



## Admissions Policy

### Schedule for Development / Monitoring / Review

This admissions policy was approved by the <i>Governing Body on:</i>	June 2016
The named admissions school leader is:	Senior Finance Officer
Monitoring will take place at regular intervals:	SLT
The admissions policy will be reviewed annually. The next anticipated review date will be:	June 2017

## Admissions Policy

### How admissions are made

De Lucy School is a local authority community school, and follows the policy and procedure for admissions according to the Royal Borough of Greenwich guidelines.

Decisions about offers of places to De Lucy School, are the responsibility of the Royal Borough of Greenwich, and are made according to a priority order. Once the school receives information regarding the admission of a pupil or pupils, the school then follows additional procedures to process and secure information for pupil admission.

### Admissions Priority

If a child has professionally supported medical or social reasons for attending De Lucy School, the application will go before the Medical/Social Reception Admission Panel.

Most children will be offered places at their preferred school, but should there be more applicants than places, priority will be given in the following order to:

First priority will go to children with a statement of special educational needs (SEN) or an education, health and care (EHC) plan naming the school.

Remaining places will be given in the following order:

1. Looked after children and previously looked after children who have been adopted or become subject to a residence or special guardianship order immediately after having been looked after.

A looked after child is a child who is in the care of an English or Welsh local authority in accordance with section 22 (a) of the Children Act 1989.

2. Children with a sibling living at the same address who already attends the school at the time the child will be admitted.

Sibling means a full, half, step brother or sister, or a child living as part of the family unit. This does not include siblings who attend a school's nursery provision.

3. Children with an acute medical or social need for a particular school.

This may also apply to an immediate family member. The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one that can meet the child's needs and the implications for the child if they are not offered a place at the school.

Travel, work or childcare arrangements are not considered as being an acute medical or social need and will not be taken into account when deciding which applicants should be offered a place.

4. Other children based on home to school distance.

The distance from home to school is measured as a straight line from the centre of the home address to the main entrance of the school.

If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

### **Schools in other authority areas**

In an application is made for a school outside the Greenwich authority boundaries, the admission procedures for that authority must be followed. The exception to this is the transfer of pupils to secondary schools.

Application for secondary transfer from De Lucy School to secondary school in any authority is made on the Common Transfer Form (CTF), and submitted to the authority where the pupil lives in the autumn term of Year 6. This information is then shared.

[http://www.royalgreenwich.gov.uk/info/14/secondary\\_school\\_places/477/how\\_to\\_apply\\_for\\_a\\_secondary\\_school](http://www.royalgreenwich.gov.uk/info/14/secondary_school_places/477/how_to_apply_for_a_secondary_school)

### **Admission to the Foundation Stage**

Application for a Nursery place at De Lucy Nursery is made to the school, and the children are admitted to the Nursery in the term of their third birthday if places are available. The same priority criteria apply as previously. Application is made on the form.

Application for a place in the reception class is made to the Local Authority where the pupil lives

Further information can be found on the following website:

[http://www.royalgreenwich.gov.uk/info/13/primary\\_school\\_places/457/primary\\_admission\\_policies](http://www.royalgreenwich.gov.uk/info/13/primary_school_places/457/primary_admission_policies)

### **Additional Admissions (Casual Admission, Mid-Phase entry pupils)**

Applications from pupils entering the school in other year groups and at other times of the year are administered by the Local Authority (Greenwich)

The school also requires all applicants to complete the school enrolment form. The school also administers the start date and induction of these pupils, following procedures which allow for assessment and familiarisation for families and pupils.

Enrolment meetings are carried out by a member of the Senior Leadership Team or Headteacher if necessary.

### **Safeguarding**

The school monitors all applications for entry, and operates a system of rigorous checking for identity and residence. A photocopy of the evidence is taken and kept with the school enrolment form.

No child is admitted to the school unless the following documents are seen, checked for authenticity, and photocopied:

- Original **Full** Birth Certificate
- Passport
- Child benefit document
- One document showing your name and current address including a current council tax letter, utility bill or bank statement dated within the last 3 months.

If a parent is not registered to pay Council Tax, either because they are not liable or have recently moved, they will need to provide alternative documentation as proof of address such as the following:

- Benefits letters
- Wage slips
- Bank statements
- Utility bills i.e. telephone, TV licence, water bill
- Medical card
- Driving licence

Plus

- Child's full birth certificate or
- Child's passport

If parents are unable to provide any documentation listed, the school will seek advice from the Admissions Service about what other documentation could be considered as being acceptable proof.