



# **Blue Gate Fields Infant School**

## **Admissions Policy**

**Agreed by staff  
Agreed by governors**

**May 2016**

**Review Date June 2018**

# Introduction

This Admissions Policy is based on guidance issued by the London Borough of Tower Hamlets. The information contained within is relevant to all schools in Tower Hamlets.

## Admissions Criteria

- First priority is given to children in public care
- Second priority is to children with Special Educational Needs. (In exceptional cases priority may be given where an exceptional social or medical need exists. This must be supported by a report from a professional.)
- Third priority is to siblings of a child who is already attending the school when the child is admitted, including the school of separate infants and juniors.
- Fourth priority is given to pupils living in the priority area of Stepney applying to their designated school. Priority is given to pupils living closest to the school as measured by the shortest walking distance to the nearest available pupil entrance in constant use
- Fifth priority is given to children living closest to the school as measured by shortest walking distance. Accessibility by car or public transport cannot be taken into account.

## Information required by parents before all stages of admission.

- Three documents verifying the family's current address (for example, utility bill, council tax demand, rent book, child tax credit letter or income support letter). Such proof must include the parents' full names and be no more than three months old. These will be accepted at the headteacher's discretion.
- Telephone contact details for parents and two other emergency contacts
- Child's full birth certificate or passport
- Details of other school age siblings
- Details of previous schools (if appropriate)
- Name and address of GP and information about any health/educational/social needs the child may have

## Nursery Admissions

Children are admitted to the nursery classes at Blue Gate Fields Infant School from the age of three.

## **Procedures for parents to apply for Nursery school places**

Parents apply directly for nursery admission to Blue Gate Fields Infant School and must complete a Nursery PA1 application form. We do not usually accept applications before the child's second birthday. Children are admitted from the age of 3. The Nursery PA1 is not used for applications to Reception Classes as there is a separate application for this point of entry.

- Parents are asked to list all schools applied to in order of preference on the Nursery PA1. The order of preference should not be taken into account when making an offer of a place as this would be unlawful. Nursery PA1 forms are available from the PDC 02073646352. An electronic version of the form can be obtained from the Pupil Admissions Team 02073645006 or by emailing [schooladmissions@towerhamlets.gov.uk](mailto:schooladmissions@towerhamlets.gov.uk).

The Tower Hamlets admission criterion is used to allocate places, with the headteacher using her right to exercise her discretion in exceptional circumstances.

If nursery vacancies occur during the academic year, these will be offered to children on the waiting list for nursery places using the same criteria.

Because very young children require individual attention and support when they start nursery parents are expected to be available during their child's period of settling in to assist this process.

## **Reception Admissions**

The Pupil Admissions Team will send application forms to parents and will then allocate places according to the admission criteria. Blue Gate Fields Infant School does not accept direct applications for admission. Children in the school's nursery class will not automatically be given a Reception place and their parents must complete the relevant forms even if there is an older sibling in the main school.

There have been changes to the way in which school places are allocated. The main change is the introduction of seven school catchment areas aimed at improving the chances of a child gaining admission to a local school. A child living in the school's catchment area will therefore be given priority over a child living outside of the school's catchment area. This will not affect existing admission categories, where children with statements of Special Educational Needs are considered before any other admission, also that children in Public Care are given first priority in the admission policy. Other exceptional cases, such as medical and social reasons, will also continue to be given priority. However, in future, children with an older brother or sister will only be given priority for a school if the school is within the catchment area.

In the event of oversubscription, priority will be given, to children for whom the school applied for is their nearest school within the catchment area; and then by the shortest walking distance. It reduces the possibility of a family having to undertake an unreasonable journey to school and provides equal opportunity for families living in parts of the borough where there are a limited number of schools.

### **Transfer from Infant to Junior school**

The local authority co-ordinates all transfers from Infant to Junior schools. Blue Gate Fields Infant School and Blue Gate Fields Junior Schools are considered as **linked schools**. Although children will normally transfer between linked schools, parents must still apply for a junior class place. Information packs are sent out to parents who may return these to the school, send to the LA or apply on line. Applications for a junior school place must be received by the borough by mid-January. The LA will allocate places in accordance with the admissions criteria. Parents will usually be notified of the result of their application in April.

If a parent wishes their child to attend a school other than the linked school they must also complete 'the Common Application Form for In Year admission or In Year School Transfer to Primary School'. This form is available from the borough and the school.

### **Mid Term Admissions**

There is a statutory duty for local authorities to co-ordinate all in-year admission applications - admissions which take place outside of the normal points of entry. The effect of this duty is that all applications for in-year admission are now processed centrally by the Local Authority's Pupil Admissions Team. Places are allocated by the Pupil Admissions Team and the school is notified of the new pupil. The school will then make contact with the family and make the necessary arrangements for the admission. Parents are invited to an admission interview at school.

### **Complaints/Appeals**

There is no right of appeal against the refusal of a nursery place. If a place has been refused as the result of an error or misapplication of the admission policy, every effort should be made to rectify the situation. Parents may appeal if a child is not offered a place in Reception and Key Stage 1. Appeal forms are available from Pupil Services and appeals are considered by an independent appeals panel arranged by the LA.

### **Non Attendance and Removal from Roll**

A nursery place may be withdrawn if a child is persistently absent and the parent confirms that the child will no longer attend. If a child qualified for social/educational/medical priority for admission or has a Child Protection Plan, the social worker or other professional must be contacted if the place is in jeopardy and the Attendance and Welfare Service should be consulted before removing the child from roll.

Children of compulsory school age may be removed from the school roll in accordance with The Education (Pupil Registration) (England) Regulations 2006

Names of pupils in all year groups will also be removed from roll in accordance with the school's policy on Holidays and Extended Leave in Term Time.

The admission procedures were approved by governors in June 2016 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in June 2018 or sooner in the case of new information, changes or legislation.