



CHIPSTEAD VALLEY
ACADEMY TRUST

Admission Policy

2016/17



Chipstead Valley Primary School
(Part of the Chipstead Valley Academy Trust)

Admission Arrangements for Entry in 2016/17

New Valley Primary School (part of Chipstead Valley Academy Trust)

The Admission Number for entry into Reception in 2016/2017 is 30.

Supplementary Information Form

A supplementary information form is not required for this school

Admission criteria

If the number of applications for the school is higher than the number of places available, the allocations will be made in the following order.

After the admission of children with a statement of special needs, where New Valley is named on the statement, the criteria will be applied in the order set out below.

1. **Looked-after children, and previously looked-after children** (see Note 1).
2. **Siblings:** children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil (see Note 2).
3. **Medical:** pupils with serious medical reasons for needing to attend the particular school. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school will also be relevant. Supporting evidence should set out particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified by a GP or consultant and declared **at the time of application** if known at the time (see Note 3).
4. **Distance:** priority will be given to pupils living nearest to the school as measured in a straight line (see Note 4 and Note 5).

Tiebreaker

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide applications. Where distance is the same for two or more applications we will use random allocation, which will be independently verified.

Note 1

Looked-after children are defined as children in public care at the date on which the application is made, and previously looked-after children. 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, immediately after being looked after. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

Note 2

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister, foster-brother or sister or adopted brother or sister whose main residence is at the same address as the child for whom the school place application is being made.

Note 3

Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made. The decision to prioritise children on medical grounds will be

determined by the school, after considering all available evidence, including submissions from health and education professionals.

All schools have experience in dealing with children with diverse social and medical needs. In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school. If you feel there are exceptional reasons for your child to be considered for a priority placement at New Valley, you must indicate this in the section provided in your application, giving reasons to support your case.

All requests for priority consideration must be supported in writing by a doctor or consultant. It must be made clear in the professional support which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date. The school is not responsible for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

Under this criterion applicants who submit supporting information will not be advised whether their application is likely to be successful prior to the offer of a place by the offer day. If evidence is received after the closing date, it will not be taken into account until after places have been offered.

Note 4

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The authority should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Note 5

Distance will be measured in a straight line from the centre of the pupil's main home to the designated main entrance, nominated by the school using the local authority's computerised measuring system with those living closer to the school receiving higher priority. For shared properties – eg, flats – the centre will be taken from the centre of the building.

Note 6

Childminding arrangements cannot be taken into account when allocating places at oversubscribed community or voluntary-controlled schools. Parents of children attending the nursery class at an infant or primary school must apply in the usual way. These children are not guaranteed a reception class place at the school.

Waiting Lists

Waiting lists are held for the first term in the reception year, and thereafter applicants are required to complete the local authority's in-year application form if they wish to remain on the waiting list. In year waiting lists are maintained for one academic year and applicants are required to re-apply for each academic year.

In- year applications

If you wish to apply for a place at the school outside the normal admissions round you should complete Croydon's in-year application form, naming this school, and submit it to the Council, with any supporting evidence required. If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

Appeals

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act, 1998. Appeals must be made in writing, setting out the reasons on which the appeal is made, and sent to the admissions appeals clerk at the school address, so that it is received by the date given in the letter confirming the governors' decision not to offer a place. Parents/carers have the right to make oral representations to the appeal panel.

Twins/triplets or other multiple births

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all, ie. All siblings from a multiple birth. The government's School Admissions Code does state the infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.

If you are applying for a place for more than one child as a result of multiple births, you must complete a separate form for each child.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. New Valley Primary School will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation of New Valley Primary School that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views;
- Information relating to the child's academic, social and emotional development, where relevant;
- Medical history and the views of a medical professional;
- Any previous history of being educated outside of their normal age group;
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- Views of the Head of School.