



JESSOP PRIMARY SCHOOL
& CHILDREN'S CENTRE
ADMISSIONS POLICY

Jessop Primary School & Children's Centre aims to ensure that all children have equal access to available vacancies within the school with regard to the following criteria:

NURSERY

Parent/Carers must complete a Jessop Primary School & Children's Centre Application Form and Contact Sheet, accompanied with copies of the child's birth certificate and parent/carers proof of address, selection will take place using the following criteria:

1. Children will be offered a place appropriate for their age in our Part-time or Full-time Nursery, if there is a vacancy, or their names will be placed on a waiting list.
2. If there are more applicants than places available an offer will be made adhering to the following criteria:
 - i. Looked after children
(A 'Looked After Child' is a child who is in the care of the local authority or is provided with accommodation by the authority – according to the Childrens Act 1989. All applications under this criteria must be supported by a letter from the local authority)
 - ii. Children who are recommended for a full time place by a Team Around the Child (TAC) Locality or Disability Panel.



- iii. Brother or sister receiving Nursery or Primary Education at Jessop Primary School. ***(A Sibling must be in attendance at Jessop Primary School at the time of admission)***
- iv. Children in circumstances where the Headteacher considers a full-time place should be provided. To ensure equity across the borough the following two criteria must be met before the school identifies their own specific criteria. These are:
 - a. Children who are eligible for FSMs or newly arrived or asylum seeker and
 - b. Evidence to demonstrate that home circumstances could significantly affect a child's well being

The last criteria (iv) allows for local factors that are specific to the school's catchment area, to be taken into account like children newly arrived, English as an additional language (EAL), severe material deprivation, single parents in full time work or study etc.

- v. Address closest to the school ***(Priority will be given on the basis of distance between the child's home address and the school. The school will determine the safest walking distance to travel to Jessop Primary School)*** The method of measurement will incorporate guidelines within the Local Authorities Safeguarding Children Policy.

RECEPTION CLASSES

Parents must complete a "**COMMON APPLICATION FORM**" in the year before their child is due to attend reception classes. This form is obtained from Lambeth Children and Young People's Services, completed and returned to them. The school does not administer Reception intake. We advise parents applying to Jessop Primary School to complete the Common Application Form well before the closing date that Lambeth impose which is approximately around the 15th January each year.



YEARS 1-6 (IN-YEAR)

Parents must complete a school application form, returning it to the school accompanied with copies of the child's birth certificate and parent/carers proof of address, selection will take place using the following criteria;

1. Children will be offered a place appropriate for their age in Years 1 - 6, if there is a vacancy, or their names will be placed on a waiting list.
2. If there are more applicants than places available an offer will be made adhering to the following criteria:
 - i. Looked after children
(A 'Looked After Child' is a child who is in the care of the local authority or is provided with accommodation by the authority – according to the Childrens Act 1989. All applications under this criteria must be supported by a letter from the local authority)
 - ii. Brother or sister already attending **Jessop Primary School.**
(A Sibling must be in attendance at Jessop Primary School at the time of admission)
 - iii. Children in circumstances where the Headteacher considers a full-time place should be provided. To ensure equity across the borough the following two criteria must be met before the school identifies their own specific criteria. These are:
 - a. Children who are eligible for FSMs or newly arrived or asylum seeker and
 - b. Evidence to demonstrate that home circumstances could significantly affect a child's well being

The last criteria (iv) allows for local factors, that are specific to the school's catchment area, to be taken into account like children newly arrived, English as an additional language (EAL), severe material deprivation, single parents in full time work or study etc.



- iv. Address closest to the school
(Priority will be given on the basis of distance between the child's home address and the school. The school will determine the safest walking distance to travel to Jessop Primary School) The method of measurement will incorporate guidelines within the Local Authorities Safeguarding Children Policy.

New In-Year Admission code legislates that parents applying directly to schools for an In-Year admission/transfer must complete a CAF (Common Application Form) in school and it is the responsibility of the school to ensure that this form is returned to Lambeth Admissions.

A waiting list will operate for **two terms**, after which parents will be informed that their child's name is to be removed from the waiting list. This will determine that your child has already been offered a place at another school due to the length of time on our waiting list.

It is our belief that it is unhelpful to move a child from another school after this length of time unless a parent can prove that a move would be more beneficial to their child. If this is the case the child's name will remain on the waiting list for a further two terms only. Once a place becomes available an offer will be made in adherence to the above criteria.

The Inclusion Team will be informed of all new children to the school and if necessary they will be assessed by the Inclusion Manager, Miss Gallager for their specific needs and support given as appropriate. Those children that do not have English as their first language will be inducted into the school by the Inclusion Team.

Policy written: Spring 2014

Headteacher's signature:

Date:

Chair of Governor's Signature:

Date: