



# **Shaftesbury Primary School**

Growing together

**Admissions Policy  
September 2019**

## Introduction

Shaftesbury Primary School admits children from a range of backgrounds and with a range of abilities. We strive to ensure that our admission procedures remain fair and transparent at all times.

As such we are committed to:

- Ensuring that we follow the starting primary school and mid-term primary school admissions and their amendments as set out by the London Borough of Newham, details of which can be found on their website
- Compliance with the Law
- Compliance with guidelines and directives issued from time to time by the Department for Education and its successors.

## Admissions to main school (Reception to Year 6)

The London Borough of Newham organises all admissions to our school centrally. Application forms are available from the Council at any local service centre.

The school follows Newham council policy guidelines. It clearly states the criteria for pupil admission.

The Council, using the following criteria, makes admissions to the school:-

**Priority 1.** Children who are in the care of a Local Authority.

### Explanation:

This priority will normally only apply to the nearest school to the child's accommodation address with a suitable vacancy.

**Priority 2.** Children with Statements of Special Education Needs, or those where the school is receiving 'exceptional resource funding' for that child under the 'school action plus' stage of the special educational needs code of practice.

### Explanation:

This priority will be given where a formal assessment carried out by LA officers determines that only a particular school can meet a child's special educational needs. If more than one school is able to meet a child's needs, then, if parental preference cannot be met using the other admissions criteria in this policy, a place in the school closest to the child's home with a suitable place will be offered.

**Priority 3.** Children who live locally and have a brother or sister in the school.

**Explanation:**

The family home must be in the school's catchment area. The brother or sister must go to the school – not the school's nursery class. You must tell the school about the brother or sister when you apply.

**Priority 4.** Children who do not live locally but have a brother or sister in the school and you can prove that a place was not available at the local school for that brother or sister.

**Explanation:**

You must have a letter from that school or from the education department to prove your child could not get a place in your local school. This will only be possible if your child started school after August 1999. As this is a new reason for admission, the local school will not have these records before this date. If your first child started before August 1999, your child who has yet to start school will fall in group 5 below.

**Priority 5.** Other children, who live locally.

**Explanation:**

The family home must be in the school's catchment area.

**Priority 6.** Children who do not live locally but have a brother or sister in the school.

**Explanation:**

The brother or sister must be attending the school, not the school's nursery class.

**Priority 7.** Other children, whether or not they live in Newham.

**Explanation:**

If a decision has to be made between children in one of the groups, we give the place to the child who lives nearest to the school by walking distance. Children attending a Newham infant school will be given priority right of admission from the Year 2 to Year 3 class in the linked junior school before other applicants are considered.

If we have to decide between children in one of the groups, we give the place to the child who lives nearest to the school's main entrance by walking distance.

For visitors from overseas you have the right to apply for a school place in Newham if:

- The child holds a current valid passport from an EEC country.
- The child holds a current valid passport and a visa (where necessary) that would enable them to stay in this country for at least six months from the date of application.

For the above purposes, for applications made during Newham school summer holidays, the date of application will be taken as 1st September. If a decision has to be made between children in one of the groups, the school will give the place to the child who lives nearest to the school by walking distance.

All families are welcome to come to visit the school and have a tour of our building, meet some of the staff and children and find out how we do things here.

### What to expect if your child has been allocated a place at our school

We will make contact with parents / carers by telephone or writing to arrange an interview at school. If we do not have a reply from our phone messages or letter, we will contact Pupil Services to inform them that your child has not taken up the offer of a place and it may result in the place being lost or if we feel your child is in danger or missing, we will conduct a home visit prior to making a referral to social care as a CME (Child Missing in Education).

### At interview

Parents and carers must provide us with the following mandatory original documents for admission of their child to our school:

- Child's UK birth Certificate OR
- Child's valid current (not expired) passport with Entry Clearance or Leave to remain if not a UK or EEA passport OR
- Documentation from the National Asylum Support Service

AND TWO documents of proof of address from the following clearly showing the residence of at least one of the adults with PARENTAL

RESPONSIBILITY:

- Council Tax Bill for the Current Year OR
- Current Housing Benefit Entitlement Letter OR
- Tenancy Agreement from either the Council, Housing Association or Licensed Landlord OR

- Documentation from the National Asylum Support Service
- Documentation for Social Services stating the accommodation being provided
- Recent (dated in the last three months) Gas bill OR
- Recent (dated in the last three months) Electricity bill OR
- Recent (dated in the last three months) Water bill OR
- Recent (dated in the last three months) Contract Mobile Telephone bill.

If the child has moved since the application, the documentation of proof of address MUST cover both the new and previous addresses.

If the above original documents are not supplied, we will not normally agree to take the child on roll. This will not relieve the parents and carers of their statutory responsibilities.

In addition to the above, we also expect parents to supply the following:

- Their full contact details
- At least two emergency contacts in case we are unable to contact the parents or carers
- The name and address of the child's GP (Doctor)
- Advice of any allergy or other medical condition that may impact on the child's welfare at our school
- Advice of any behavioural issues experienced by the child
- Advice of any Special Educational Need of the child
- Previous reports from educational professionals
- Previous reports from medical professionals if these may have a bearing on a child's well-being at our school
- Previous education experience (whether in the UK or not)
- Copies of Court Orders (particularly those pertaining to custody and contact arrangements)
- Advice of language needs
- Any other information that would allow us to meet the child's needs or take better care of him/her.

We will ask parents and carers to sign to confirm that the information given to us is true and accurate.

We will ask parents and the child to sign a Home-School agreement setting out our mutual expectations.

We will advise parents and carers of our school uniform expectations and where to purchase it.

We will provide and signpost all the information parents and carers need for their child's successful admission/transition to our school and answer any questions parents may have.

We will explain how personal data is used, shared and protected on our school systems.

We will give parents and carers the opportunity, if they so wish, to withdraw their child from being photographed at school or on official school trips or projects.

We will then allocate a start date and advise parents and carers of our welcome procedure for that day.

Please note, it is the responsibility of parents and carers to advise us of any changes to the above information and to provide us with any further documentation that we request. This is particularly important if the circumstances of the child or his/her parents or carers change whilst the child is on roll at our school.

### **Admission to Nursery**

Unlike admissions to main school, nursery admissions are handled directly by the school.

All parents are welcome to fill in an application form for a nursery place as soon as their child is 2 years old. It is important to note that a nursery place does not guarantee a place in any particular primary school. Equally, parents keep the same right to a primary school place even if they do not take up a nursery place.

Children are eligible to start Nursery as soon as they turn three years old, if a place is available.

Parents are not able to appeal for a nursery place but can try a different nursery or wait until a place becomes available.

Our nursery classes are currently able to take a maximum of 60 part time children.

### **In Each Age Group We Admit Children In This Order:**

- Children who live locally and have a brother or sister at the school
- Children who live locally but don't have a brother or sister at the school

- Children who live elsewhere in Newham and have a brother or sister at the school
- Children who live elsewhere in Newham but don't have a brother or sister at the school

If a decision has to be made between children in one of the groups, a place is given to the child who lives nearest to the school by walking distance. If there are any places remaining then these are offered to other children using rules 1,2,3 and 4.

Once a place in a nursery class has been offered, the school will arrange a visit day to the Nursery. This is an opportunity for the staff to meet the child and family, to share any important information with the staff and for the staff to explain how the nursery day is run. It also allows children to make friends with their peers within the setting.

Parents are required to show proof of address (Council Tax bill, other utilities bill or a Tenancy agreement) and proof of the child's date of birth (birth certificate or passport).

Parents can stay with their child in nursery until the child is settled and feels secure enough to be left. This settling in period varies according to each child.

### **Cases where admission to the School may be postponed or refused**

We may delay a child's admission in order to:

- Put a care plan in place (if medical needs dictate or if it would be advisable to do so)
- Call a meeting of professionals if we feel that we need more information on your child
- Verify the information that you have given us
- Request more information from the child's previous school(s) or external agencies
- We may also delay a child's admission to our school or put in place a "phased admission", if we feel that there are exceptional circumstances that would make it prudent or reasonable to do so.

We may refuse to admit a child and take appropriate action if we believe:

- The parents or carers have not been truthful with us

- We discover documentation to be false or tampered with
- It would be unlawful to proceed with the admission

### Where to get help and advice on admission to Shaftesbury Primary School

Parents can contact Pupil Services for information on admissions through the contact

number 020 8430 2000 between 9am and 5.15pm Monday to Friday (ASK FOR PUPIL SERVICES)

Write to Pupil Services at the education department at:

Children & Young People's Services,

Building 1000

Dockside Road

Canning Town

London

E16 2QU