

# ARK PADDINGTON GREEN PRIMARY, PARK PLACE VILLAS, LONDON, W2 1SP



## Admissions Policy relating to admissions to the academy in the academic year 2018/19

### GENERAL

1. This document sets out the admission arrangements for Ark Paddington Green Primary Academy (“the academy”). *The academy is a primary school with a nursery.*
2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD ([admissions@arkonline.org](mailto:admissions@arkonline.org))
3. The academy has a Published Admission Number (PAN) for the following year groups:  
**Nursery:** 30 full-time equivalent places  
**Primary (Reception):** 30

#### a) Nursery

- i. The nursery will adopt the same admissions arrangements as the rest of the academy, with the exception that no appeal will be allowed against the refusal of a place.
- ii. It is important to note that attendance/enrolment in the nursery will be **distinct and separate** and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the LA’s co-ordinated admissions arrangements.
- iii. Except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.
- iv. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy’s oversubscription criteria (see below).

#### b) Primary

- i. The academy has an agreed PAN of 30 pupils in the Reception year.

After the allocation of Reception places, the academy will admit ‘rising fives’, i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child’s taking up of a place be deferred until later in the school

year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age group application is described below.

- ii. Where the primary school is oversubscribed, the criteria for admission are as set out below.
4. After the admission of pupils with statements of Special Educational Needs or Education and Health Care Plans where the academy is named, the academy will consider all applications for places.

Where fewer applications are received than the places available, the academy will offer places to all those who have applied.

## **PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED**

### **Oversubscription criteria**

5. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:
  - a) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code)<sup>1</sup>.
  - b) The Director of Operations at Ark Schools, as advised by the Admissions Officer and others, may on an individual basis give priority to applicants who can demonstrate that admission to Ark Paddington Green is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential [see note (i)].
  - c) Siblings of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission, not to the nursery.

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<sup>1</sup> "A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

- d) Children of staff. Places will be limited to one per form of entry (i.e. 1). Where there are more applications than places available:
- i. Priority will be given to the children of staff filling a demonstrable skills shortage. This skills shortage will be certified by Ark Schools on the application of the academy.
  - ii. Priority will then be given to the children of staff who have worked at the academy for two years or more at the time of applying.

Children within each sub-category will be prioritised by straight line distance. In accordance with the Admissions Code 2014, no priority is available to the children of staff who have worked at the academy for less than two years at the time of applying. Any application not gaining a place under this criterion will be considered according to the arrangements below.

- e) Distance measurement – A child’s home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child’s normal place of residence.
- i) Westminster City Council measures distances on behalf of Ark Schools; the method that they adopt for measurement and also selection between equal applicants and those living in flats will apply.

Tie-break - If in any of the categories a, b, c\* or d there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (d). If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

\*Where it has not been possible to offer a place in reception, or any other year group, to a child of a multiple birth, priority will apply within the sibling category.

## NOTES

- (i) **Exceptional Need** - All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school, and no other school can meet this need. If you feel there are exceptional reasons for your child to be considered for a priority placement at particular school, you must indicate this in the area provided in your application, giving reasons supporting your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for your child to attend this school in particular and the difficulties it will cause 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: **15 January 2018**. The Admissions Team is not responsible for contacting professionals for information about your case and any decision will be based on documents you submit by the closing date.

The notification date is **18 April 2018**. You will not therefore be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

### **OPERATION OF WAITING LISTS**

6. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
7. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **ARRANGEMENTS FOR APPEAL PANELS**

8. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.
9. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

### **APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS**

10. Applications should be submitted to Westminster LA unless other arrangements have been made and published on the academy website.
11. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.
12. If more applications are received than there are places available, the oversubscription criteria above shall apply.

### **Appeals against refusal of an in-year application**

13. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

## **ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

14. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described in above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.