

RICHARD ATKINS PRIMARY SCHOOL

ADMISSIONS POLICY

September 2014 - August 2018



INTRODUCTION

At Richard Atkins Primary school, we are committed to equality of access in principle and practice. In line with the School Standards and Framework Act 1998 and Lambeth Local Authority guidelines, the Race Equality and Discrimination and Disability Acts. The Governing Board always seeks to apply the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in the Acts and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

AIMS AND OBJECTIVES

At Richard Atkins 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 school standard number is **60** the only restriction we place on entry is that of number. The standard number is the number of children the school can accommodate. The standard number is agreed by Lambeth 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. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

APPLICATION AND ADMISSIONS ARRANGEMENTS

Richard Atkins is a community school; the school determines the admission arrangements in agreement with Lambeth Local Authority (LA). The LA is therefore 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 a composite admissions booklet each year ‘Starting School in Lambeth’ which gives information about how parents can apply for a place in the school of their choice. Parents/Carers can receive a copy of these regulations directly from the school or LA at:

The Customer Service
Centre in Olive Morris House
18 Brixton Hill
London SW2 1RD

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. A common application form can be obtained from the aforementioned address and returned as should be soon as possible to the Local Authority. The school notifies parents about the place as soon as they receive confirmation from the local authority that they can.

In Lambeth, 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 January of the same year.

ADMISSION APPEALS

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by contacting the Clerk to the Independent Appeals Panel, Democratic Services, Lambeth Town, Hall, Brixton Hill, SW2 1RW, Tel: 0207926 2170, [Email: democracy@lambeth.gov.uk](mailto:democracy@lambeth.gov.uk).

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 accept this and continue to do all we can to provide the best education for all the pupils in the school.

ADMISSIONS PROCEDURES TO THE NURSERY

Twice a year, September & January, we admit pupils into the nursery. We can have 26 full time equivalent places. We currently offer:

- 10 full time spaces (8.30am until 3.30pm) and
- 32 part time places either in the morning (8.30am until 11.30am) or afternoon (12.30pm until 3.30pm).

The number of pupils we admit in September and January is dependent on the number of pupils moving to Reception as well as spaces that we may have due to pupils leaving. We normally have more applications than places which means that many families are left disappointed.

To make the situation as fair as possible, part time places are offered using the following criteria:

1. Priority is given to children who live closest to the school - this is measured along the shortest walking distance
2. Special needs - children who have professionally-supported medical, social or educational reasons for needing a nursery place.

Full time places

In addition to the above, full time places are offered using the following criteria:

1. Children who are looked after, or who have an allocated social worker who has provided written support of the need for a full-time place as part of the child's Plan at that school

2. Children who are recommended for a full-time place by a Team Around the Child (TAC) Locality or Disability Panel
3. Children in circumstances where the Headteacher considers a full-time place should be provided. In line with the Local Authority's Admissions Criteria, to ensure equality across the borough the following two criteria must be met before the school identifies their own specific criteria:
 - Children who are eligible for FSM or newly arrives or asylum seeker
 - Evidence to demonstrate that home circumstances could significantly affect a child's well-being

Admissions are also made when vacancies occur throughout the year. If you wish to register your child for a place in the Nursery, you will need to register the child's name in the school office when the child is about 2 and half years old. The length of time on the registration list is not a guarantee of a place. Please remember that applying for a place in the Nursery does not guarantee that you will be offered one. You should also look at other options. You should also be aware that if you are offered a nursery place, this does not automatically guarantee your child a place in the Primary School.

Please note; addresses other than the child's home address will not be accepted for admissions purposes. Having an older brother or sister in the school is not one of the criteria for getting into the nursery. The nursery sets out to balance the intake in terms of race, gender and children's needs.

It is important to stress that parents have no right to a full-time place and the school will determine which children are eligible based on information gathered from i.e. parents, social services etc.

Parents have no right of appeal if they are not allocated a place by the school.

Induction

Once you have been offered a Nursery place, you and your child will be invited to an induction at the school. The induction is meant to enable you to share with us information about your child which you may feel will help us to help your child, when he/she starts school. In partnership with you, we will set some early targets for your child when he or she enters the Nursery.

We will also share with you details about the school and what to expect when your child first starts Nursery. This should help to make the transition to Nursery a very positive experience for your child.

Rising 3's

We are not currently in the position to offer nursery places for Rising 3's who are eligible for the 2 Year Old Funding.

The length of time on the registration list is not a guarantee of a place.

ADMISSION TO RECEPTION

The DfE limits the current intake to the reception class to 30 pupils in each year group. There is one intake in September. If you wish to register your child for a place in the Reception class, you will need to do apply online via the Local Authority's online admission form (You must apply online at www.lambeth.gov.uk/eadmissions).

The criteria for the allocation of places

In common with many other admission authorities, Lambeth uses Looked After Children, sibling, and professionally supported medical/social need and distance as key criteria in cases of over-subscription. The Council's policy recommended for agreement is as follows:

1. Looked After Children
2. Siblings
3. Children with Exceptional Medical or Social Needs
4. Distance

If the school can offer your child a place you will be informed by letter, giving the date on which she/he can start.

If a place cannot be offered, you will be informed and the reasons for the decision given.

RIGHT OF APPEAL

If a child is refused a place for **main school**, parents can appeal under the 1980 Education Act. Appeal forms can be obtained by contacting the Clerk to the Independent Appeals Panel, Democratic Services, Lambeth Town, Hall, Brixton Hill, SW2 1RW, Tel: 0207926 2170, [Email: democracy@lambeth.gov.uk](mailto:democracy@lambeth.gov.uk).

On admission to school, you will be asked to complete certain forms for administrative purposes. You will also be asked to give written permission for emergency medical treatment, and whether your child can take part in visits or activities away from the school site.

TRANSFERS

NURSERY - RECEPTION TRANSFER

We have a sensitive approach to children transferring from the Nursery to main school. We are all aware how frightening it can be for the very young child, who finds himself/herself in a strange class with a new teacher, and most importantly a much longer day!

The Reception class teachers visit the Nursery informally, so that the children become familiar with their names and faces.

The Nursery is included in main school assemblies and events. The children make visits to the school library and use the hall for PE lessons and will therefore be familiar with the layout of the school.

During the last half term in the Nursery, the children begin to spend small amounts of time with the class they will transfer to, thus ensuring they settle in quickly. If a child is nervous during these visits, one of our Nursery Nurses will stay with the child until they are more confident.

Parents and carers are not forgotten. They are invited to an informal meeting with the Headteacher, Reception teachers, nursery nurses and other professional who may become involved in the education of your child. At this meeting parents get a chance to hear how we work, how to support the child in reception and to ask questions. Parents are also given a chance to visit your child's new class. Parents are encouraged to discuss any concerns with the class teacher.