our part time nursery offer is 15 hours a week, which is made up of five half days. At Falconbrook we offer parents/carers

- 5 morning sessions from Monday to Friday: 8:55am – 11.55am

If you wish to apply for a nursery place, please contact the school office for an application pack or alternatively visit the school website at: www.falconbrook.wandsworth.sch.uk/admissions to download the documents.

The application pack includes the following documents:

- Falconbrook Primary School Admissions Form
- Proof of address (for example Council Tax or Utility Bill)
- Child's Birth Certificate/Passport
- Red Immunisation Book
- Pupil Premium & Free School Meal Eligibility form together with supporting evidence of any benefits that the parent/carer are in receipt of
- Home School Agreement
- AUP document
- Cool Milk Registration form (under 5's)

Information will also be given about:

- School Uniform Direct leaflet
- School Gateway App (the school's communication and payment app)

All documents/paperwork must be completed and submitted before your child/children start school at Falconbrook.

All documents/paperwork must be completed and submitted before your child/children start school at Falconbrook either via the office or by email.

If you have any questions about nursery application, please contact us at admin@falconbrook.net or telephone 0207 228 7706.

7. Full time places in Nursery

If you think your child may be entitled to a full time place in nursery, please visit <https://thrive.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=lx2kqEeShZs> or contact the school to speak with the Early Years Phase Leader or Admissions Officer or alternatively you may wish to email us at: admin@falconbrook.net or telephone 0207 228 7706.

If you are eligible for 30 hours' childcare please provide us with the 30 hour eligibility code prior to the child's start day. The full time placement will run from 8.55am to 3.30pm Monday to Friday, where a daily charge of £2.25 will be made for the school lunch and is payable in

advance on the School Gateway App. For parents/carers who are not eligible for 30 hours' free childcare the additional 15 hours can be purchased for a top-up fee of £50 per week.

Children are accepted on a first come first serve basis

8. Reception Class Admission

Admission for Reception class places are managed by Wandsworth Borough Council, Pupil Services. Parents/Carers should apply through the Wandsworth Borough Council website at: www.wandsworth.gov.uk/schools-and-admissions/admissions/primary-school-admissions/

Or email: admissions@wandsworth.gov.uk

Telephone: 020 8871 7316

Closing date for applications online is 15th January 2021 for a place in September 2021.

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) Children in public care (Children looked after) and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order receive priority for admission to school;
- (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) Children of staff employed directly at the school;
- (v) 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 the Early Years Phase Leader will contact families to arrange a home visit. The home visit must take place before your child can start school. The purpose of these visits is for parents and children to have the opportunity to meet the teacher and Early Years Phase Leader before starting school. This is also a time when parents/carers can talk about their child and to ask any questions they may have in an informal setting.

Once you have accepted a reception place at Falconbrook Primary School please contact the school office for an application pack or alternatively visit the school website at: www.falconbrook.wandsworth.sch.uk/admissions to download the documents.

The application pack includes the following documents:

- Falconbrook Primary School admissions form
- Proof of address (for example Council Tax or Utility Bill)
- Child's Birth Certificate/Passport
- Red Immunisation Book
- Pupil Premium & Free School Meal Eligibility form together with supporting evidence of any benefits that the parent/carer are in receipt of
- Home School Agreement
- AUP document
- Cool Milk Registration form (£14 per term for over 5's)

Information will also be given about:

- School Uniform Direct leaflet (details and advice on how to purchase your child's school uniform)
- School Gateway App (the school's communication and payment app)

All documents/paperwork must be completed and submitted before your child/children start school at Falconbrook.

If you have any questions about reception admission, please contact us at admin@falconbrook.net or telephone 0207 228 7706.

Once you have completed the application pack please return it to the school office or email us at: admin@falconbrook.net

9. Admission to Year 1 to Year 6

Admission for Year 1 to Year 6 places are managed by Wandsworth Borough Council, Pupil Services. Parents/Carers should apply directly through the Wandsworth Borough Council website at:

www.wandsworth.gov.uk/schools-and-admissions/admissions/primary-school-admissions/

Email: admissions@wandsworth.gov.uk or telephone: 020 8871 7316

Once your child' has been offered a place at Falconbrook Primary School and you have accepted the offer. The school will contact you to arrange a meeting/telephone conversation 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.

Prior to admission to the school you must submit the following completed documents:

- Falconbrook Primary School Admissions Form
- Proof of address (for example Council Tax or Utility Bill)
- Child's Birth Certificate/Passport
- Pupil Premium & Free School Meal Eligibility form together with supporting evidence of any benefits that the parent/carer are in receipt of
- Home School Agreement
- AUP document

Information will also be given about:

- School Uniform Direct leaflet
- School Gateway App (the school's communication and payment app)

All documents/paperwork must be completed and submitted before your child/children start school at Falconbrook.

Appendix 1: In Year Fair Access Protocol for Primary Schools in Wandsworth

Introduction

The purpose of the In Year Fair Access Protocol is to:

- Ensure that all schools in an area admit a fair share of children with challenging behaviour and to;
- Ensure access to education is secured quickly for children with no school place.

It is a statutory requirement set out in the Schools Admission Code 2014 that all schools and Academies participate in their local authority's protocol, including admitting children above the published admission number to schools that are already full if those children meet the relevant criteria. However, no school, including those with places available, should be asked to take an excessive or unreasonable number of pupils who have been excluded from other schools.

Under the protocol, each school will be given an initial limit of admitting 1 pupil per year group each school year. This limit may be reviewed in light of the individual circumstance of the school. This may result in the school going over the published admission number. Children to be placed through the Fair Access Protocol take precedence over children on any waiting list the school may hold.

The Protocol will only be applied in exceptional circumstances where the circumstances of the child, or the school, or both, mean that the normal admissions process cannot ensure that the child will be admitted to a suitable school as quickly as possible. It should not be used as a means to circumvent normal admissions procedures. A parent can ask for a place in their preferred school at any point and is entitled to statutory right of appeal if a place is not offered.

The primary schools within Wandsworth have agreed to adopt the principles of the In Year Fair Access Protocol as detailed above and the process for implementing that protocol as detailed in the sections below. The Protocol applies to Wandsworth resident pupils only. If pupils applying to Wandsworth schools from another Local Authority are deemed by the school to be hard to place then Wandsworth schools will refer back to the home borough to implement their own In Year Fair Access Protocol.

Children included in the protocol

The Protocol will apply to Wandsworth residents who are new to the borough and also residents already on the roll of a Wandsworth school but seeking a change of placement within Wandsworth.

The following groups of pupils will be included:

- Children who are out of school for legitimate reasons i.e. moved into the area but are hard to place because of their educational history e.g. three or more fixed term exclusions in the previous year
- children from the criminal justice system who need to be reintegrated into mainstream education;
- Children who have been out of education for two months or more or with a history of significant attendance problems;

- Children who have been out of school because they have been withdrawn by their family
- Children who are electively home educated (EHE) whose parents elect for them to return to mainstream education
- Children with three or more fixed-term exclusions over the last three terms
- Permanently excluded or other pupils being reintegrated to mainstream from the PRU
- children who have been out of education for two months or more or with a history of significant attendance problems;
- children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children with unsupportive family backgrounds for whom a place has not been sought;
- children who are carers;
- children with special educational needs, disabilities or medical conditions (but without a statement or Education, Health and Care Plan).
- Other hard to place pupils (with the agreement of the local placement panel)

When a permanently excluded pupil is admitted to a new school through the Fair Access Protocol the receiving school will receive the remaining portion of the Age Weighted Pupil Unit (AWPU) formula transferred from the date the pupil starts on roll.

In Year Admissions

In the first instance, the wider In Year Admissions Application Process is followed. Parents apply to the Local Authority stating their preferred school(s). The Local Authority refers the application to the highest preference school with a vacancy, based on weekly information provided by each school. Schools inform parents of the outcome of their application within 10 school days.

Where a governing body does not feel it can admit a child outside the normal admission round, even though places are available, it must first discuss the matter with the Head of Pupil Services. If it cannot be agreed that the application meets the Fair Access criteria, the school may request that the case be evaluated by the In Year Fair Access Panel (see below) to determine whether it should in fact be considered under the protocol. If the panel subsequently judge that the case does not meet the criteria, the referring school will be expected to accept the pupil under the standard admission procedure.

This provision will not apply to looked after children, a previously looked after child or a child with a Statement of Special Educational Needs/EHC plan as these children must be admitted. Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for an EHC plan.

The In Year Fair Access Panel

An In Year Fair Access Panel will be established to make decisions relating to hard to place pupils.

The Panel will be comprised of:

- The Head of Pupil Services or his representative,
- The Head of the Education Inclusion Service or his representative,
- The Head Teacher of Victoria Drive Pupil Referral Unit
- 3 Primary Head Teacher Representatives

The panel will meet every three weeks during term time to consider cases. In order for the panel to be quorate there must be at least one mainstream primary Head teacher representative. Head teachers of schools in the local area will be invited to make representations.

When considering placement of pupils under this protocol, account will also be taken of the current position on the numbers of:

- pupils successfully placed under this protocol already within the last three terms
- numbers of children in the relevant year group with an EHCP
- managed moves to and from each school over the course of the last three terms
- re-integrations from the Pupil Referral Unit (PRU)
- casual admissions to each school over the course of the last three terms

Consideration will be given to risk factors associated with individual cases.

Schools that are in an Ofsted category of Requires Improvement or Inadequate will not be asked to take pupils under the In Year Fair Access Protocol other than in exceptional circumstances.

Places allocated under the In Year Fair Access Protocol are not required to comply with parental preference. If the parent of the pupil refuses/declines to send their child to the allocated school, the parent will be considered to be failing in their duty to ensure that their child is receiving a full time education and this will be referred to the Educational Welfare Service.

Schools must respond quickly to requests for admission so that the admission of the child is not delayed. Admission should take place within 5 school days of a school/academy being notified of a decision under the Fair Access Protocol.

Within the terms of this Fair Access Protocol, placement decisions may result in the admission of children above a school's/academy's admission number. Schools/academies cannot cite oversubscription as a reason for not admitting a young person under the Fair Access Protocol. The School Admissions Code requires that those children allocated a place at a school/academy in accordance with a Fair Access Protocol must take precedence over those on a waiting list. However, admission appeal panels should not view the fact that the protocol has obliged a school to admit over its admission number as an indication that it can do so in the normal admission round.

The Panel's decision on the admission of a pupil is binding on the school concerned. If a school still refuses to admit, the LA will use its formal power of direction on behalf of the panel.

Siblings

Siblings of pupils placed under the In Year Fair Access Protocol will not be allocated a place in the same school if there are no places in the relevant year group. It is for individual admission authorities to determine whether the siblings of pupils placed under the protocol would be eligible for sibling priority. This should be specified in the school's admissions policy in the In Year Fair Access Protocol section. As participation in the In Year Fair Access Protocol is mandatory there would be no need to consult on such wording within individual school admission policies.

How the implementation of the protocol will be monitored

A report detailing any pupils placed as a result of the protocol will be submitted to the termly Head teachers' meeting and to the admission forum.

This revised protocol will be effective from January 2018 and reviewed in January 2020.

Frequently Asked Questions

1. Does our school have to admit children under the In Year Fair Access Protocol (IYFAP)?

Yes.

Where a pupil is referred to the Fair Access Panel, local schools will be invited to make representations about the particular circumstances at the school and the year group concerned.

When considering placement of pupils under this protocol, account will also be taken of the current position on the numbers of:

- pupils successfully placed under this protocol already within the last three terms;
- Numbers of children in the relevant year group with an EHCP
- managed moves to and from each school over the course of the last three terms;
- re-integrations from the Pupil Referral Unit (PRU);
- casual admissions to each school over the course of the last three terms;

Consideration will be given to risk factors associated with individual cases.

Schools that are in an Ofsted category of Requires Improvement or Inadequate will not be asked to take pupils under the In Year Fair Access Protocol other than in exceptional circumstances.

Taking all these factors into account, the Fair Access Panel will decide to which school the child should be admitted. The Panel's decision on the admission of a pupil is binding on the school concerned. If a school still refuses to admit, the LA will use its formal power of direction on behalf of the panel.

2. Does our school have to admit children over its published admission number under the IYFAP?

Within the terms of this Fair Access Protocol, placement decisions may result, on occasion, in the admission of children above a school's/academy's admission number. Schools/academies

cannot cite oversubscription as a reason for not admitting a young person under the Fair Access Protocol.

3. Does the school have to admit siblings of children admitted under the IYFAP?

When considering referrals for more than one child in a family under the IYFAP, clearly it is hoped that it would be possible to place the same children at the same school in recognition of the difficulties for families of travelling to different schools.

Siblings of pupils previously placed under the IYFAP will not be allocated a place in the same school if there are no places in the relevant year group.

It is for individual admission authorities to determine whether the siblings of pupils placed under the protocol would be eligible for sibling priority. This should be specified in the school's admissions policy in the in-Year Fair Access Protocol section. As participation in the In Year Fair Access Protocol is mandatory there would be no need to consult on such wording within individual school admission policies.

Admission authorities should carefully consider whether younger children entering into Reception should be denied the appropriate priority based on the reasons for admission of the older sibling (i.e. admission under the IYFAP).

4. What if the school does not agree with the IYFAP?

The In Year Fair Access Protocol is a mandatory requirement of the national Admissions Code and all admission authorities must participate to ensure that children are placed quickly. The IYFAP must be agreed by the majority of the schools in the area. However, where this not possible, the Secretary of State may impose a scheme on schools

5. What about children on our school's waiting list?

Children admitted under the IYFAP take precedence over children on the school's waiting list.

6. Does the IYFAP apply to Looked After Children or children with EHCPs?

The IYFAP does not apply to looked after children, a previously looked after child or a child with a Statement of Special Educational Needs/EHC plan as these children must be admitted. Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for an EHC plan.

The number of children with an EHCP already attending the school within the year group concerned will be considered as a factor when considering the placement of children under the IYFAP.

7. Can we refer children under the IYFAP?

Where a governing body does not feel it can admit a child outside the normal admission round, even though places are available, it must first discuss the matter with the Head of Pupil Services. If it cannot be agreed that the application meets the Fair Access criteria, the school may request that the case be evaluated by the In Year Fair Access Panel (see below) to determine whether it should in fact be considered under the protocol. If the panel subsequently judge that the case does not meet the criteria, the referring school will be expected to accept the pupil under the standard admission procedure.

8. Do parents still have a have a right of appeal?

Notwithstanding the provisions of the IYFAP, parents retain the right of appeal to an independent appeal panel for any preferred school which has refused admission. The decision of an independent appeal panel is binding on the school concerned. Paragraphs 3.23 and 3.24 of the School Admission Appeals Code 2012 specifically relate to Fair Access Protocols.

However, admission appeal panels should not view the fact that the IYFAP has obliged a school to admit over its admission number as an indication that it can do so in the normal admission round.