



Sir William Burrough School

Admissions Policy

Principal Aims

The principal aim of the Admissions Policy is to maintain the key character of a local school whilst meeting the needs of the wider community. We aim to meet parental preference wherever possible and to promote social inclusion by welcoming all members of the community regardless of their faith or none, gender, disability or ethnic origin. We value diversity and the contribution that each individual and every group make to the school and wider community. We offer a broad and balanced curriculum, which is committed to the spiritual, moral, social and cultural development of all children.

Inclusion Statement

Sir William Burrough Primary School (SWB) is a fully inclusive school with an 'open door' policy and is committed to equal opportunities, safeguarding and promoting the welfare of children.

Mission Statement

SWB is a non-selective school that reflects the ethnic diversity of the local community.

Introduction

- The Governing Body of SWB is the admissions authority and will be responsible for deciding admissions to the school.
- Applications for admission to SWB will be handled by the Local Authority as part of the co-ordinated admission arrangements using the Common Application Form (CAF).
- Details of the Local Authority arrangements, which also explain how parent/carers can express a preference for any school and give reasons for that preference, will be made available to parents. Parents/carers must apply to the Local Authority where the applicant lives. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority.

Applications

- The Governing Body will admit children at one point of entry in the September following the child's fourth birthday. All applications must be on the Local Authority's common application form. Decisions on which children are to be offered a place will be made by the Admissions Committee of the Governing Body.
- A parent/carer may request that the date their child is admitted to SWB is deferred until later in the academic year or until the term in which the child reaches compulsory school age (5 years of age). A parent/carer may request that their child takes up the place at SWB part-time until the child reaches compulsory school age.
- The admission number for SWB will be 45 children.

Admissions Criteria

- SWB will take part in the Local Authority co-ordinated admission process for admissions.
- If SWB is undersubscribed (i.e. there are less than 45 applicants for entry into a year group) the oversubscription criteria will not apply and all applicants will be admitted.
- A child with a statement of special educational needs which names SWB in the statement will be admitted to SWB and will count towards the admission number of 45. If your child has such a statement, you do not apply for a place at SWB under this policy. Instead, you must contact your local authority, which will advise you on the procedure to follow.

Oversubscription Criteria

Children will be admitted to SWB in the following order:

1. Looked after children and previously looked after children.
2. Children who have a sibling (as defined below) at SWB.
3. Children living closest to SWB, using the order of proximity and method of measurement defined below.

In exceptional cases, priority can be given to children with an exceptional medical or social need. These applications must be supported by a report from a professional e.g. a doctor or a social worker etc.

In-Year Admissions

Applications for in-year admissions are to be made either directly to SWB directly using the SWB In-Year Application Form, or may be made to the Local Authority using the Local Authority In-Year Application / Transfer Form which is available from either SWB or the Local Authority. If a place is available then SWB will communicate any offer of a place to the family. In the case of a transfer from a school with London Borough of Tower Hamlets, the transfer will generally take place at the beginning of the next half term. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.

Tie-Breaking

- Where there are more applications satisfying any category, places will be offered in order of proximity to SWB at the date of application. Those living closer will be given higher priority.
- Measurement of those living closer will be calculated using the method defined below.
- If there are two or more applicants from the same block of flats/apartments, and where the priority status of those applicants cannot be distinguished by the oversubscription criteria above, then priority will be decided through a process of random allocation. This process will be independently verified.

Definition of looked after child

A looked after child is a child in the care of the Local Authority or provided with accommodation by the Local Authority [as defined in Section 22 of the Children Act 1989] at the time of application.

Definition of previously looked after child

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Definition of Sibling

Brother or sister, whether whole, half, adopted, foster or step; provided that the applicant child is living in the same family unit at the same address as that sibling. For a sibling of the applicant child to be treated as being at SWB, the sibling must have a place to attend SWB on the day the applicant child would start attending should they secure a place.

Definition of 'in order of proximity to the School'

Priority to those living closest to SWB as measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre point of the nearest approved route, using a computerised Geographical Information System (GIS), as used by the London Borough of Tower Hamlets and using the system they operate at the relevant time.

Definition of home address

- The home address is the child's main residence at the time of application. Where a child lives for part of the week with each parent, the child's home address will be the address where they spend the majority of school nights (Sunday to Thursday).
- SWB reserves the right to investigate so far as it considers necessary the evidence provided in support of a home address. If necessary, parents/carers will be asked to provide two documents providing evidence of address of the child. If there is a dispute to where the child's main residence is, the address to where Child Benefit is registered will be decisive.
- Where false or misleading information has been provided on application to gain a place at SWB, the Admissions Committee may withdraw the offer of that place.

Definition of exceptional medical or social need

Only exceptional reasons directly relevant to SWB will be considered. The admission authority may contact professionals involved with your child for further information. Any information provided will be treated in strict confidence.

Multiple Birth Applications

Where multiple applications are received from one family, e.g. twins, triplets or other multiple births, for a single remaining place in the oversubscription criteria, the Governing Body will admit both/all children even if it means going over the admission number of 45.

Waiting list

Where SWB is oversubscribed the Governing Body will, at a parent's written request to the Head Teacher, hold such unsuccessful applications on file and allocate places should they become available on the basis of the oversubscription criteria set out above. The waiting list will remain open at all times.

Appeals

Parents of children who fail to gain places may appeal to an independent panel. All unsuccessful applicants will be advised of the process for appeal to the Independent Appeal Panel.