



CHIPSTEAD VALLEY  
**ACADEMY TRUST**

# Admission Policy

## 2017/18

Agreed by Directors: October 2015



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

## Admission Arrangements for Entry to New Valley Primary School in September 2017/18

**New Valley Primary School**  
**(part of Chipstead Valley Academy Trust)**  
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**DfE: 306 2088**

New Valley Primary School participates in the Pan-London Co-ordinated Admission Scheme. Please see Croydon's Pan London Scheme on the Council website for further details regarding applications, processing, offers, late applications, post-offer and waiting lists. This document sets out the admissions policy for New Valley Primary School for entry in 2017.

The Admission Number for entry into Reception in 2017/2018 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 an Education, Health & Care Plan (EHCP) or 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. Children of staff at the school:**

- a) where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. see Note 4)

5. **Distance:** priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5, Note 6 and Note 7).

#### **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 and complete the medical form, available on the School website.

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 Admissions team 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

Children of members of staff will have priority in the oversubscription criteria if the staff member has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### Note 5

'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.

If the parents/carers are found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should be living during the course of the week. The local authority would expect that the parents/ carer with whom the child is normally resident receive the child benefit for the child. If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

**Shared Custody:** It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the parent with whom the child spends most of the school week (which will be the address where child benefit is payable) should make the application. An application can only be made from a single address and only one application can be made for each child. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents.

**Note 6**

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 7**

Childminding arrangements cannot be taken into account when allocating a place. Parents of children attending Coulsdon Nursery 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 by Croydon Admissions 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. As the law states that infant classes must be limited to a maximum of 30 children, this affects how an appeal is considered. An appeal for a reception class place can be upheld only in very limited circumstances. An appeal panel may only uphold an appeal where:

- (a) it finds that the admission of additional children would not breach the infant class size limit; or
- (b) it finds that the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- (c) it decides that the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case.

Appeals must be made in writing, setting out the reasons on which the appeal is made, and sent to the admissions appeals clerk, details of which will be on the School website, so that it is received by the date given in the letter confirming the 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. This is only applicable if the first sibling of the multiple births qualifies for the one remaining place at the school.

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.

### **Application process**

For admission to the 2017 school year, and subsequent years, all children will be eligible for admission to New Valley Primary School full time in September following their fourth birthday.

Croydon School Admissions hold the waiting list for New Valley Primary School. The School informs Croydon School Admissions when places become available and the Local Authority offer according to the criteria above. All applications are made on the Common Application Form provided and administered by the Local Authority. Admissions at New Valley Primary School are coordinated under the Common Application Form via London Borough of Croydon. If you are a parent or carer and wish to apply for a place at New Valley Primary

School for the following September, you will need to complete the Common Application Form via the LA website: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions). If applicants live in another borough, they must apply through their local authority.

The Local Authority will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admission criteria administered equally. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

### **Late applications**

If you submit an application or change your existing preferences, or order of preferences, after the Local Authority's published closing date for admissions applications, without good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at New Valley. Applications which are late for no good reason will not be considered in the initial allocation round but will be allocated available places after all on time preferences have been processed, or added to the school's waiting list if no places exist. The Local Authority will accept late applications within the coordinated process only if they are late for a good reason. Each case is decided on its own merits.