

Buxton School

Admissions policy

September 2018 – August 2019



1. Buxton School Nursery Admissions

Nursery Education at Buxton School is for children aged between three and five years and on a part- time basis. The free early years entitlement, as with all nurseries and nursery classes becomes available the Term after a child reaches 3 years old. Full-time placements are available.

The Nursery at Buxton is its own admissions authority so parents interested in a nursery place for their child are asked to contact Buxton School directly.

2. Pupil Ability

Pupils will be admitted without reference to ability.

3. Indicated Admission Numbers

The Nursery Admission number for Buxton School is 40 Places. There are 40 places available in the morning session and 40 places for the afternoon.

4. The Admission Authority

Buxton School sets the overall policy, procedures and admission criteria for all Nursery admissions.

5. Admission Procedures

As a trust school, admissions are the responsibility of the school's governing body. Admission to the nursery must meet the standards set in the DfE school admissions code.

6. Waiting Lists

If the nursery is oversubscribed a waiting list will be held. The waiting list will be prioritised according to admission age and the schools oversubscription criteria.

7. Admission Age

The age at admission must not be below three years. Parents have the right to request a place and should not be refused admission because the requested admission does not begin at a particular age.

Parents requests for admission for periods such as the final term only, two terms, one year etc. will be considered and met wherever possible.

8. Admission criteria to the Nursery:

The implementation of the policy has been delegated to the governors of the school.

The head teacher will consider the admission criteria that have equal importance in the allocation of part-time places. If necessary, decisions will take account of advice given from

other professional sources. This also applied to requests for full time placements.

Admission to the Nursery does not guarantee admission to the School's Primary provision, and a separate application must be made for transfer from the Nursery to the Primary provision.

9. Buxton School Admission to Reception and Year 7

- Buxton Primary phase will admit 90 pupils into Reception
- Buxton Secondary phase will admit 180 pupils into Year 7

We follow the Waltham Forest admissions policy with a variation on the oversubscription criteria. The local authority allocates places to the school. Primary children in Year 6 at Buxton School may if they wish automatically transfer to year 7 to ensure continuity, progress and achievement.

10. Children with Special Educational Needs

Children who have a statement or Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by section 324 of the Education Act 1996 and the Children and Families Act 2014 to admit a child with a statement or EHC Plan that names that particular school. Parents of children with statements or EHC Plans should contact their child's casework officer for further information. Children who have a statement or EHC Plan naming a school will be allocated a place even if that school is full.

Where the number of applications for admission is greater than the number of places available, the following criteria will be applied in this order:

11. Buxton School's oversubscription criterions from 2018/19 are:

- Priority 1 – Looked After Children
- Priority 2 – Children attending the Buxton School Primary Phase
- Priority 3 – Medical or social reasons and Children 'at Risk'
- Priority 4 – Siblings
- Priority 5 – School Staff Children
- Priority 6 – Distance

The definitions of each of these are:

- **Looked After Children**

A looked after child is a child who is or was:

- In public care i.e. in the care of a Local Authority; or
- Being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989.

For admission purposes, a 'looked after' child is a child currently in care or a child who was in care but became subject to an adoption order, or special guardianship order, immediately after leaving care.

- **Children attending the Buxton School Primary Phase**

Children attending year 6 in the primary phase of the school at the October application deadline will have the right to automatically transfer into year 7 (secondary phase) should they wish to do so.

- **Medical or Social reasons or Children 'At Risk'**

Medical or social reasons can only be taken into account where information is provided by the closing date, for Year 7 or Reception places. Failure to provide such

information at that stage may affect whether or not the child is allocated a place at the preferred school under this criterion.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

In all cases the medical or social need must be permanent or long term. For medical conditions affecting the mobility of the child or parent, consideration will only be given to the school nearest to the home address.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the school closest to the child's address.
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named.
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest). Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

A child is 'at risk' if they are currently on or subject to or under consideration for a Child Protection Plan.

In the first instance, a check will be made to ensure the evidence submitted demonstrates that the exceptional medical or social reason confirms that the school is the only school that can meet the defined needs of the child. In most circumstances, submitted requests do not meet these criteria.

For requests which include sufficient information to enable a thorough assessment, these are viewed by an appropriate panel including senior officers and professionals (e.g. GP, social worker, education professional).

- **Siblings**

Sibling means:

- A full brother or sister
- A half-brother or sister
- A stepbrother or stepsister; and
- Foster brother or sister
- The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made.

For Primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If

you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place.

- **School Staff Children**

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

- **Distance**

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line (as defined by the Local Land and Property Gazetteer).
- All distances will be measured in miles using a computerised mapping system called Route finder GIS.
- If more than one applicant lives in multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/ or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.
- If parents are separated and have equal custody then they must select one parent's address to be used for the application. Parents will need to arrange between themselves who will be making the application.

12. Admission of children below compulsory school age and deferred entry to school

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

Where the parents wish to do this, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests should be made in writing to the admission authority Governing Body via the Head Teacher explaining why this would be in the best interests of the child.

13. In year admissions

All admissions to our school during the year and in different year groups are handled by Waltham Forest pupil admissions service, who hold the school waiting list and can be contacted on 0208 496 3000.

Information about starting school and the admissions process can be found on the Waltham Forest website. admissions@walthamforest.gov.uk

14. Waiting lists

The school will operate a waiting list for each year group. Children will be ranked in the same order as the published oversubscription criteria and will not be given priority based on the date either their application was received or their name added to the list.

The school is committed to the In-Year Fair access Protocols held by the local authority. Should a vulnerable child needing these protocols require a place at the school, they will take precedent over any child on the waiting list.

Waiting lists will close on the 31st December. If you then want to rejoin the waiting list for any school you will need to re-apply by completing an in year application form.

15. Appeals

All appeals will be co-ordinated by the school. Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel.

Parents should notify the School as soon as possible after receiving the letter refusing a place, if they want to appeal (please read Appeals Guidance for more information).

Parents will need to download and complete the appeals form available on the School Website and return it to the School by the appeals Deadline. Your appeal will normally be heard within 40 school days of your appeal being lodged.