



City of Westminster

DETERMINED ADMISSION ARRANGEMENTS TO WESTMINSTER COMMUNITY PRIMARY SCHOOLS FOR 2014/15 ENTRY

April 2013

INTRODUCTION

Westminster City Council (WCC) is the admission authority for the 11 community primary schools in Westminster. Following statutory consultation, in accordance with the current Admissions Code and associated regulations, WCC is has determined its admission arrangements for its admission arrangements for its community schools for 2014/15 entry as follows.

SECTION A -ADMISSIONS CRITERIA

Places will be first allocated to children with statements of special educational needs which name the school with the agreement of Westminster LA

In the event of oversubscription, places will then be allocated as follows:

- 1) Children who are in public care and previously Looked After Children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- 2) Children with exceptional medical, social, or other need that can only be met by providing a place at the particular school concerned rather than any other school (to be decided in consultation with the Tri-borough Head of Admissions in each case)
- 3) Children with a sibling at the school* at the time of admission. A sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission but **not** nursery
- 4) Children for whom it is the nearest community primary school
- 5) Children for whom it is not the nearest community primary school

Within categories 4) and 5) above, priority will be given to those children who live nearest to the school. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the nearest school entrance for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order.

Applications made under criterion 2) will only be considered if supporting evidence from an appropriate professional (e.g. doctor or social worker) is attached to the LA's application form.

This supporting evidence must set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child has to attend another school.

Within category 3), in the case of the reception classes at Robinsfield Infant School, sibling priority would also extend to applicants with a sibling attending Barrow Hill Junior School and vice versa.

Children from Multiple Births (eg twins/triplets).

In the event that the admission of a second or further child of a multiple birth would lead to exceeding the published admission number, places will be offered for each of the children.

Split residence.

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Method of Application.

Parents/carers must apply on Common Application Form of the local authority where they live. This can be completed online via www.westminster.gov.uk/admissions or on a paper form available from schools direct, libraries or their local council's School Admissions Team.

Closing Date and Initial Notification Date.

Under Westminster's coordinated admission arrangements the closing date for reception class applications will be 15th January 2014. Notification letters will be sent out on 16th April 2014.

Late applications.

Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Waiting List.

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

Appeals.

Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

Casual/In Year Admissions.

For in year admissions, parents/carers must apply to the school on the Westminster In Year Common Application Form. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place the waiting list and appeals procedures described above will apply.

Year 3 Admissions.

In the case of Year 3 admission to Barrow Hill Junior School priority of admission is given to pupils transferring from Robinsfield Infant School.

Children attending nursery class at a school.

Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.

Gateway Primary School and Wilberforce Primary School

At the time of determination, Gateway Primary School and Wilberforce Primary School had applied to convert to academy status. For 2014-15, both schools will use this admissions policy to determine admissions and will be treated as community schools for the purposes of this policy.

SECTION B - DATE OF ADMISSION/DEFERRED ENTRY

Children will normally be admitted to the reception year community primary schools in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond end of the Reception Year.

In practice this means that parents could defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

SECTION C - NUMBER OF PLACES IN RECEPTION

The admission numbers for Westminster community primary schools are as follows:

| | | | |
|-------------------------|----|--------------------|----|
| Barrow Hill Junior (Y3) | 60 | Hallfield | 90 |
| Churchill Gardens | 30 | Paddington Green | 60 |
| Edward Wilson | 56 | Robinsfield Infant | 60 |
| Essendine | 60 | Queens Park | 42 |
| Gateway | 90 | Wilberforce | 60 |
| George Eliot | 60 | | |

SECTION D - COORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE FOR APPLICATIONS TO RECEPTION

As required by law, Westminster LA will again be coordinating admissions for 2014/15 entry. This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full proposed scheme are available at www.westminster.gov.uk/admissions or by contacting the School Admissions Team at Westminster City Council, tel 020 7641 1816/1817 email schooladmissions@westminster.gov.uk.

Key Features of the scheme are as follows:

- ◆ The main aims of coordinated admissions are to ensure that parents receive one, and no more than one, offer of a primary school place, and that this will be the parents' highest preference possible.

- ◆ Parents/carers must apply on Common Application Form of the local authority where they live. Voluntary Aided schools may retain a separate supplementary form to assess denominational commitment.
- ◆ No child will be offered more than one primary school place on the initial offer day. The scheme will remove multiple offers amongst schools in London. This will reduce 'drop-out' as multiple offers would already have been removed, thus reducing work for schools and speeding up the process.
- ◆ All maintained schools, free schools and academies nationally will have a common closing date of 15th January 2014 and an offer day of 16th April 2014.
- ◆ Governing bodies of voluntary aided schools, free schools and academies will remain the admission authority for these schools, and will be required to determine their admission arrangements, and make decisions using their published admission criteria as in previous years.
- ◆ Waiting lists will also be reduced as those children will only be included on waiting lists for schools which have been named as a higher preference than the one offered. It is also recommended that all schools include unsuccessful applicants and late applicants together on a single waiting list for each school ranked in criteria order.

FURTHER INFORMATION

Further information is available at www.westminster.gov.uk/admissions or by contacting the School Admissions Team at Westminster City Council, tel 020 7641 1816/1817 email schooladmissions@westminster.gov.uk.