

**DETERMINED ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM
COMMUNITY PRIMARY SCHOOLS FOR 2017/18 ENTRY**

February 2016

Hammersmith & Fulham Council (LBHF) is the admission authority for 15 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

| | | | |
|---------------|----|-----------------|----|
| Addison | 60 | Melcombe | 60 |
| Avonmore | 30 | Miles Coverdale | 30 |
| Brackenbury | 60 | Old Oak | 60 |
| Flora Gardens | 30 | Queens Manor | 30 |
| Fulham | 60 | Sir John Lillie | 60 |
| Kenmont | 30 | Sullivan | 45 |
| Normand Croft | 30 | Wendell Park | 60 |
| | | Wormholt Park | 60 |

Determined Admission Criteria for the 2017/18 year of entry for all Hammersmith & Fulham Community Schools

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

Oversubscription criteria - If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

- 1) Children in Public Care¹, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to LBHF confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address [see note (i)].
- 2) The Director of School's Services, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent

supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential [see note (ii)].

¹ Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).

- 3) To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.
- 4) Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage [refer to note (iii)].
- 5) Children living nearest to the school calculated as a straight line.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the nearest entrance for pupils, as determined by LBHF using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

Tie-break: *If in any of the categories 1, 2, 3* or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (5) above. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

**Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth, priority will apply within the sibling category.*

Notes:

- (i) **Children Looked After, also referred to as Children in Public** - A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.
- (ii) **Exceptional Need** - All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school. Requests for priority under this category will need to be made at the time of application.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for the child to attend the school(s) requested and the difficulties it will cause your child to attend another school.

It is for the applicant to decide how to support their case and what documents to provide, but these must be submitted by the closing date: **15 January 2017**. The Admissions Team is not responsible for contacting professionals for information about the case and any decision will be based on documents submitted by the closing date.

The notification date is **18 April 2017**. The applicant will not therefore be advised before this date whether the request for priority is agreed. If priority is not granted, the application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision that the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

- (iii) **Children of staff** - Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

- 3 children throughout the whole school (for single form entry schools)
- 4 children throughout the whole school (for 1 ½ form entry schools)
- 5 children throughout the whole school (for 2 form entry schools, and upwards)

Exception to the above will apply to children of multiple birth or those born in the same academic year.

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

6. Admissions arrangements that apply to all LBHF community schools

- 6.1 Twins, multiple births and children born in the academic year** will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.
- 6.2 Children attending nursery class at a school** – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.
- 6.3 Split residence** – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.
- 6.4 Date of admission/deferred entry** – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

- 6.5 Requests to apply for Reception in the following year***– Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2,17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides

the reason for admissions outside of the chronological year group.

**The current legislation that applies to options for Summer born children is currently subject to a review by central government. Any changes will be reflected in the admission arrangements accordingly.*

- 6.6 Method of Application** – Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online www.lbhf.gov.uk/schooladmissions or on a paper can be requested from the Home LA's Admissions Team.
- 6.7 Closing Date and Initial Notification Date** – Under the LBHF coordinated admission arrangements the closing date for reception class applications will be 15 January 2017. Notification letters will be sent out on 18th April 2017.
- 6.8 Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.
- 6.9 Waiting List** - Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.
- 7.0 Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.
- 7.1 Coordinated admission arrangements and timetable for applications to reception**

As required by law, LBHF will be coordinating admissions for 2017/18 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full coordinated scheme will be available from 28 February 2016 via www.lbhf.gov.uk/schooladmissions or by contacting the School Admissions Team on 020 7745 6432/36433/6434 or email: school.admissions@lbhf.gov.uk.


7.2 In-Year admissions

Applications for a school for a year group already established (Year 1 to 6 and reception

from the start of September) are made on the Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

7.3 In-Year Fair Access

The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have a statement or EHC plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: school.admissions@lbhf.gov.uk

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| <p style="text-align: center;">London Borough of Hammersmith & Fulham</p> <p style="text-align: center;">CABINET MEMBER DECISION</p> <p style="text-align: center;">15 January 2016</p> |  |
| <p style="text-align: center;">DETERMINATION OF THE ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM COMMUNITY PRIMARY SCHOOLS FOR 2017/18</p> | |
| <p>Report of the Cabinet Member for Education – Councillor Sue Macmillan</p> | |
| <p>Open Report</p> | |
| <p>Classification - For Decision</p> <p>Key Decision: No</p> | |
| <p>Wards Affected: All</p> | |
| <p>Accountable Executive Director: Andrew Christie, Tri-borough Director of Children’s Services</p> | |
| <p>Report Author: Wendy Anthony, Head of Admissions</p> | <p>Contact Details: Tel: 020 7745 6432 wendy.anthony@rbkc.gov.uk</p> |

AUTHORISED BY: Ian Heggs, Director for Schools

DATE: 15 January 2016

1. EXECUTIVE SUMMARY

- 1.1. Further to a seven-week public consultation the council proposed to include an additional criterion for children of staff (teaching staff with caveats) to follow after siblings. This will form part of the oversubscription criteria and admission arrangements for all Hammersmith & Fulham (H&F) community schools for the 2017/18 year of entry.
- 1.2. Twelve responses were received to the consultation. The outcome to the consultation is provided as **Appendix B**.

- 1.3. If priority for the children of staff is given it will alleviate difficulties experienced by some schools in recruiting and retaining excellent staff, especially in certain subjects like Maths & Science where there is a national shortage. Prioritising staff children will improve the ability to retain staff or recruit those from an area where there is a demonstrable skill shortage. The number of children that would qualify under this criterion will be minimal, if any at all in some years.
- 1.4. The School Admissions Code 2014 allows all schools to include priority for children of staff in their oversubscription criteria, following the appropriate consultation process. Within the London Borough of Hammersmith & Fulham, several Academies, Voluntary Aided and Free schools have already opted to include a criterion to prioritise children of staff within their published admission arrangements.

2. RECOMMENDATIONS

- 2.1. To approve and determine the admission arrangements for all H&F community schools (attached as **Appendix C**) for publication by 15th March 2016 in accordance with Regulations 17 of the School Admissions Regulations 2012.

3. REASONS FOR DECISION

- 3.1. In accordance with Regulation 17 of the School Admissions Regulations 2012 admission arrangements must be formally determined by the Council as the responsible admission authority for all H&F community schools.

4. INTRODUCTION AND BACKGROUND

- 4.1. The Admissions Code allows schools to include a priority criterion in their oversubscription criteria for children of staff (teaching staff). Many own admission authority schools (academies and voluntary aided schools) have this as a criterion. The number of children this criterion represents is very small and is likely to be in single figures across the borough's community schools.
- 4.2. A pre-consultation was carried out with schools before a public consultation to seek views on introducing a criterion for children of staff for all community schools. All schools that responded welcomed the opportunity to be awarded the same flexibility as own admission authority schools.

5. PROPOSAL AND ISSUES

- 5.1. The objective is to give schools the flexibility to recruit and/or retain excellent teaching staff in central London schools but for which the affordability or renting or buying in the area is not an option.

5.2. The full consultation paper is attached as **Appendix A**.

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. The consultation received twelve responses. Eleven agreed and one neither agreed nor disagreed. Six written comments were submitted all supporting the proposal.

6.2. The full consultation outcome paper and recommendations put forward to the Council's Cabinet Members for Education is attached as **Appendix B**

7. CONSULTATION

7.1. The formal public consultation opened on Monday 5 October with a closure date of Friday 20 November 2015.

7.2. The consultation was promoted as follows:

- Placed on the Hammersmith & Fulham website.
- Circulated to all schools located in Hammersmith & Fulham and partnership boroughs, Royal Borough of Kensington & Chelsea and Westminster City Council.
- Presented at the Tri-borough Admissions Forum.
- Circulated to local neighbouring boroughs.

8. EQUALITY & LEGAL IMPLICATIONS

8.1 Under the Equality Act 2013, the Council in making this decision, is to have due regard, in relation to the nine protected characteristics, to the:-

- (a) elimination of unlawful discrimination
- (b) advancement of equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- (c) fostering good relations between persons who share a relevant protected characteristic and persons who do not share it

8.2 The nine protected characteristics are Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation. If there is any possibility that members of these groups will be affected by the decision being made then consideration should be given to whether or not an Equality Impact Assessment is to be undertaken, kept under continuing review and provided to the decision maker prior to the decision being taken.

8.3 Any decision relating to School Admissions must comply with the School Admissions Code ('the Code') which was issued under Section 84 of the

School Standards and Framework Act 1998 ('SSFA 1998') and which came into force on 19 December 2014.

- 8.4 Any School Admissions change should be subject to consultation of not less than 6 weeks and should be compliant with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8 ("the Regulations").
- 8.5 Any objection to the determined arrangements can be made to the Schools Adjudicator in accordance with Regulation 21 of the Regulations and Section 88 of the SSFA 1998.

9. FINANCIAL AND RESOURCES IMPLICATIONS

- 9.1 There are no current and future financial implications.

10. IMPLICATIONS FOR BUSINESS

- 10.1 There are no business implications.

11. RISK MANAGEMENT

- 11.1 There are no risks associated to this decision.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 There are no procurement or IT implications associated to this decision.

LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

There are no papers to list that are not already in the public domain.

LIST OF APPENDICES:

Appendix A - Consultation on the Admission Arrangements for all Hammersmith & Fulham primary community schools for 2017/18

Appendix B - Consultation outcomes and recommendations to the Council Cabinet Members for Education

Appendix C - Determined Admission Arrangements for all Hammersmith & Fulham primary community Schools 2017/18

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM
COMMUNITY PRIMARY SCHOOLS FOR 2017/18 ENTRY**

October 2015

In accordance with the School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 the admission authorities for schools located in the London borough of Hammersmith & Fulham (LBHF) are required to consult where changes are proposed to admission arrangements.

A consultation period must run for a minimum of 6 weeks and take place between 1 October and 31 January of the year before those arrangements are to apply. This consultation starts on **Monday 5 October 2015** and will end **on Friday 20 November 2015 and applies to the academic year of entry 2017/18.**

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| Addison | 60 | Melcombe | 60 |
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2. **Proposed change**

In accordance with the statutory requirements set out in the School Admissions Code, the Council propose a change to the admission criteria for the above schools.

It is proposed that LBHF introduce '**Children of Staff**' as category (4) to follow after Category (3) siblings. The full oversubscription criteria is set out in **Schedule 1**.

3. **Background**

Prior to 2012 Admissions Code it was prohibited to give priority to children of staff or

Governors. From 2012 this was changed to allow a staff criterion in the oversubscription criteria but with caveats.

Extracts from Admission Code (issued December 2014)

Children of staff at the school

1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. The benefits for children, parents and schools

If priority is given for staff children in schools it will alleviate difficulties experienced by some schools in recruiting and retaining excellent staff, especially in certain subjects like Maths & Science where there is a national shortage. Prioritizing staff children will improve the ability to retain staff or recruit those from an area where there is a demonstrable skill shortage. The number of children that would qualify under this criterion will be minimal, if any at all in some years.

This category would follow after priority to siblings. The proposed wording as follows:

Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

- *3 children throughout the whole school (for single form entry schools)*
- *4 children throughout the whole school (for 1 ½ form entry schools)*
- *5 children throughout the whole school (for 2 form entry schools, and upwards)*

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds.

Schedule 1

Proposed Admission Criteria for the 2017/18 year of entry for all Hammersmith & Fulham Community Schools

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

Oversubscription criteria

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- 3) To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.

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- 7.0 Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.
- 7.1 Coordinated admission arrangements and timetable for applications to reception**

As required by law, LBHF will be coordinating admissions for 2017/18 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full coordinated scheme will be available from 28 February 2016 via www.lbhf.gov.uk/schooladmissions or by contacting the School Admissions Team on 020 7745 6432/36433/6434 or email: school.admissions@lbhf.gov.uk.

7.2 In-Year admissions

Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

7.3 In-Year Fair Access

The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have a statement or EHC plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: school.admissions@lbhf.gov.uk

Response sheet

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM
COMMUNITY PRIMARY SCHOOLS FOR 2017/18 ENTRY**

ABOUT YOURSELF

| |
|---|
| <p>Name:</p> <p>Please tick if you are responding on behalf of an organisation <input type="checkbox"/></p> <p>Name of Organisation (if applicable):</p> <p>Address:</p> |
|---|

Please mark one box that best describes you as a respondent, and/or the type of organisation in which you have an interest.

| | | | | | |
|--------------------------------------|--------------------------|---------------------|--------------------------|--------------------------|--------------------------|
| Parent/Carer | <input type="checkbox"/> | Maintained school | <input type="checkbox"/> | Local Authority | <input type="checkbox"/> |
| Teacher | <input type="checkbox"/> | Academy/Free School | <input type="checkbox"/> | Early Years Professional | <input type="checkbox"/> |
| Nursery or other pre-School Provider | <input type="checkbox"/> | | | | |

If Other, please specify:

Please continue on next page

CONSULTATION QUESTIONS

Proposal: Priority for Children of Staff

Do you agree or disagree with this proposed change? (Please tick as appropriate)

- Agree
- Neither Agree nor Disagree ...
- Disagree
- Don't know

Please use the space below for any other comments you would like to make about proposed change to admission criteria.

Please return your comments to school.admissions@lbhf.gov.uk and title your email '**LBHF Children of Staff Consultation**'. Alternatively you can post your comments to:

LBHF Children of Staff Consultation, Admissions Team, Green Zone, 2nd Floor Kensington Town Hall, Hornton Street, W8 7NX.

Your comments must be returned by Friday 20th November 2015

HAMMERSMITH AND FULHAM COMMUNITY PRIMARY SCHOOLS - CONSULTATION OUTCOME ON THE PROPOSALS TO AMEND THE ADMISSION ARRANGEMENTS FOR 2017/18

1. Introduction

- 1.1 Section 89 of the School Standards and Framework Act 1998 requires the admission authority of a maintained school (such as the Council) to consult annually with admission authorities within the 'relevant area' and neighbouring local authorities (LAs) on its proposed admission arrangements. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 additionally require such consultation to be undertaken with parents and other interest groups. Consultation must run for a minimum of six weeks and be completed by 31st January. The arrangements must be formally determined by 28th February in the year prior to the intake year of entry.
- 1.2 In addition, the Regulations require the Council to publish on its website by 31st March 2016, the determined arrangements of all maintained primary and secondary schools and academies in the Borough, advising of the right to object to the Schools Adjudicator, where these are considered not to comply with the mandatory provisions of the School Admissions Code 2014.

2. Proposed change

- 2.1 The proposed change is to introduce '**Children of Staff**' as category (4) to follow after Category (3) siblings for the fifteen Hammersmith & Fulham Borough community primary schools. The details of the schools, the proposed oversubscription criteria and the associated admission arrangements are included in the attached consultation paper **Appendix A**.

3. The Consultation Process

- 3.1 The formal public consultation opened on Monday 5 October with a closure date of Friday 20 November 2015. The consultation was promoted as follows:
- Placed on the Hammersmith & Fulham website.
 - Circulated to all Hammersmith & Fulham schools and partnership borough schools located in the Royal Borough and Westminster City Council.
 - Presented to Tri-borough Admissions Forum members
 - Circulated to all local neighbouring boroughs.

Appendix B

- 3.2 The consultation asked for views on whether interested parties agree or disagree with the proposed change and asked for comments on this proposal.
- 3.3 Twelve responses were received to the consultation, eleven agreed with the proposed change, with one respondent neither agreeing or disagreeing. The breakdown of respondents are as follows:

| Respondent | Agree | Neither Agree or disagree | Disagree | Total |
|-------------------------|--------------|----------------------------------|-----------------|--------------|
| Parent | 1 | | | 1 |
| Teacher | 1 | | | 1 |
| Maintained School | 5 | 1 | | 6 |
| Academy/Free School | 2 | | | 2 |
| Admissions Forum member | 1 | | | 1 |
| Ex Governor | 1 | | | 1 |
| Total | 11 | 1 | | 12 |

There were six written comments returned all in support of the proposal.

4. Recommendations

- 4.1 The proposal to introduce priority for children of staff, with caveats and restriction on numbers, for all community primary schools for the admission year of entry 2017/18.
- 4.2 A caveat will be added to include the exception for children born in the same academic year and multiple births.
- 4.3 To include a tie-break of distance from home to school if there are more applications than places permitted.

Report prepared by Wendy Anthony, Head of Admissions, Children's Services

**DETERMINED ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM
COMMUNITY PRIMARY SCHOOLS FOR 2017/18 ENTRY**

February 2016

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 16 of the School Admissions Regulations 2012, the council consulted on a change to the admission arrangements for community primary schools in Hammersmith & Fulham (H&F). The proposal was to add a criterion for Children of Staff (teaching staff with caveats).

A consultation period must run for a minimum of 6 weeks (as amended in the Admissions Code 2014) and take place between 1 October and 31 January of the year before those arrangements are to apply. This consultation opened on Monday 5 October 2015 and closed on Friday 20 November 2015 and applies to the academic year of entry 2017/18.

This consultation was for the attention of:

- a) parents of children between the ages of two and eighteen
- b) other persons in the area who have an interest in the proposed arrangements
- c) all other admission authorities within the local area
- d) the local authority
- e) any adjoining neighbouring local authorities
- f) any local faith organisation

In order to reach the above audience, the consultation was placed on the Hammersmith & Fulham website, circulated to early years establishments, all primary schools in Hammersmith & Fulham, Westminster and Kensington and Chelsea and other neighbouring boroughs.

Twelve responses were received and considered. The summary of the outcomes are attached as **Appendix B**.

In accordance with Regulation 17 of the of the School Admissions Regulations 2012, the Council formally determined the Admission Arrangements for H&F Community schools on 15 January 2016.

-
1. Hammersmith & Fulham Council (LBHF) is the admission authority for 15 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

| | | | |
|---------------|----|-----------------|----|
| Addison | 60 | Melcombe | 60 |
| Avonmore | 30 | Miles Coverdale | 30 |
| Brackenbury | 60 | Old Oak | 60 |
| Flora Gardens | 30 | Queens Manor | 30 |
| Fulham | 60 | Sir John Lillie | 60 |
| Kenmont | 30 | Sullivan | 45 |
| Normand Croft | 30 | Wendell Park | 60 |
| | | Wormholt Park | 60 |

Determined Admission Criteria for the 2017/18 year of entry for all Hammersmith & Fulham Community Schools

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

Oversubscription criteria - If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

- 1) Children in Public Care¹, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to LBHF confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address [*see note (i)*].
- 2) The Director of School's Services, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential [*see note (ii)*].

¹ Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).

- 3) To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.
- 4) Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage [*refer to note (iii)*].
- 5) Children living nearest to the school calculated as a straight line.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the nearest entrance for pupils, as determined by LBHF using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

Tie-break: *If in any of the categories 1, 2, 3* or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (5) above. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

**Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth, priority will apply within the sibling category.*

Notes:

- (i) **Children Looked After, also referred to as Children in Public** - A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is

defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

- (ii) **Exceptional Need** - All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school. Requests for priority under this category will need to be made at the time of application.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for the child to attend the school(s) requested and the difficulties it will cause your child to attend another school.

It is for the applicant to decide how to support their case and what documents to provide, but these must be submitted by the closing date: **15 January 2017**. The Admissions Team is not responsible for contacting professionals for information about the case and any decision will be based on documents submitted by the closing date.

The notification date is **18 April 2017**. The applicant will not therefore be advised before this date whether the request for priority is agreed. If priority is not granted, the application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision that the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

- (iii) **Children of staff** - Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

- 3 children throughout the whole school (for single form entry schools)
- 4 children throughout the whole school (for 1 ½ form entry schools)
- 5 children throughout the whole school (for 2 form entry schools, and upwards)

Exception to the above will apply to children of multiple birth or those born in the same academic year.

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

6. Admissions arrangements that apply to all LBHF community schools.

6.1 Twins, multiple births and children born in the academic year will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

6.2 Children attending nursery class at a school – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.

6.3 Split residence – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.

6.4 Date of admission/deferred entry – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

6.5 Requests to apply for Reception in the following year*– Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2,17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides

the reason for admissions outside of the chronological year group.

**The current legislation that applies to options for Summer born children is currently subject to a review by central government. Any changes will be reflected in the admission arrangements accordingly.*

- 6.6 Method of Application** – Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online www.lbhf.gov.uk/schooladmissions or on a paper can be requested from the Home LA's Admissions Team.
- 6.7 Closing Date and Initial Notification Date** – Under the LBHF coordinated admission arrangements the closing date for reception class applications will be 15 January 2017. Notification letters will be sent out on 18th April 2017.
- 6.8 Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.
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from the start of September) are made on the Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

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