

## **Kingsgate Primary School Admissions Policy 2016/2017**

Kingsgate Primary School abides by the admissions criteria of Camden Education Authority as listed below.

Places are offered in descending order as follows:

1. Children with a statement of special educational needs naming the school issued by or with the support of Camden Local Education Authority ;
2. Children who are in public care ;
3. Children with a brother or sister\* at the school
4. Children whom the Director of Education accepts have an exceptional medical or social need for a place at the school (professional evidence of any such need will be required) ;
5. Other children, with priority given to those living closest to the school measured "as the crow flies" from the centre of the school site

\*Please note that brother or sister includes all blood or adoptive siblings or half-siblings, plus foster or step siblings who live in the same home as the child- a sibling relation does not apply when the older child will leave before the younger one starts .

If necessary, priority within Groups 2, 3 or 4 will be decided on by the distance criterion 5. Please note that children offered a place under the distance criterion rarely live more than 0.2 of a mile from the school and the catchment area can be as small as 0.1 mile. You can check the distance of your home from the school by making contact with Camden LA's Admissions office or visiting their website [www.camden.gov.uk](http://www.camden.gov.uk) and following links to school admissions and the link 'how far do I live from a Camden school?' .

All places for the Reception class are allocated on 1<sup>st</sup> May for the following school year. Children whose birthdays fall between 1<sup>st</sup> September and 31<sup>st</sup> August start school in the September of the academic year in which they become 5.

Applications are made directly to the school for a Nursery place, once a child is 2 years old.

For a place in Reception, applications are made direct to Camden Local Authority. Forms can be collected from our school or any Camden primary school but must be returned to **Camden Education Authority, The Crowndale Centre, Eversholt St, NW1 1BD**. Telephone 020-7974-1625 for further details or pick up a 'Starting School 2016' booklet from a library or from our school.

At the point of application you will be asked to provide a copy of proof of address.

The same admissions criteria are used to allocate places in our Nursery. Parents are notified in April for a place the following September. **It is important to note that a place in our Nursery does not guarantee a place in Reception, nor does not being in our Nursery present a disadvantage in gaining entry to Reception.**

We encourage prospective parents to come and visit the school at the time of application. Appointments can be booked by telephoning our school office.

#### Casual admissions

This is the term used to describe any admissions at a point other than Reception. Unsuccessful applicants in Reception may choose to stay on our waiting list in the event of a space becoming available in later years. We also accept new applications to any school year. Applications are made directly to the school. We recommend contacting the school directly in order to discuss your need with the school and to look around.

***If you are offered a place at Kingsgate Primary School, confirmation of this offer will be dependent upon further proof, direct to the Headteacher, that the address given is, and will continue to be, your child's main and permanent address.***