




Whitehall  
Park School  
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## Admissions Policy 2017 18

This policy applies to all children in the school including EYFS

Signed:	
Chair of Governors:	Paul Domjan
Approved:	12 <sup>th</sup> January 2016
Review Date:	December 2016



## **CONTENTS**

- 1.0 Introduction
- 2.0 Admissions Arrangements
- 3.0 Tie Breaker
- 4.0 Waiting List
- 5.0 Appeals
- 6.0 Monitoring and Evaluation
- 7.0 Approval by Governing Body

## **1.0 Introduction**

The admissions policy for Whitehall Park School satisfies requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law. Our admissions process is designed to be inclusive, open, fair and transparent.

## **2.0 Admissions Arrangements**

The published admission number is 60 places into Reception from September 2015 onwards. The school will admit up to this number each year, including 2017-18, to the Reception year and when full the school will have 420 pupils on roll.

In accordance with the law, children with statements of Special Educational Need (or with an Education Health and Care Plan) will be admitted to the school where the Local Authority has specifically named Whitehall Park School as the most appropriate placement.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are places available to the school, and after the admission of children with a statement of Special Educational Needs or Education Health and Care Plan that names the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2014:

- 1 Looked After Children and Previously Looked After Children. This category includes children in the care of the Local Authority as defined in the Children Act 1989 or children who have previously been looked after and immediately after being looked after became subject to adoption, child arrangements order or a special guardianship order. Applicants made under this criterion must be accompanied by details of circumstances and professionally supported evidence.
- 2 Children with a sibling at the school at the time of admission.
- 3 Children of staff at the school
- 4 Proximity to the school. This will be measured by the straight line from the address point of the pupil's home to the central point of the school site as determined by the London Borough of Islington.

## **3.0 Tie Breaker**

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

These criteria are in keeping with our inclusive vision and ethos, as we will be admitting an all-ability intake of local pupils regardless of background.

#### **4.0 Waiting List**

Waiting lists will be held in each year group and will be kept up to date by the Governing Body. The waiting list will be held in accordance with the stated admissions criteria. Late applications may be added to the waiting list dependent on the criteria they fulfil. This means that positions on the list may change over time. Waiting lists will be held for one term after the Year of entry, unless parents specifically request to have their child's name remain on the list. Where an LA coordinates admissions for in-year applications, this will not affect the role of the Governing Body as the Admissions authority for the school.

#### **5.0 Appeals**

We will constitute an appropriate appeals panel immediately admissions are opened. RHS will publish details of admissions and appeals on the school website so that families know what steps they need to take to lodge an appeal, and what deadline(s) apply to the process including in terms of the decision date.

The decision of the Appeals Panel will be binding on all parties.

#### **6.0 Monitoring and Evaluation**

This policy will be considered, possibly amended and then ratified by Governors and then reviewed annually.

#### **7.0 Approval by Local Governing Body and Review Date**

This policy has been formally approved and adopted by the Local Governing Body at a formally convened meeting as per the statement on the front cover.

## Appendix 1 Additional Notes

1. 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. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989.
  
2. Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.
  
3. Priority to children of staff will be given in either or both of the following circumstances:
  - (i) 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 is made; and/or
  
  - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  
4. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-5 if the need arises. Proximity to the school will be measured in a straight-line measurement. Applicants will be prioritised by distance (starting with the nearest). Nearness to schools is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). Where applicants have identical distance measurements, priority amongst them will be determined at random where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).
  
5. Siblings as defined above, living at different addresses will still be treated as siblings for this criterion. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required e.g. short birth certificate.
  
6. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for reception 2017/18 or the number of places in other year groups.