

Admission to primary schools 2017/2018



Apply online at: www.croydon.gov.uk/admissions

If your child was born between 1 September 2012 and 31 August 2013 you **MUST** apply by **15 January 2017** for a primary school place.



2017

Closing date for applications:
15 January 2017

This prospectus provides important information about admissions to Croydon primary schools.

Foreword

Dear parents and carers,



Welcome to the Croydon primary school admissions prospectus. The council wants all children to be the best they can be. I am pleased to say that the quality of primary schools in Croydon has improved significantly over the past few years and almost all of Croydon's primary schools are now judged by OFSTED to be good or outstanding.

We recognise that applying for your child's primary school is a very important time. You will find all schools present their admissions information in a similar format so that you can compare your schools of choice.

We strongly encourage you to use all your six available preferences when you make your application. It is in the interests of you and your child to do so. We also encourage you to make your application online wherever possible.

I wish you a very successful start to your child's primary education.

Barbara Peacock

Executive Director of People Department



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Before you apply

Read 'Applying for a school'. This tells you how the admissions process works.

Page 8

Read the admissions criteria for schools. This gives you a better idea of which schools are likely to be able to offer your child a place.

Page 40

Visit the schools you are interested in. Check with the schools directly for details of open days.

Page 40

Read booklets from other local authorities if you are thinking of applying for a school outside Croydon.

Page 176

For more information on admissions to schools in Croydon visit **www.croydon.gov.uk/admissions**



Important dates for your diary

1 September 2016

Online application process starts

15 January 2017

Statutory deadline for receipt of primary applications

18 April 2017

National Offer Day

Online applicants will receive a notification email during the evening. You can log on to view the result of your application at www.eadmissions.org.uk

2 May 2017

Deadline for acceptance or refusal of school offer





SECTION ONE APPLYING FOR A SCHOOL



SECTION
one
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Applying for a place in a school's reception class

All Croydon residents must apply using a Common Application Form (CAF). The form should be completed online at www.croydon.gov.uk/admissions. If you wish to use a paper version of the form please contact the council on ☎ 020 8726 6400.

Completing the form

The form allows you to select six schools, which you must name in your order of preference. It is very important that you use all your preference options, so that we can do our best to offer you a suitable school, within a reasonable distance of your home.

For further information on how to complete your application see pages 15-16.

Admissions criteria

Read the admissions criteria for the schools you are interested in to know how they prioritise applications. A summary of schools' admissions policies can be found in this prospectus; a full version of a school's admissions policy is available online at www.croydon.gov.uk/admissions and on each school website. To find out the furthest distance a school admitted a child for entry in 2016 see pages 24-26. Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities, and is not set up to measure for school admission purposes, that is from the centre of a house/building to the designated main entrance of a school. It also does not give measurements to three decimal points.

Please note, there is no guarantee that for September 2017 admission, a school will make offers to children living the same distance away from the school as they did in the previous year, as each year offers are subject to the number of applications and where the applicants live.

When can my child start primary school?

Children normally start full-time school at the beginning of the autumn term after they are four (e.g. they would join the reception class at the beginning of the 2017 Autumn term, when they had their fourth birthday on or between 1st September 2016 and 31st August 2017).

Parents can defer the date their child is admitted to the

school 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 application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday.

Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they MUST start full time school following their fifth birthday by the dates given below:

- children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- children born from 1 January to the end of March must start full time school on 1 April
- children born from 1 April to the end of August must start school at the beginning of the autumn term in September.

The Local Authority's expectation is that a child born between 1 April and 31 August should start the Reception class at the beginning of the summer term at the latest. However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Please note the place cannot be held open beyond the summer term, this will mean that as their child will be a year one pupil when they join, parents will need to apply for a year one school place, using the in-year application form (see section on in-year applications on page 30).

Submitting your application

The application deadline is 15 January 2017. For further information on how to complete your application see pages 15-16 in this prospectus.

When will I know the outcome of my application?

If you applied online and on time you will receive an email notification about the result of your application.

Important Information

Please note you will not be sent an outcome letter, you will be able to view the results of your application online as well as accept or decline the offer made; you can also obtain your outcome by downloading the ParentComms App.



Accepting or declining your offer

You must accept or decline the offer by a specified date to be sure of reserving your place. It is not fair to others to keep an offer of a place open indefinitely: if you do not reply within the specified time your place will be allocated to someone else.

The outcome information will give you important advice on what to do next if you have been unsuccessful in securing an offer at one of your preferred schools or have been offered an alternative school which you did not list on your Common Application Form.

Guidelines for expressing preferences for schools

Please ensure you use all six preference options.

It is very important that you select the schools on the Common Application Form (CAF) in the order you prefer them. They do not have to be in the borough of Croydon.

Will I have a better chance of getting my first preference than someone who lists it as a second or lower preference?

No. All preferences are considered equally against the schools' admission criteria. The preference order will be used only when it is possible for more than one school to offer you a place. This is called the equal preference system. It is however important that you list the schools in your order of preference. This is because in the event that we can offer more than one preference, we will offer the higher preference.

The local authority will always try to match your highest preference, but many schools are oversubscribed and receive more applications than they have places available. To give you the best chance of getting into a school, it is very important that you use all six preference options and include other schools in your area, as most schools will use their straight-line distance criterion as the final factor once all their higher priority places have been allocated.

Failing to list other preferences on your form can result in disappointment, as only the preferences you have listed on your application form can be considered.

If your only preference is not available, you will be offered a school with places left once all other preferences have been considered. The school may be some distance from your home.

How much information from my application will be passed onto my preferred schools?

Each school will be given only the information it needs to consider your application.

Schools are not told where you named them in your preference list. Local authorities are forbidden by the School Admissions Code from passing on this information.

Confidentiality

The list of schools you include on the Common Application Form is confidential.

Where a child is eligible for a place at more than one school in another authority, the ranked position of these schools will be released to that authority so that the highest ranked preference can be determined.

The Croydon Common Application Form will be forwarded to the appeals team and admission authority of the school, should you make an appeal.

Fraudulent applications

Make sure that you include the correct information on your application. The child's address should be that of the child's permanent place of residence on the application closing date -15 January 2017. In the event that you apply after 15 January, you must provide your child's current address on the date you apply. This will be checked against council and school records and, if necessary, by a council officer visiting your address. If you are found to have used a false address or deliberately provided misleading information to obtain a school place, your application may be cancelled or the school place offered could be withdrawn.

Croydon Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

Child's permanent address

The child's address should be the child's permanent place of residence on the application deadline date, 15 January 2017. A business address, work place address, or child-minder's address will not be accepted. A relative's or carer's address can be considered ONLY if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility – i.e. a court order – must be supplied to Croydon Council.

Please note that your child's address will be checked by reference to your child's primary school records as well as other council records

Children of UK service personnel

Families of service personnel with a confirmed posting to Croydon, or crown servants returning from overseas to live in Croydon, can apply for a place without the child being resident in Croydon, however the application must be accompanied by an official letter that declares the relocation date and unit postal address or quartering area address.

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. Custody issues cannot be resolved by the local authority. If parents are going through a separation or a divorce and do not live together but share parental responsibility over a child, the local authority will disclose details of a child's application upon request from one parent who shares the parental responsibility.

Parental responsibility and private fostering

Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Parental responsibility in its simplest form is 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'.

For children born prior to 1 January 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently. Other people can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.

Step-parents, grandparents and other close relatives do not have automatic parental responsibility, and can only acquire it through a legal agreement or court order. If you are a distant relative or no relation to the child you are caring for, it is likely that you are a private foster parent. In law this means you must tell your local council you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a school place and obtain their permission. You can find more information on parental responsibility at

www.gov.uk/parentalrightsresponsibilities

Change of address

Croydon Council must be notified of changes of address by **10 February 2017** so that the new address can be used, if needed to prioritise your preferences for schools under the distance criteria. Failure to do so could result in your application being considered from the previous address, and your child being denied a place at a preferred school. All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address. Changes of address can only be considered when Croydon Council receives documentary evidence that you and your child are resident in the property and able to prove you have no connection with your previous address - that is, the new address is not a temporary arrangement to access a preferred school. Examples of documents to be provided are a letter from a solicitor confirming the date the completion of contract has taken place for the new place of residence (please note; futuristic dates cannot be accepted) or a copy of the new tenancy agreement stating commencement date, together with evidence of residence, for example a utility bill.

If your address changes after **10 February 2017**, you must still notify the local authority immediately, providing documentary evidence as described above, so that your new address can be taken into account when determining your child's position on schools' waiting lists after National Offer day.



Children attending nursery at an infant or primary school

If your child is attending a nursery class attached to an infant or primary school, you **must** still apply. There is no automatic transfer into reception class. All applications to a school are considered strictly in accordance with the school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

Sibling application

Even if you have an older child at the school you **must** still apply for your younger child, as you will not automatically be offered a place at the school.

Sibling priority only applies for a sibling whose main residence is the same address as the child for whom the school place application is being made.

Where priority in a school's admissions criteria is given to children with siblings at the school or linked infant school, this criterion does not include children with siblings in the nursery of the school or the nursery of the linked infant school, if it has one.

For applications to reception classes, the sibling rule applies only if a child has an older brother or sister who will still be attending the school, or linked junior school at the start of the first term the younger child starts. An older sibling in Year 2 Infants (unless otherwise stated in the schools' admission criteria) and/or Year 6 Junior during the application process does not qualify as he/she will have left the school by the time your younger child is due to start.

Looked-after children and previously looked-after children

Looked-after children are defined as 'children in public care at the date on which the application is made.' For primary admissions this date is taken on the closing date of 15 January.

Applications for children in public care (looked after children) must confirm which local authority is responsible for the child and be accompanied by a letter from the child's social worker confirming their legal status and that he/she will still be looked-after when the child is admitted to the school.

Applications for children who were looked-after, but ceased to be so because they were immediately adopted (or became subject to a child arrangements order or a special guardianship order) must be accompanied by a letter and/or documentary evidence from the child's social worker, advisory teacher or other relevant professional, as well as a letter from the local authority that previously

looked-after the child confirming that he/she was looked after immediately prior to the order being made.

The letter must also confirm the date a previously looked - after child ceased to be looked - after and the date of the adoption order, residence order, child arrangements order or special guardianship order which led to the cessation of 'looked-after' status. Any court order must also be accompanied by a letter from the child's social worker.

Please note that any confirmation/evidence of looked-after and previously looked-after status received by this local authority will be forwarded on to preference schools and other local authorities where a school is situated outside of this borough.

Admission of children outside their normal year group

If a parent wants to request that their summer born child enters the reception class in the September after their fifth birthday, the parent should request this as soon as possible with the schools they are interested in applying for and the local authority. The admission authority of the school will decide whether or not the individual child's circumstances make this appropriate on educational grounds. The local authority is the admission authority for community schools; the governing body is the admission authority for foundation and voluntary aided schools; and the academy trust is the admission authority for academies and free schools.

All requests to educate a child outside their normal year group should be made at the time of application (or before) and 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
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. In the case of foundation and voluntary aided schools, academies and free schools, parents should make a complaint under the school's complaints procedure – because the governing body or academy trust is the admission authority. In the case of community, you should complain to the local authority.

Making changes to on-time applications and applying late

If you make changes to your preferences or to the order of preferences after the closing date of **15 January 2017**, we will not be able to consider these changes until after Offer Day unless the preferences are changed for 'good reason' – such as a change of address – Please note that changes for 'good reason' will only be accepted until **10 February 2017** providing appropriate evidence of the change has been received.

If your application is made after the closing date of **15 January 2017**, it will be treated as late and will not be considered until after **18 April 2017** unless it is late for 'good reason'. You will need to provide an explanation and supporting evidence of why your application was late for 'good reason' by no later than **10 February 2017**. Examples of what may be considered a 'good reason' include: when a parent without support has been ill for some time or has been dealing with the death of a close relative; or a family has just moved into the area or is returning from abroad (proof of home ownership or a tenancy agreement will be required in these cases – please refer to the paragraph in relation to changes of addresses). Other similar circumstances may be considered and each case will be decided on its own merits.

Applications that are received after **15 January 2017** with no 'good reason' and applications that are received after **10 February 2017** will be treated as late and will be processed after places have been allocated to all on-time applicants. This may jeopardise the possibility of your child being offered a place at one of your preferred schools. Where a place cannot be offered at a preferred school, your child will be offered the nearest school to your normal place of residence, (i.e. application address) with available places.

The latest date that a late application (with good reason) can be accepted for Croydon residents will be 10 February 2017.

Waiting lists

Where a school is oversubscribed and there are more applicants than places available, the Admission Authority will keep a waiting list.

Waiting lists are ordered according to the admissions criteria of the school.

Waiting lists for reception will be held for the first term. After this you will need to apply through the in-year application process.

If you are offered a place at a school, and you have also expressed a higher preference for any other school, you will automatically be placed on the waiting list for your higher preference school(s). If, in the normal round of admissions to reception or year 3, you have named a school(s) outside Croydon, you must check the relevant local authority's arrangements to be placed onto their waiting list.

The position on a waiting list can change: it is not ordered on a first come first served basis. For example, if someone applies for a place after the date you submitted your application, and they have a higher priority status according to the admissions criteria, they will be added to the waiting list at a position above yours. On the other hand, if you are on a school's waiting list, and someone above you on the list is offered and accepts a place at one of their higher preference schools, their name will be removed from the waiting list, and your position on the waiting list will accordingly move up. If a vacancy occurs and your child is at the top of the waiting list, you will be offered a place.

If you want to know where your child is on a waiting list you can contact the relevant admission authority (local authority or school). Croydon Council maintains waiting lists for its community schools and some non-community schools.

If you would like more information about the reason why your child was not offered a place at a higher preference school you should contact the admission authority that is responsible for admissions to the school. Details of the different admission authorities for schools in Croydon are listed in this prospectus. If the school is outside Croydon, the admission authority will be either the local authority in which the school is situated or the school itself. Contact telephone numbers for neighbouring local authorities are also included in this prospectus (see page 176).



Appeals

If you have been refused a place at your preferred school, you are entitled to appeal and attend an appeal hearing in front of 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.

How do I appeal for a community school?

Any admissions appeal for a community school must be in writing. If you decide that you wish to appeal you must do so by the date stated by the local authority for a Croydon community school.

- Set out as many reasons as you can for wanting a place at your preferred school.
- Try to explain your reasons as fully as possible as to why your child should be given a place even though the school is full.
- Attach copies of any written supporting information, letters, documents, or evidence which you would like the appeal panel to consider at the hearing.

Who will hear my appeal for a community school?

The panel will be made up of three or five members, none of whom will have any connection with the local authority or any of the schools in your case. The panel will include at least one person who has experience in education (non-lay member) and at least one person who does not have experience in education (lay member).

Who do I contact if I want to appeal?

If you wish to appeal for a community school you should complete the appeal form online. There is an interactive appeal form on Croydon Council's website at www.croydon.gov.uk/democracy/feedback/appeals.

For a voluntary aided school, a foundation school, a free school or an academy, you must contact the school directly for details of their appeal arrangements.

However, please note that appeals for some academies are processed by this local authority. Please refer to Croydon Council's website at www.croydon.gov.uk/democracy/feedback/appeals for a full list of the academies concerned.

The information provided on your Common Application Form about your school preferences and your order of preference is confidential, but, for admissions appeal purposes, may be released to schools or to another local authority.

Further questions

If there are any further questions you want to ask, or if there is anything you do not understand, staff in the school admissions team will be pleased to help you. You can contact them by any of the following means:

☎ **020 8726 6400**

🏢 **Croydon Council, School admissions team, 4th floor (Zone C), Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA**

✉ **school.admissions@croydon.gov.uk**

🌐 **www.croydon.gov.uk/admissions**

How places are offered

YOU	OUR ADMISSIONS TEAM	SCHOOLS & OTHER COUNCILS
Submit your application on time	The 'home' local authority (in the area you live in) will manage the coordination process to ensure that you receive one offer.	
If you have applied to a community school in Croydon	The local authority is responsible for considering the application and applying the admissions criteria.	
If you have applied to a foundation, voluntary aided, free school or an academy in Croydon	We will pass your details securely to the governing body to apply the admissions criteria.	Schools receive details of applications from the local authority. We never tell schools where you have listed them on your application form.
If you have applied to a school in another borough; i.e. outside Croydon	We will pass your details securely to the local authority where the school is located. They will then send to the relevant admission authority to apply the criteria.	Decisions on whether places can be offered will be taken by the admission authorities for each of the schools on your list. How they decide which pupils will be offered places at their schools is explained in their admissions criteria.
Obtaining your highest possible preference	If you live in Croydon, we will co-ordinate your application. This means if your child qualifies for a place at more than one school, we will offer you the highest possible preference. Lower preference offers will be released.	This process of the home local authority allocating the highest preference offer and releasing lower offers for reallocation by the maintaining local authority will continue between local authorities until there are no further changes and all places have been allocated.
All places are allocated	Croydon Council identifies which children are potentially in a position to be offered a place at more than one of its schools. In such cases, we will hold the offer of a place only at the school the parent has ranked highest on their form. Other lower-ranked offers will be released, allowing further offers to be made to children who are next on the schools' lists.	



Apply for your child's school place online



The online facility opens on 1 September 2016 and is available 24 hours a day, 7 days a week until 11.59pm on 15 January 2017.

There are many benefits in using the online application process:

- It is quick and easy – and you can complete your application form over several sessions.
- You don't have to post the completed application form – the only things you may have to post are the schools' Supplementary Information Form(s) and documentary evidence, where these are required to support your application.
- You can make changes to your application once you have submitted it, prior to the closing date.
- You have up until 11:59pm on 15 January 2017 to submit your application.
- You can see the results of your application from the evening of 18 April 2017.
- You will also receive an email with the results of the application later that day.
- You can download the ParentComms App on to your smart phone to receive a notification of the outcome of your application

Applying online for a school place is quick and easy. Follow the steps set out below

- Each screen will explain what you need to do; there are guidance notes on the left hand side of the screen to help you.
- You can select any text that is underlined (usually a question/section of the form that needs to be completed) – this will open in a new window with an explanation of what is required.

Step 1. Apply online at www.eadmissions.org.uk

Click on register to apply online and enter your email address. If you have previously used the online system, select 'login to an existing account' and enter your username and password.

Once you have registered on the eAdmissions site, you will receive an email with your username and a link.

- Click the link to validate your email address.
- You will be sent a second email with your password and a new link to the start of the application process.
- Please keep your username and password safe as you will need them to login and apply for any other children you have, and to see the outcome of your application.

Step 2. Enter your details

- You must check your personal details – your permanent home address, email, and must provide at least one telephone number. Please note, this information will be checked against council records.

Step 3. Adding your child's details

The next page is 'My school admissions.' If your child's name is NOT listed here, select the 'Start application for new child' button.

If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name.

Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save & continue' button.

Please remember:

- **Child's current school:** Please select the school from the drop down list. Only type the name of the school in the box if you cannot see the school name listed.
- **Twins or triplets:** If you have twins or triplets you must make an application for each child and tick the multiple birth box.

Apply for your child's school place online



Step 4. Adding school preferences

- Add your schools in the order you prefer them. You can select up to six schools.
- Make sure you include the details of any brothers or sisters who may be attending one of the schools you have applied for. If you do not tell us, you may lose out on the sibling criterion.
- Make sure you read the admissions criteria for the schools you are applying for. Some schools ask you to fill in extra forms called Supplementary Information Forms (SIF). Please complete these forms and send them directly to the relevant school.

Step 5. Submitting your application

- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly.
- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application.
- Select the 'Submit application' button on the last page.
- Once you have submitted your application you will receive a confirmation email and reference number. If you do not receive a number it means your application was not submitted successfully and you must login and select the 'Submit application' button again.

The deadline for applications is 15 January 2017.

Step 6. Attaching documents

Many local authorities need you to send them information to support your application. You can find out what each local authority needs by reading their information booklet about applying for school places. Select 'Local Authority details' button on the left hand side bar. Documents you may need to attach:

- Confirmation of your child's address and their date of birth.
- Information to support your application such as doctors' letters if you have applied under the medical criterion.
- Information to confirm your child was looked-after or previously looked-after.
- Information to confirm that you are a crown servant

Important information

If you have ticked any of the categories above and do not provide evidence to support this, your local authority is unlikely to take account of this when making allocations.

What happens next?

- You will be sent the outcome of your application on the published offer day.
- Log into your e-admissions account to accept or decline your offer within 14 days.



List of infant, junior and primary schools in Croydon

List by A – Z

NEW PRIMARY SCHOOLS

The council is working to identify suitable sites for new schools in the borough to meet future demand.

COMMUNITY SCHOOLS

These schools do not select by ability or faith. Croydon Council is the admission authority for these schools; places are offered in accordance with the community admissions policy. For full details, read the community admission arrangements in this prospectus on pages 35-37.

DFE Number	School name	Admission Number	Age Range
306 2062	Beaumont Primary , Old Lodge Lane, Purley CR8 4DN Head teacher: Linda Harvey ☎ 020 8660 7707 Primary school (infants and juniors)	30	4 - 11 years
306 2003	Beulah Juniors , Beulah Road, Thornton Heath, Croydon CR7 8JF Head teacher: Ms V Luniak ☎ 020 8653 4921 Junior school	90	7 - 11 years
306 2086	Courtwood Primary , Courtwood Lane, Croydon CR0 9HX Head teacher: Mrs T Farrelly ☎ 020 8657 8454 Primary school (infants and juniors)	30	4 - 11 years
306 2007	Cypress Primary , Cypress Road, London SE25 4AU Head teacher: Nicky Godetz ☎ 020 8653 4203 / 020 8563 2618 Primary school (infants and juniors) Nursery: Up to 48 full and part time places	90	2 - 11 years
306 2093	Downsview Primary & Nursery , Biggin Way, London SE19 3XE Head teacher: Nicky Wright ☎ 020 8764 4611 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 -11 years
306 2014	Elmwood Infant School , Lodge Road, Croydon CR0 2PL Head teacher: Zoe Harris ☎ 020 8689 7681 Infants with nursery unit Nursery: 52 part-time places	120	4 -7 years
306 2012	Elmwood Juniors , Lodge Road, Croydon CR0 2PL Head teacher: Ann Read ☎ 020 8684 4007 Juniors	120	7 -11 years
306 2084	Forestdale Primary , Woodpecker Mount, Pixton Way, Croydon CR0 9JE Head teacher: Vivienne Esparon ☎ 020 8657 0924 Primary school (infants and juniors)	60	4 -11 years
306 3416	Gilbert Scott Primary , Farnborough Avenue, South Croydon CR2 8HD Head teacher: Bernadette Wakefield ☎ 020 8657 4722 Primary school (infants and juniors) Nursery: 26 part-time places	30	4 -11 years
306 2098	Greenvale Primary , Sandpiper Road, South Croydon CR2 8PR Head teacher: Daniel Bowden ☎ 020 8651 2833 Primary school (infants and juniors)	30	4 -11 years
306 2065	Gresham Primary , Limpsfield Road, Sanderstead, South Croydon CR2 9EA Head teacher: Colm Gallagher ☎ 020 8657 1807 Primary school (infants and juniors)	30	4 -11 years
306 2090	Heavers Farm Primary , 58 Dinsdale Gardens, London SE25 6LT Head teacher: Susan Papas ☎ 020 8653 5434 Primary School (infants and juniors) Nursery: 52 part-time places	120	4 -11 years
306 2020	Howard Primary , Dering Place, Croydon CR0 1DT Head teacher: John Robinson ☎ 020 8688 4216 Primary school (infants and juniors)	60	4 -11 years

DFE Number	School name	Admission number	Age range
306 2058	Kenley Primary New Barn Lane, Whyteleafe, Croydon CR3 0EX Head teacher: Denise Dixon ☎ 020 8660 7501 Primary school (infants and juniors)	30	4 - 11 years
306 3415	Kensington Avenue Primary , Kensington Avenue, Thornton Heath, Croydon CR7 8BT Head teacher: Clare Cranham ☎ 020 8764 2923 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 - 11 years
306 2004	Keston Primary , Keston Avenue, Coulsdon CR5 1HP Head teacher: Claire Murphy ☎ 01737 555 103 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2110	Kingsley Primary , Thomson Crescent, Croydon CR0 3JT Head teacher: Joanna Haywood ☎ 020 8689 7688 Primary school (infants and juniors) Nursery: 104 part-time places	120	4 - 11 years
306 2025	Monks Orchard Primary , The Glade, Croydon CR0 7UF Head teacher: Guy Fairbairn ☎ 020 8654 2570 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 - 11 years
306 2105	Norbury Manor Primary , Abingdon Road, London SW16 5QR Head teacher: Mrs Iffat Fariduddin ☎ 020 8679 3835 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 - 11 years
306 2083	Orchard Way Primary , Orchard Way, Croydon CR0 7NJ Head teacher: Elizabeth Blake ☎ 020 8777 6111 Primary school (infants and juniors)	30	4 - 11 years
306 2094	Park Hill Infants , Stanhope Road, Croydon CR0 5NS Head teacher: Jane Charman ☎ 020 8680 0747 Infant school	90	4 - 7 years
306 2033	Purley Oaks Primary , Bynes Road, South Croydon CR2 0PR Head teacher: Richard Griffin ☎ 020 8688 4268 Primary school (infants and juniors) Nursery: 60 part-time places	90	4 - 11 years
306 2107	Ridgeway Primary School and Nursery , Southcote Road, South Croydon CR2 0EQ Co-Headteachers: Rebecca Shelley and Suzanne Kelly ☎ 020 8657 8063 Primary school (infants and juniors) Nursery: 78 part-time places (39 in the morning & 39 in the afternoon)	90	4 - 11 years
306 2102	Rockmount Primary , Chevening Road, Upper Norwood, London SE19 3ST Head teacher: Michael Wilson ☎ 020 8653 2619 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2067	Smitham Primary , Portnalls Road, Coulsdon CR5 3DE Head teacher: Sarah Garner ☎ 020 8660 4399 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2043	St Peter's Primary School , Normanton Road, South Croydon CR2 7AR Head teacher: Paul Thomas ☎ 020 8688 5414 Primary school (infants and juniors)	60	4 - 11 years
306 2068	The Hayes Primary School , Hayes Lane, Kenley, Croydon CR8 5JN Head teacher: Miss Claire Slade ☎ 020 8660 4863 Primary school (infants and juniors)	60	4 - 11 years
306 2051	Winterbourne Nursery and Infants , Winterbourne Road, Thornton Heath, Croydon CR7 7QT Head teacher: Tony Ahmet ☎ 020 8689 7684 Infant school with nursery unit Nursery: 104 part-time places	150	4 - 7 years



DFE Number	School name	Admission number	Age range
306 2050	Winterbourne Junior Girls , Winterbourne Road, Thornton Heath, Croydon CR7 7QT Head teacher: Mary Berkeley-Agyepong ☎ 020 8684 3532 Junior school	90	7 - 11 years
306 2053	Wolsey Infants , King Henry's Drive, New Addington, Croydon CR0 0PA Head teacher: Terry Cefai ☎ 020 8405 3080 Infant school Nursery: 78 part-time places	90	4 - 7 years
306 3418	Woodcote Primary , Dunsfold Rise, Coulsdon, Croydon CR5 2ED Head teacher: Timothy Rome ☎ 020 8660 9972 Primary school (infants and juniors) Nursery: 45 part-time places	90*	4 - 11 years
306 2055	Woodside Primary School and Children's Centre , Morland Road, Croydon CR0 6NF Head teacher: Claire Howarth ☎ 020 8654 5333 Primary school (infants & juniors) and children's centre Nursery: 104 part-time places	120	4 - 11 years

*Proposals to expand with an additional form of entry are currently under consideration. Parents are advised to check the school's website which will be updated as soon as a decision is taken.

FOUNDATION SCHOOLS

These schools are run by the governing body, and set their own admissions criteria. These schools do not select by ability or faith. A summary of each school's admissions policy is available in this prospectus. For full details of each school's admissions policy, please refer to the school's website.

DFE Number	School name	Admission number	Age range
306 2076	Park Hill Junior School , Stanhope Road, Croydon CR0 5NS Head teacher: Cathy Daniels ☎ 020 8686 8623 Junior school	90	7 - 11 years
306 5200	Selsdon Primary & Nursery School , Addington Road, South Croydon CR2 8LQ Head teacher: Susan Papas ☎ 0208 657 4038 Primary school (infants and juniors) with nursery unit Nursery: 52 part-time places	90	4 - 11 years

VOLUNTARY AIDED SCHOOLS

These schools are run by the governing body and set their own admissions criteria. These schools do not select by ability but priority is usually given to pupils of that faith. A summary of each school's admissions policy is available in this prospectus. For full details of each school's admissions policy, please refer to the school's website.

DFE Number	School name	Admission number	Age range
306 3000	All Saints CofE Primary , Upper Beulah Hill, Upper Norwood, London SE19 3LG Head teacher: Josephine Copeland ☎ 020 8771 9388 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 3301	Christ Church CofE Primary School (Purley) , Montpelier Road, Purley CR8 2QE Head teacher: Mary Pike ☎ 020 8660 7500 Primary school (infants and juniors)	60	4 - 11 years
306 3300	Coulsdon CofE Primary , Bradmore Green, Old Coulsdon CR5 1ED Head teacher: Annie Mitchell ☎ 01737 554789 Primary school (infants and juniors)	30	4 - 11 years
306 3404	Margaret Roper Catholic Primary , Russell Hill Road, Purley, Croydon CR8 2XP Head teacher: Dermot Mooney ☎ 020 8660 0115 Primary school (infants and juniors)	30	4 - 11 years

DFE Number	School name	Admission number	Age range
306 3408	Regina Coeli RC Primary , 173 Pampisford Road, South Croydon CR2 6DF Head teacher: Mrs Frances Hawkes ☎ 020 8688 4582 Primary school (infants and juniors)	60	4 - 11 years
306 3003	St John's CofE Primary , Spring Park Road, Croydon CR0 5EL Head teacher: Martina Martin ☎ 020 8654 2260 Primary school (infants and juniors)	60	4 - 11 years
306 3412	St Joseph's Catholic Infant and Nursery , Crown Dale, London SE19 3NX Head teacher: Tamsyn Lawlor ☎ 020 8670 2385 Infant school with nursery unit Nursery: 52 part-time places	60	4 - 7 years
306 3401	St Joseph's Catholic Junior , Woodend, Upper Norwood SE19 3NU Head teacher: Tamsyn Lawlor ☎ 020 8653 7195 Junior school	60	7 - 11 years
306 3007	The Minster Nursery & Infant School , Warrington Road, Croydon CR0 4BH Head teacher: Stephanie Edmonds ☎ 020 8688 5844 Infant school with nursery unit Nursery: 68 part-time places	120	4 - 7 years
306 3006	The Minster Junior School , Warrington Road, Croydon CR0 4BH Head teacher: Wendy Jacobs ☎ 020 8688 5844 opt 2 Junior school	120	7 - 11 years

ACADEMIES

These schools are independently managed all-ability schools funded by government.

DFE Number	School name	Admission number	Age range
306 3417	Aerodrome Primary Academy , Goodwin Road, Croydon CR0 4EJ Head teacher: Zoe Foulsham ☎ 020 8688 4975 Primary school (infants and juniors with nursery unit) Nursery: 52 part-time places	60	4 - 11 years
306 2016	Applegarth Academy - STEP Academy Trust , Bygrove, Fieldway CR0 9DL Head teacher: Mr J Halliwell ☎ 01689 841528 Primary school (infants and juniors with nursery unit) Nursery: 52 part-time places	60	4 - 11 years
306 2013	ARK Oval Primary Academy , 98 Cherry Orchard Road, Croydon CR0 6BA Head teacher: Sonia Rutherford ☎ 020 8688 3000 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 - 11 years
306 5202	Atwood Primary Academy , Limpsfield Road, South Croydon CR2 9EE Head teacher: Rob Veale ☎ 020 8657 7374 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2095	Beulah Infant and Nursery School – The Pegasus Academy Trust , Furze Road, Thornton Heath, Croydon CR7 8NJ Head teacher: Mrs D Butler ☎ 020 8653 4918 Infant school Nursery: 52 part-time places	90	4 - 7 years
306 2082	Broadmead Primary Academy , 366 Sydenham Road, Croydon CR0 2EA Head teacher: Mrs Lee-Anne McAulay ☎ 020 8684 4003 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 - 11 years
306 2035	Castle Hill Academy , Dunley Drive, New Addington, Croydon CR0 0RJ Head Teacher: Miss V Buckland ☎ 01689 843148 Primary school (infants and juniors) Nursery: 70 part-time places	60	4 - 11 years



DFE Number	School name	Admission number	Age range
306 2064	Chestnut Park Primary School , 49 St James Road, Croydon CR0 2UR Head teacher: Mrs Esther Brooks ☎ 020 3750 6090 Primary school (infants and juniors)	90	4 - 11 years
306 2057	Chipstead Valley Primary , Chipstead Valley Road, Coulsdon CR5 3BW Executive Head Teacher: Mark Rosewell Head Teacher: Martin Roughley ☎ 01737 553255 Primary school (infants and juniors)	90	4 - 11 years
306 2008	David Livingstone Academy – STEP Academy Trust , Northwood Road, Thornton Heath, Croydon CR7 8HX Head teacher: Nadine Bernard ☎ 020 8653 4240 Primary school (infants and juniors)	30	4 - 11 years
306 2100	Davidson Primary Academy , Dartnell Road, Croydon CR0 6JA Acting Principal: Anne-Marie Phillips ☎ 020 8654 1460 Primary school (infants and juniors)	60	4 - 11 years
306 3419	Ecclesbourne Primary – The Pegasus Academy Trust , Attlee Close, Thornton Heath, Croydon CR7 7FA Head teacher: Mr P Robins ☎ 020 8684 3187 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2103	Fairchildes Primary School , Fairchildes Avenue, New Addington, Croydon CR9 0AH Head teacher: Joanna Hussey ☎ 01689 842 268 Primary school (infants and juniors) Nursery: 78 part-time places	60	4 - 11 years
306 2109	Forest Academy , Bridle Road, Shirley, Croydon CR0 8HQ Head teacher: Lucy Campbell ☎ 020 8777 2808 Primary school (infants and juniors) Nursery: 52 part-time places	90	4 - 11 years
306 2019	Gonville Academy – STEP Academy Trust , Gonville Road, Thornton Heath, Croydon CR7 6DL Head teacher: Sarah Mitchell ☎ 020 8684 4006 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 3400	Good Shepherd Catholic Primary & Nursery School , Dunley Drive, New Addington, Croydon CR0 0RG Head teacher: Leonie Fernandes ☎ 01689 841771 Primary school (infants and juniors) Nursery: 26 part-time places	30	4 - 11 years
306 2034	Harris Primary Academy Benson , West Way, Shirley, Croydon CR0 8RQ Executive Principal: Mrs K Magliocco ☎ 020 8777 1572 Primary school (infants and juniors) Nursery: 26 part-time places	60	4 - 11 years
306 2040	Harris Primary Academy Haling Park , 50-58 Haling Road, Croydon CR2 6HS Head Teacher: Bethan Chapman ☎ 020 3772 4560 Primary school (infants and juniors with nursery)	60	4 - 11 years
306 2031	Harris Primary Academy Kenley , 51 Little Roke Road, Kenley, Croydon CR8 5NF Executive Principal: Mrs K Magliocco ☎ 020 8660 2714 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2061	Harris Primary Academy Purley Way , 47 Propeller Crescent, Waddon, CR0 4FE Head teacher: Jane Robinson ☎ 0203 872 1970 Primary school (infants and juniors)	90	4 - 11 years

DFE Number	School name	Admission number	Age range
306 2066	Heathfield Academy – STEP Academy Trust , 7 Aberdeen Road, Croydon CR0 1EQ Joint Headteachers: Mrs R Atkinson & Mrs L-L O’Keefe ☎ 020 8353 4250 Primary school (infants and juniors)	60	4 - 11 years
306 2088	New Valley Primary School , Old Lodge Lane, Purley, Croydon CR8 4AZ Head teacher: Pete Steward ☎ 020 8660 1325 Primary school (infants and juniors)	30	4 - 11 years
306 2111	Oasis Academy Byron , St David’s, Coulsdon, Croydon CR5 2XE Principal: Mrs C Wingrave ☎ 020 8668 4877 Primary school (infants and juniors)	30	4 - 11 years
306 2073	Oasis Academy Ryelands , Oakley Road, London SE25 4XG Head teacher: Mr Glenn Lillo ☎ 020 8656 4165 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 9906	Oasis Academy Shirley Park Primary , Long Lane, Croydon CR0 7AR Head teacher: Mr Adam Browne ☎ 020 8656 0222 Primary school (infants and juniors) Nursery: 52 part-time places	120	4 - 11 years
306 2085	Rowdown Primary – Fairchildes Academy , Calley Down Crescent, New Addington, Croydon CR0 0EG Head teacher: Mrs Shute ☎ 01689 843 367 Primary school (infants and juniors) Nursery: 26 part-time places	60	4 - 11 years
306 3409	St Aidan’s Catholic Primary , Portnalls Road, Coulsdon, Croydon CR5 3DE Head teacher: Timothy Hallett ☎ 01737 556 036 Primary school (infants and juniors)	30	4 – 11 years
306 3411	St Chad’s RC Primary , Alverston Gardens, London SE25 6LR Head teacher: Mrs Joanne Hawthorne ☎ 0208 771 3470 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 3008	St Cyprian’s Greek Orthodox Primary Academy , Springfield Road, Thornton Heath, Croydon CR7 8DZ Head teacher: Vasoula Baron ☎ 020 8771 5425 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 – 11 years
306 5201	St James The Great Catholic Primary and Nursery School , Windsor Road, Thornton Heath, Croydon CR7 8HJ Head teacher: Christopher Andrew ☎ 020 8771 3424 Primary school (infants and juniors) Nursery: 52 part-time places	60	4 - 11 years
306 2091	St Mark’s CofE Primary Academy , Albert Road, London SE25 4JD Head teacher: Mrs Kate Wilson ☎ 020 8654 3570 Primary school (infants and juniors)	30	4 - 11 years
306 3406	St Mary’s RC Infant School , Bedford Park, Croydon CR0 2AQ Head teacher: Linda O’Callaghan ☎ 020 8688 2891 Infant school Nursery: 52 part-time places	60	4 - 7 years
306 2097	St Mary’s RC Junior , Sydenham Road, Croydon CR0 2EW Head teacher: Mrs A Pendry ☎ 020 8688 4893 Junior school	60	7 - 11 years
306 3403	St Thomas Becket Catholic Primary , Birchanger Road, London SE25 5BN Head teacher: Noel Campbell ☎ 020 8654 3006 Primary school (infants and juniors)	60	4 - 11 years
306 3420	The Crescent Primary School , The Crescent, Croydon CR0 2HN Head teacher: Gary Heath – Acting Head ☎ 020 8684 8283 Primary school (infants and juniors)	90	4 - 11 years
306 2015	The Robert Fitzroy Primary Academy , 80 Brampton Road, Croydon CR0 6JN Head teacher: Michelle Rosemond ☎ 020 8662 9700 Primary school (infants and juniors)	90	4 - 11 years



DFE Number	School name	Admission number	Age range
306 2099	The South Norwood Academy , 34 Crowther Road, London SE25 5QP Head teacher: Mr Stephen Schwartz ☎ 020 8654 2983 Primary school (infants and juniors)	60	4 - 11 years
306 2046	West Thornton Primary Academy , Rosecourt Road, Croydon CR0 3BS Head teacher: Diane Pumphrey ☎ 020 8684 3497 Primary school (infants and juniors)	150	4 - 11 years
306 2048	Whitehorse Manor Infants and Nursery – The Pegasus Academy Trust , Whitehorse Road, Thornton Heath, Croydon CR7 8SB Head teacher: Sharon Russell ☎ 020 8689 7679 Infant school Nursery: 52 part-time places	120	4 - 7 years
306 2047	Whitehorse Manor Junior – The Pegasus Academy Trust , Whitehorse Road, Thornton Heath, Croydon CR7 8SB Head teacher: Nina Achenbach ☎ 020 8684 3929 Junior school	120	7 - 11 years
306 2081	Winterbourne Boys' Academy , Winterbourne Road, Thornton Heath, Croydon CR7 7QT Head teacher: Michelle Smith ☎ 020 8689 7685 Junior school	90	7 - 11 years
306 2036	Wolsey Junior Academy – STEP Academy Trust , King Henry's Drive, New Addington, Croydon CR0 0PH Head teacher: R Arde' ☎ 01689 843 103 Junior school	90	7 - 11 years

FREE SCHOOLS

These schools are all-ability state-funded schools set up by an organisation or a group of individuals and funded by central government. The governing body sets and applies the admissions criteria.

DFE Number	School name	Admission number	Age range
306 2104	Krishna Avanti Primary School* , Victoria House, Croydon, CR0 4HA Head teacher: Paul O'Sullivan ☎ 0208 353 4253	60	4 - 11 years
306 2087	Paxton Academy Sports and Science* , 843 London Road, Thornton Heath, Croydon CR7 6AW Head teacher: Ms Johnette Barrett ☎ 020 8683 2308 Primary school (infants and juniors)	90	4 – 11 years

Schools are now able to convert to academy status at any point of the year, therefore please check the type of school to which you are applying. The information listed on pages 17-23 is correct at the time of printing.

Schools in other boroughs

If you wish to apply for a school in another borough (i.e. outside Croydon) the school **must** be included in the Croydon Common Application Form. The admission arrangements and admission criteria for schools in other boroughs are **not** included in this prospectus. We strongly advise you to consult the schools directly to check their arrangements and whether you meet their admissions criteria.

Independent/private schools

Applications for places at independent/private schools are not covered by the arrangements outlined in this prospectus. If you are interested in applying for places at independent schools, you should find out about the application arrangements by contacting the schools concerned. **Do not include these schools on your Common Application Form.**

Overview of allocation of places at primary schools – 2016 entry

The table below sets out the number of on-time applications for each Croydon school and the furthest distance to an applicant's home that each school was able to offer a place in the past three years. These distances are provided as a guide only, and for some schools the table shows that there can be a wide variation in the distances between years. This is because the particular circumstances of a school's applications in each year can affect the furthest distance to which it can offer places, such as the number of applications, the distance the applicants live from the school and the number of applicants who fulfil other admissions criteria e.g. siblings. Therefore there is no guarantee that for future admissions a school will be able to offer places to the same distance as it did in previous years. These distances give no indication of whether the school might be able to offer places to a further distance in future years. The local authority cannot be held responsible if a parent is unsuccessful because a school is not able to allocate places to the same distance from the school as in previous years. Nor can the authority be held responsible if a child would have been eligible for a place but the parent did not apply based on the distances shown in this table.

Distance is measured by using the local authority's computerised measuring system, which measures the precise distance (to three decimal points) in a straight line from the centre of the pupil's main home to the designated main school entrance nominated by the school. For shared properties, e.g. flats, the measurement is taken from a designated centre of the building. The use of the geographic information system (GIS) ensures that all applications are measured by the same method. If you wish to have an indication of the distance between your home and a school, please go to www.croydon.gov.uk and follow the 'find it' link on the home page. It must be emphasised that the measurement given by this site will not always be identical to that from the council's GIS system. This is because this website is a general one for measuring distance to a range of council facilities, and is not set up to measure for school admissions purposes, that is from the centre of a house/building to the designated main entrance of a school. It also doesn't give measurements to three decimal points. Therefore, you should not assume, that, because the measurement from your home to school given by this site is the same or less than the minimum distance to which a school has admitted applicants in previous years, you will be offered a place. And if there are other criteria under which you could apply for a school, as well as distance, it is recommended that you do so.

School	School type	Supplementary Information Form Required	Admission number for 2016	Applications received for 2014	Applications received for 2015	Applications received for 2016	Furthest straight line intake (miles) for 2014	Furthest straight line intake (miles) for 2015	Furthest straight line intake (miles) for 2016
Aerodrome Primary Academy	Academy	No	60	225	224	240	0.344	0.391	0.42
All Saints CofE Primary School	Voluntary Aided CofE	Yes	60	138	121	99	5.208	6.466	1.548
Applegarth Academy - The Step Academy Trust	Academy	No	60	95	76	96	3.135	5.138	3.882
ARK Oval Primary Academy	Academy	No	90	278	334	314	1.917	0.668	0.626
Atwood Primary Academy	Academy	No	60	401	383	346	0.686	0.596	0.902
Beaumont Primary	Community	No	30	255	266	248	0.345	0.241	0.306
Beulah Infant & Nursery	Academy	No	90	231	182	210	6.049	1.807	1.632
Broadmead Primary Academy	Academy	No	90	188	153	142	4.678	4.553	1.067
Castle Hill Academy	Academy	No	60	138	100	119	7.866	4.463	3.82
Chestnut Park Primary	Academy	No	90	N/A	107	206	N/A	1.444	1.912
Chipstead Valley Primary	Academy	No	90	298	394	337	1.812	0.525	1.01
Christ Church CofE Primary	Voluntary Aided CofE	Yes	60	203	183	222	N/A	N/A	N/A
Coulsdon CofE Primary	Voluntary Aided CofE	Yes	30	117	124	133	N/A	N/A	N/A
Courtwood Primary	Community	No	30	109	146	108	1.115	0.592	4.071
Cypress Primary	Community	No	90	272	300	227	0.428	0.491	3.094
David Livingstone Academy	Academy	No	30	211	208	193	0.3	0.49	0.438





Davidson Primary	Academy	No	60	298	284	260	1.565	2.662	1.686
Downsview Primary	Community	No	90	235	239	274	2.518	1.453	5.775
Ecclesbourne Primary - Pegasus Academy	Academy	No	60	250	311	274	0.526	0.743	0.76
Elmwood Infants	Community	No	120	490	426	408	0.328	0.486	0.894
Fairchildes Primary	Academy	No	60	188	176	191	0.42	0.539	0.396
Forest Academy	Academy	No	90	65	67	55	2.105	0.371	3.7
Forestdale Primary	Community	No	60	175	182	160	1.101	0.677	1.035
Gilbert Scott Primary	Community	No	30	99	98	72	1.173	1.066	1.323
Gonville Academy	Academy	No	60	316	283	225	0.805	1.263	0.569
Good Shepherd Catholic Primary	Academy	Yes	30	72	54	68	N/A	N/A	N/A
Greenvale Primary	Community	No	30	223	225	171	0.398	0.219	0.379
Gresham Primary	Community	No	30	348	347	324	0.621	0.533	1.111
Harris Primary Academy Benson	Academy	No	60	152	141	147	1.89	1.735	3.239
Harris Primary Academy Haling Park	Academy	No	60	175	208	242	4.315	1.174	0.96
Harris Primary Academy Kenley	Academy	No	60	106	113	190	1.609	5.626	1.075
Harris Primary Academy Purley Way	Academy	No	90	opens 2016	opens 2016	70	opens 2016	opens 2016	2.415
Heathfield Academy - STEP Academy Trust	Academy	No	60	N/A	42	72	N/A	2.691	3.166
Heavers Farm Primary	Community	No	120	294	287	295	5.102	4.073	4.32
Howard Primary	Community	No	60	320	295	270	0.45	0.418	0.359
Kenley Primary	Community	No	30	113	145	137	2.847	1.678	5.099
Kensington Avenue Primary	Community	No	90	223	228	177	6.669	1.874	3.429
Keston Primary	Community	No	60	211	232	206	1.073	0.694	0.588
Kingsley Primary	Community	No	120	315	264	275	12.966	5.724	1.18
Krishna Avanti Primary	Free School	No	30	opens 2016	opens 2016	78	opens 2016	opens 2016	3.1
Margaret Roper Catholic Primary	Voluntary Aided Roman Catholic	Yes	30	137	133	122	N/A	N/A	N/A
Monks Orchard Primary	Community	No	90	215	230	217	1.978	1.896	2.702
New Valley Primary	Academy	No	30	29	38	56	1.073	3.127	1.721
Norbury Manor Primary	Community	No	90	180	146	140	3.491	3.03	2.65
Oasis Academy Byron	Academy	No	30	86	78	76	5.508	1.097	1.605
Oasis Academy Ryelands	Academy	No	60	138	101	168	3.716	1.157	0.506
Oasis Academy Shirley Park Primary	Academy	No	120	264	313	351	6.683	4.046	4.485
Orchard Way Primary	Community	No	30	116	153	161	0.756	0.396	0.526
Park Hill Infants	Community	No	90	419	448	398	0.368	0.344	0.336
Paxton Academy Sports & Science	Academy	No	90	60	103	139	2.536	2.662	4.409
Purley Oaks Primary	Community	No	90	213	179	234	3.774	4.395	3.313

School	School type	Supplementary Information Form Required	Admission number for 2016	Applications received for 2014	Applications received for 2015	Applications received for 2016	Furthest straight line intake (miles) for 2014	Furthest straight line intake (miles) for 2015	Furthest straight line intake (miles) for 2016
Regina Coeli RC Primary	Voluntary Controlled Roman Catholic	Yes	60	160	137	153	N/A	N/A	N/A
Ridgeway Primary School and Nursery	Community	No	90	443	415	439	0.523	0.629	0.479
Rockmount Primary	Community	No	60	263	259	319	0.603	0.317	0.277
Rowdown Primary - Fairchildes Academy	Academy	No	60	95	66	67	1.222	4.274	4.4
Selsdon Primary and Nursery School	Foundation	No	90	119	129	153	3.532	4.102	3.066
Smitham Primary	Community	No	60	242	296	242	1.094	0.53	1.376
St Aidan's Catholic Primary	Academy	Yes	30	111	124	107	N/A	N/A	N/A
St Chad's RC Primary	Academy	Yes	60	154	186	180	N/A	N/A	N/A
St Cyprian's Greek Orthodox Primary Academy	Academy Greek Orthodox	Yes	60	128	111	120	N/A	N/A	N/A
St James the Great RC Primary and Nursery School	Academy Roman Catholic	Yes	60	244	240	220	N/A	N/A	N/A
St John's C of E Primary	Voluntary Aided C of E	Yes	30	154	169	136	N/A	N/A	N/A
St Joseph's Catholic Infant and Nursery School	Voluntary Roman Catholic	Yes	60	126	107	103	N/A	N/A	N/A
St Mark's CofE Primary Academy	Academy	Yes	30	68	71	54	1.287	1.653	0.575
St Mary's RC Infant School	Academy	Yes	60	291	298	265	N/A	N/A	N/A
St Peter's Primary	Community	No	60	308	298	293	0.363	0.4	0.36
St Thomas Becket Catholic Primary	Academy	Yes	60	217	229	218	N/A	N/A	N/A
The Crescent Primary	Academy	No	90	341	330	323	0.777	0.769	0.567
The Hayes Primary	Community	No	60	280	294	274	0.687	0.638	0.749
The Minster Nursery & Infant School	Voluntary Aided CofE	Yes	120	284	246	177	0.435	0.345	1.36
The Robert Fitzroy Primary Academy	Academy	No	90	146	216	227	2.575	1.363	2.177
The South Norwood Academy	Academy	No	60	224	198	184	0.394	0.694	0.686
West Thornton Primary Academy	Academy	No	150	443	400	364	0.271	1.218	6.546
Whitehorse Manor Infants & Nursery School - Pegasus Academy	Academy	No	120	411	557	513	0.467* 0.732**	0.375* 0.356**	0.375* 0.439**
Winterbourne Nursery and Infants	Community	No	150	353	337	301	1.702	2.22	2.544
Wolsey Infants	Community	No	90	163	120	148	0.712	5.373	3.156
Woodcote Primary	Community	No	90	239	254	402	5.523	1.123	1.523
Woodside Primary School and Children's centre	Community	No	120	454	386	353	0.53	6.242	3.141

*0.375 is the furthest distance offer to the main school site **0.439 is the furthest distance offer to the Brigstock site.



Case studies

These case studies are provided to help parents understand the implications of the choices they might make in using all six preferences available. While every effort has been made to ensure that the case studies provide guidance, it is impossible to predict all the circumstances in which it may be used. The local authority cannot be held liable for any actual or alleged loss caused by the information contained in, or omitted from, the case studies.

The case studies are best illustrated by using the simple example of a one-form entry school.

Consider how near you live to your preferred schools

The school in question admitted 30 pupils last year and there had been 10 siblings applying for places. The siblings had a higher priority and were offered places. This left 20 places to be allocated using the straight-line distance criterion. In this example, the distance measured for the last successful applicant was 1.5 miles. In the preceding year there were 11 siblings, which meant that 19 places were decided on distance and the last successful applicant lived 1.4 miles from the school. The number of siblings will vary from year to year and also parents will be applying from different addresses. You live 1.3 miles from the school and you may, therefore, assess that you have a good chance of your application being successful. However, before you become too confident, you should read the admission prospectus or speak with the school admissions team on ☎ 020 8726 6400 to gain a better understanding of a school's area of intake. It is important to remember a school's area of intake can significantly change each year.

Always list school in order of preference

Mr L lived reasonably close to some community and faith schools. He wanted his child to attend a faith school. Mr L mistakenly listed the community schools higher on his application form than the faith school that he wanted his child to attend. He was offered one of the community schools which he had listed. Mr L appealed for the faith school but was unsuccessful. Had he listed his choice of schools in the correct preference order, his child may have been offered a place at the faith school.

Apply on time

Mrs Q has two children who attend the same school - one in the junior phase and the younger one in the nursery class. Initially Mrs Q did not make an application, thinking that the nursery age child would have an automatic transfer to the primary school. Unfortunately, this is not the case. When Mrs Q realised her error and made her application, the preferred school was full. Mrs Q appealed for her preferred school, but the appeal was unsuccessful because she had failed to apply at the proper time.

It is recommended you accept the place you are offered

Mrs K listed six preferences from different areas (Croydon and out of borough schools) on her application form. Unfortunately she was not offered any of her preferred schools. As Croydon has an obligation to ensure that all its pupils receive an offer of a school place at the nearest school where a vacancy exists, Mrs K was offered a place at a local school which had a vacancy. This offer was turned down by the family. In the subsequent round of offers, Mrs K was still unsuccessful in securing a place at a preferred school so decided that she would like a place at the local school allocated to her in the initial round of offers. But the place had been offered to another child so Mrs K had to accept a school which is even further away from her home address. Mrs K would have had a school much closer to her home address had she accepted the initial offer, even though it was not one of her preferences.

Tell us if your child has a sibling who will still be at the school in September

Mrs Y, who has an older child at the school she wants her younger child to attend, completed her online application on time and selected just the one school. Mrs Y forgot to provide details of the sibling, her older child, on her application form. Mrs Y was surprised that her application was unsuccessful. When she contacted the local authority, she was told that her application had been considered on distance from the school and she lives further away than the last child offered a place. Mrs Y then mentioned to the authority that an older child attends at the school. Sibling priority was added to the younger child's application but no place became available that could be offered to her. With sibling priority, Mrs Y would have been offered a place at the school had she provided all the information required at the time of her initial application.

Consider all your local schools and list them on your Croydon form

Mr A and his family recently moved into Croydon during the school summer holidays. Their new home was very close to schools in both Lambeth and Croydon. Mr A was a first-time parent applying for schools and was not sure about what he needed to do. When he enquired to both local authorities he was assured that he could apply to schools in both Croydon and Lambeth, but as his address was in Croydon his application must be sent to Croydon before the closing date as this was his home local authority. Mr A listed his nearest school on the application form which happened to be in Lambeth and then underneath he listed a mix of Croydon and Lambeth schools. By being sensible in listing all his local schools in Croydon and Lambeth Mr A was successful in being offered his first-preference Lambeth school.

The distance of the furthest child offered a place will change every year

Mr Z's application to the local authority for his granddaughter's preferred school was not successful. When he enquired why, Mr Z was told that he lived further away than the last successful applicant. Mr Z challenged this decision on the basis that two years ago his friend's grandchild was offered the same school from the same road two doors away. Had Mr Z read the information available in the prospectus he would have known that the straight line distance criterion can change year on year as it depends on the number of applications that were considered under this criterion.

Consider all local schools to prevent being offered a school some distance away

Mr and Mrs R are applying for a place for their first child and have visited all their local schools. While they have a preference for one particular school, they would be broadly happy with most of the other local schools. However, there is one nearby school (School A) which was criticised by Ofsted a few years ago which they feel they do not want to send their daughter to, even though it has improved significantly since. As a result, they do not include that school on their form, even as their sixth preference. They are very surprised, when the offers are made, to find that they have been offered a school some distance away which they did not apply for. When they contact admissions they are told that all their preferences were for popular schools and they lived just too far away from all of them to get a place. When they ask why they were not offered a place at the school locally they did not apply to, School A, they are told that this was because School A was filled with children whose parents had put it down on their form and that there were no places left for children whose parents had not made it a preference. Had they put school A on their form as a sixth preference, they would have been offered a place there, because some of the children admitted live some distance further away than they do.



Transfer from infant to junior school

If your child is in Year 2 in an infant school during the school year 2016/2017, you will need to apply for a Year 3 place in a junior school for September 2017. There is no automatic transfer from an infant school to a junior school, and you have to complete an online junior application form. This form is available at www.croydon.gov.uk/admissions.

Listed below are the linked infant and junior schools in Croydon. In the case of all the junior schools listed below, apart from St Mary's Catholic Junior School, priority consideration for admission within the oversubscription criteria is given to those children who are on the roll of the feeder infant school at the time of application, after the admission of:

- Listed below are the linked infant and junior schools in Croydon. In the case of all the junior schools listed below, apart from St Mary's RC Junior School. Priority consideration for admission is given to those children who are on-the-roll of the feeder infant school at the time of application, after the admission of:
- Children with a Statement of special educational need or Education, Health & Care plan where the statement/plan names the school and;
- Looked-after children and previously looked-after children.

For more detailed information please refer to:

- The council's policy for community schools, if the junior school is a community school (as highlighted below)
- The school's page in this prospectus or the school's website, if the junior school is not a community school.

The online junior application form allows you to express up to six preferences for junior schools, including out-of-borough schools. Please ensure that you list them in your order of preference.

Some schools also require a Supplementary Information Form (SIF) to be completed and submitted. Where a school requires a SIF, this is explained on the school's page in this prospectus, and on their website. The forms are available on request from the schools. The SIF on its own is not a valid application. You must also submit the online junior application form.

Applications are considered strictly in accordance with the admissions criteria of the school.

Applications for out-of-borough schools will be forwarded to the respective local authority and will be considered in accordance with the relevant admissions criteria (local authority or school).

Primary schools cannot be included on your application to transfer from Infant to Junior as there is no Junior transfer process. Applications for primary schools, other than admission to Reception, can only be made using the In-Year admission process. This is a separate application process.

The closing date for online submission of the online junior application form is **15 January 2017**.

An email notification with the result of your application will be sent to you on National Offer Day, **18 April 2017**.

Linked Infant School	Linked Junior School
Beulah Infants	Beulah Junior
Elmwood Infants	Elmwood Junior
The Minster Nursery and Infant	The Minster Junior
Park Hill Infants	Park Hill Juniors
St Joseph's Catholic Infant and Nursery	St Joseph's Catholic Junior
St Mary's Catholic Infants	St Mary's RC Juniors
Whitehorse Manor Infants and Nursery	Whitehorse Manor Juniors
Winterbourne Infants	Winterbourne Junior Girls
Winterbourne Infants	Winterbourne Junior Boys
Wolsey Infants	Wolsey Junior Academy

In-year admission to primary schools

Applications for a primary school place outside the normal admissions round are treated as 'in-year' admissions. The process for making such applications depends on whether you are applying for a place in:

- A community primary school(s) in Croydon, in which case you will need to complete an in-year Common Application Form (iCAF) from Croydon Council at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> as set out below
- Foundation, Voluntary Aided, Academies or Free school(s) in Croydon, in which case you will need to follow the process as described on the schools' pages in this prospectus or the schools' websites. A large number of these schools also use the in-year Common Application Form (iCAF) from Croydon Council
- A school outside of Croydon, in which case you will need to contact the home local authority, who will provide information on how to apply.

Croydon's iCAF

Croydon's iCAF is available to download online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary>. The iCAF must be fully completed for it to be treated as a valid application.

The admission authority considers each application and, if a vacancy exists at a school named on the application, makes an offer to the next child on the waiting list which is ordered strictly in accordance with the schools' published admissions criteria, as set out in this prospectus and on the respective website.

Other in-year applications forms

Where schools use their own In-year application forms, these should be completed and returned to that school. If a vacancy exists at the school, an offer is made to the next child on the waiting list which is ordered strictly in accordance with the schools' published admissions criteria, as set out in this prospectus and on the schools' website.

Supplementary Information Form (SIF)

Some schools also require a SIF to be completed. Please refer to the school's page within this prospectus or the school's website for information on their requirements for a SIF. Where a school does require a SIF to be completed, a paper copy can be requested from the school. However, a SIF will only be considered valid if you have named the school on the in-year application form.

Admissions Criteria

Please see the admission criteria for each school.

Waiting lists

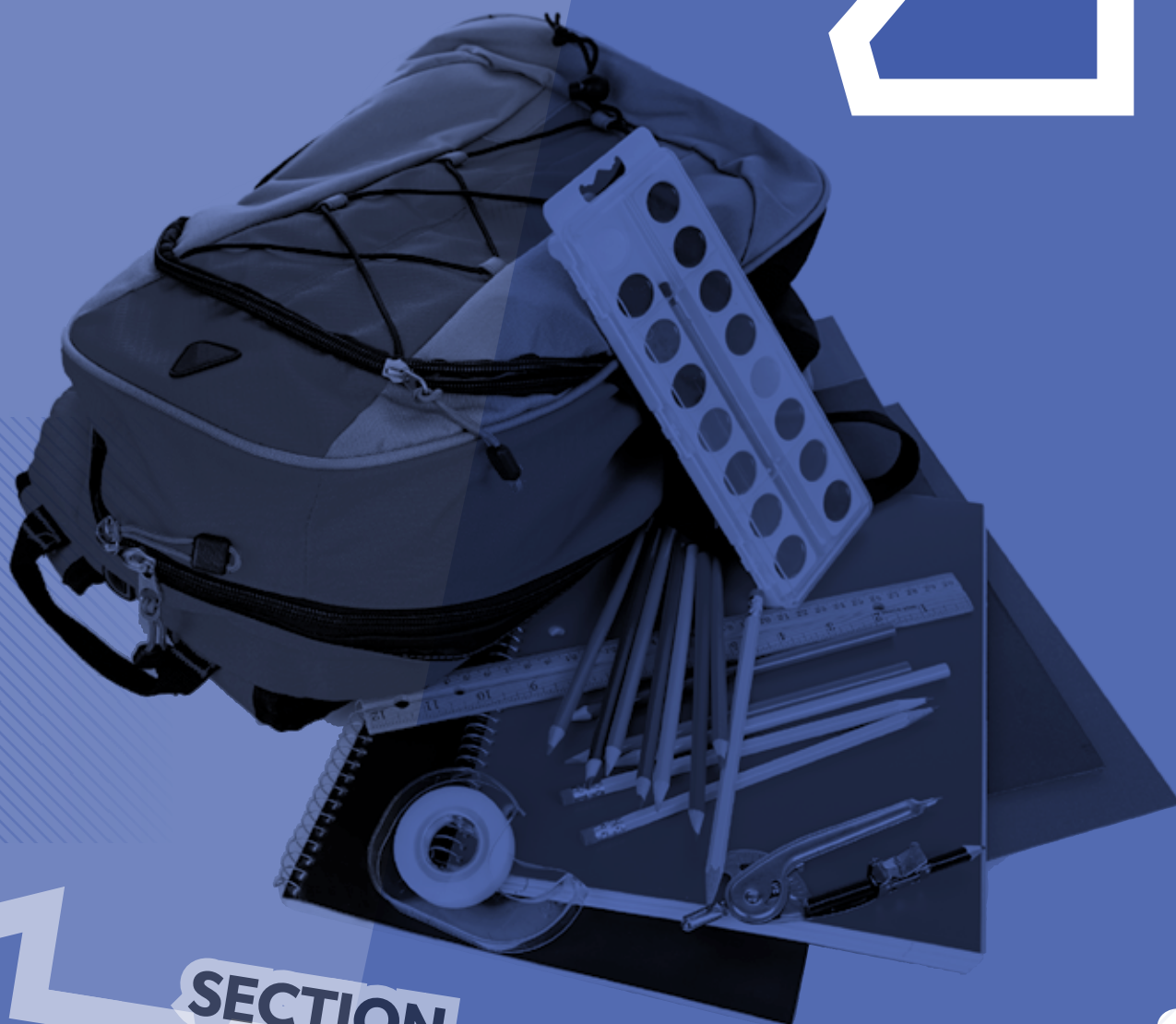
The waiting list arrangements for unsuccessful applicants to community schools is described on page 12 and on the council's website. For other schools, their waiting list arrangements are set out on their page in this prospectus and on their website. Croydon Council administer the waiting list on behalf of a large number of non-community schools.

Appeals

There is a right of appeal if your application is unsuccessful to any of the schools you have applied. The appeals process is described in this prospectus and on the council/school websites.

SECTION TWO
THE SCHOOLS

2



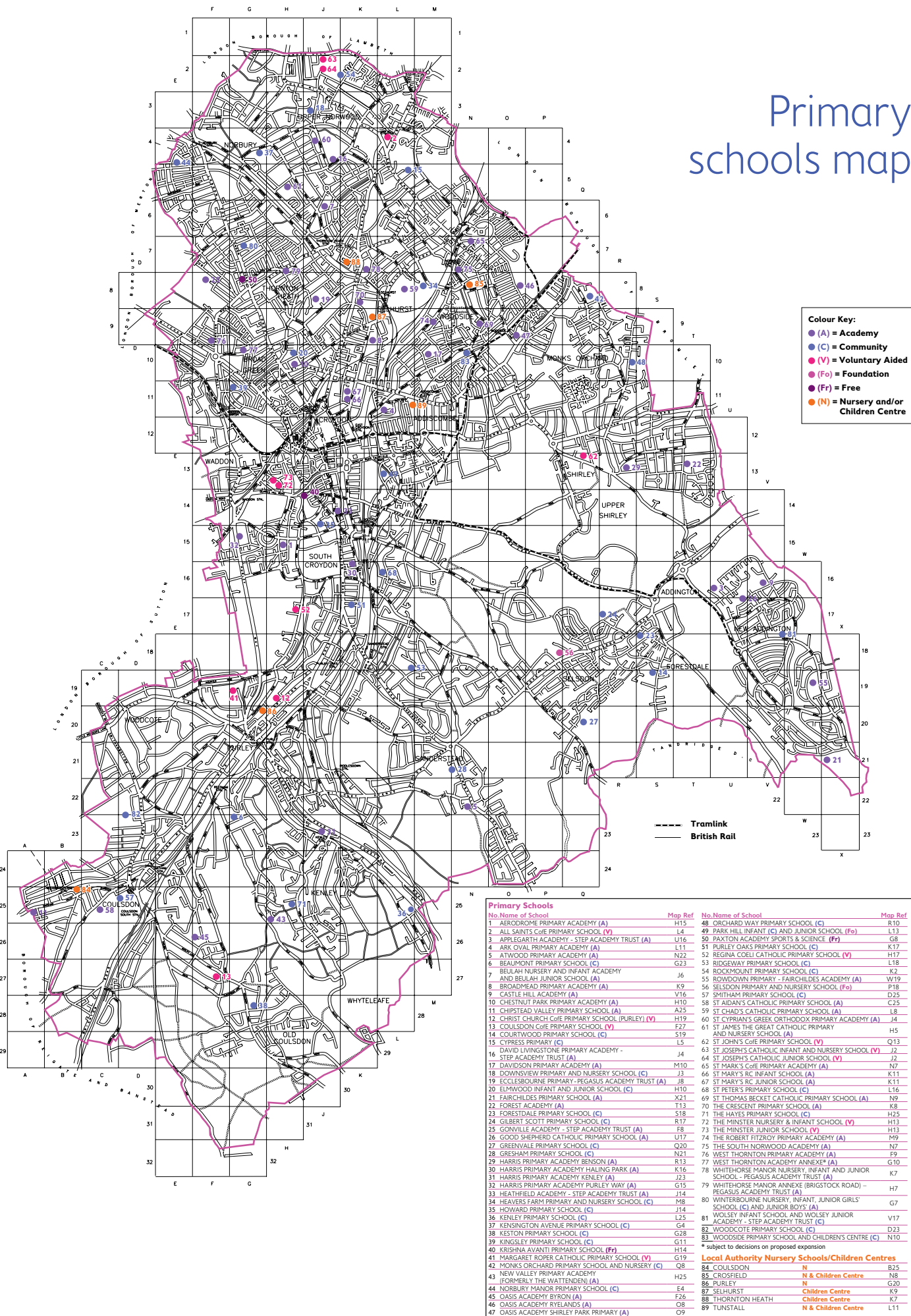
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SECTION
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Primary schools map



Community schools

Beaumont Primary School
Beulah Junior School
Courtwood Primary School
Cypress Primary
Downsview Primary and Nursery School
Elmwood Infant School
Elmwood Junior School
Forestdale Primary School
Gilbert Scott Primary School
Greenvale Primary School
Gresham Primary School
Heavers Farm Primary & Nursery School
Howard Primary School
Kenley Primary School
Kensington Avenue Primary School
Keston Primary School
Kingsley Primary School
Monks Orchard Primary School and Nursery

Norbury Manor Primary School
Orchard Way Primary School
Park Hill Infant School
Purley Oaks Primary School
Ridgeway Primary School and Nursery
Rockmount Primary School
Smitham Primary School
St Peter's Primary School
The Hayes Primary School
Winterbourne Nursery and Infants School
Winterbourne Junior Girls' School
Wolsey Infant School
Woodcote Primary School
Woodside Primary School and Children's Centre

These schools all follow the admissions criteria set out by Croydon Council. For full details, see the community school admissions arrangements set out on page 35.



Admissions criteria for community schools 2017/18

The local authority uses the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The order of preference will be used only if it is possible to offer more than one of the preferences. The highest preference offer available will be made, except where the authority is unable to offer any of the preferences, in which case, a place at the nearest school with a place available will be offered.

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2016, their admissions arrangements will apply as published below or otherwise in their funding agreement.

Where the number of applications for a community school is higher than the published admission number, after admitting to that school the children with an Education, Health & Care plan (EHCP) or statement of special educational need that names this school, the following criteria will be applied in the order set out below to decide the allocation of places:

1. Looked-after children and previously looked-after children (see Note 1).

2. Children in attendance at a linked infant school: In the case of Beulah Junior and Elmwood Junior schools, children who are on the roll of their linked infant school at the time of application, and in the case of Winterbourne Junior Girls, girls who are on the roll of Winterbourne Nursery and Infants at time of application (see Note 2).

3. Siblings: Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).

4. Medical: Pupils with serious medical reasons for needing to attend this school. For primary age children, their need to attend this school because of a parent's serious and continuing medical condition may also be relevant. Supporting evidence should be set out on the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/school-place-home> giving the particular reasons why this school is the most suitable and the difficulties that would be caused if the

child had to attend another school. The medical reason must be verified by a GP or consultant, and both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application (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 and 6).

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 between applications. Where distance is the same for two or more applications the authority 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'. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements 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: This criteria does not include siblings on the roll of the infant school's nursery class, if it has one. Please refer to page 29 for a full list of linked infant and junior schools.

Note 3: 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 the same address as the child for whom the school place application is being made.

This criteria does not include siblings on the roll of the school's nursery class, if it has one.

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion from 1 August each year when this local authority opens waiting lists for the new academic year.

Admissions criteria for community schools 2017/18 (continued)

Note 4: All schools have experience in dealing with children with 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 a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online at: www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/school-place-home or you can obtain a paper version by contacting the council on ☎ 020 8726 6400, setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear 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, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2017**. The admissions team is not responsible for chasing you for the medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of application or if they relate to a **new** medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 18 April 2017. If evidence is received after the closing date of 15 January 2017, it will not be taken into account until after places have been offered on the 18 April 2017.

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. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon Council undertakes checks using an address verification tool called DataTank. If after these checks have taken place, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required; solicitors letter confirming the date has taken place for the completion of contract or a tenancy agreement along with a recent utility bill in the applicants name.

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 live during the course of the week. The local authority would expect that the parents/ carer with whom the child is normally resident receives 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.

Note 6: Distance will be measured in a straight line from the centre of the pupil's main home to the designated main school 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 – e.g. flats – the centre will be taken from the centre of the building.



Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities, and is not set up to measure for school admission purposes, that is from the centre of a house/building to the designated main entrance of a school. It also does not give measurements to three decimal points.

Note 7: Child-minding arrangements cannot be taken into account when allocating places at oversubscribed community schools.

Note 8: Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception class place at the school where they are attending the nursery class.

All applications to a school are considered strictly in accordance with the school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class

Note 9: Twins/triplets or other multiple births for admission into an infant class

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 i.e. all siblings from a multiple birth. The government's school admissions code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstances' and they can be admitted in excess of the published admission number.

Waiting lists

If you are offered a place at a school, and you have also expressed a higher preference for another school(s), you will automatically be placed on the waiting list for your higher preference school(s). Waiting lists for community schools are held for the first term of the reception year, and thereafter applicants are required to complete the local authority's in-year Common Application Form (iCAF) 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.

Admission of children outside their normal age group

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

It is the expectation of Croydon Council 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Croydon schools with nursery classes

The tables below provide a list of schools in Croydon that have nursery classes and give the number of part-time nursery places for 3/4 year olds provided at each.

Table 1 lists community schools with nursery classes. The admissions criteria for their nursery classes are the same as those used for admissions to their reception classes, as set out on pages 40-170 of this prospectus.

For further information about these schools' nursery classes and admissions arrangements please visit the schools' websites or contact the schools direct (contact details are listed on pages 17-23 in this prospectus as well as on the schools' websites).

Please note that having a child on the roll of a primary/ infant school's nursery class does not give 'sibling priority' for a place for older children in the primary/ infant school.

Table 1: Croydon community schools with nursery classes

School	Part-time places
Cypress Primary	48
Downsview Primary	52
Elmwood Infant	52
Gilbert Scott Primary	26
Heavers Farm Primary	52
Kensington Avenue Primary	52
Keston Primary	52
Kingsley Primary	104
Monks Orchard Primary	52
Norbury Manor Primary	52
Purley Oaks Primary	30
Ridgeway Primary	39
Rockmount Primary	52
Smitham Primary	52
Winterbourne	104
Wolsey Infants	78
Woodcote Primary	45
Woodside Primary	104

Table 2 lists all other Croydon schools with nursery classes. Information about their nursery classes is set out on their school page in this prospectus, and further details can be found by visiting the schools' websites or contacting the schools direct.

Please note that attendance at a school's nursery class does not entitle the child to automatic transfer to the school's reception class. All parents must complete a Common Application Form and name the school as one of the preferences if they would like their child to be considered for admission to a school's reception class.

Table 2: Other Croydon schools with nursery classes

School	Part-time places
Aerodrome Academy	52
All Saints CofE Primary	52
Applegarth Academy - STEP Academy Trust	52
ARK Oval Academy	52
Atwood Primary	52
Beulah Infants	52
Broadmead Primary	52
Castle Hill Academy	70
Ecclesbourne Primary	52
Fairchildes Primary	78
Forest Academy	52
Gonville Academy	52
Good Shepherd Catholic Primary	26
Harris Primary Academy Benson	52
Harris Primary Academy Kenley	52
The Minster Infants	78
Oasis Academy Ryelands	52
Oasis Academy Shirley Park	52
Rowdown Primary Academy	26
Selsdon Primary	52
St Chads RC Primary	52
St Cyprians Greek Orthodox Primary Academy	52
St James the Great RC Primary	52
St Mary's Catholic Infant	52
St Joseph's Catholic Infant	52
Whitehorse Manor Infants	52



School admission policies for:

Academies

Aerodrome Primary Academy
 Applegarth Academy - STEP Academy Trust
 ARK Oval Primary Academy
 Atwood Primary Academy
 Beulah Infant and Nursery School -
 The Pegasus Academy Trust
 Broadmead Primary Academy
 Castle Hill Academy
 Chestnut Park Primary School
 Chipstead Valley Primary School
 David Livingstone Primary Academy
 Davidson Primary Academy
 Ecclesbourne Primary -
 The Pegasus Academy Trust
 Fairchildes Primary School -
 The Fairchildes Academy Community Trust
 Forest Academy
 Gonville Academy - STEP Academy Trust
 Good Shepherd Catholic
 Primary & Nursery School
 Harris Primary Academy Benson
 Harris Primary Academy Haling Park
 Harris Primary Academy Kenley
 Harris Primary Academy Purley Way
 Heathfield Academy - STEP Academy Trust
 New Valley Primary School
 Oasis Academy Byron
 Oasis Academy Ryelands
 Oasis Academy Shirley Park Primary
 Rowdown Primary -
 The Fairchildes Academy Community Trust
 St Aidan's Catholic primary
 St Chad's RC Primary
 St Cyprian's Greek Orthodox Primary Academy
 St James The Great RC Primary
 and Nursery School

St Mark's CofE Primary Academy
 St Mary's RC Infant School
 St Mary's RC Junior School
 St Thomas Becket Catholic Primary School
 The Crescent Primary School
 The Robert Fitzroy Primary Academy
 The South Norwood Academy
 West Thornton Primary Academy
 Whitehorse Manor Infants and Nursery -
 The Pegasus Academy Trust
 Whitehorse Manor Junior -
 The Pegasus Academy Trust
 Winterbourne Boys' Academy
 Wolsey Junior Academy –
 STEP Academy Trust

Foundation Schools

Park Hill Junior School
 Selsdon Primary and Nursery School

Voluntary Aided Schools

All Saints C of E Primary School
 Christ Church C of E Primary School (Purley)
 Coulsdon C of E Primary School
 Margaret Roper Catholic Primary School
 Regina Coeli RC Primary School
 St John's C of E Primary School
 St Joseph's RC Catholic Infant and Nursery
 St Joseph's Catholic Junior
 The Minster Nursery & Infants School
 The Minster Junior School

Free schools

Krishna Avanti Primary School
 Paxton Academy Sports and Science

These schools set their own admissions criteria. For a summary of these policies please see the relevant school on the following pages.

A-Z of school admission policies

Aerodrome Primary Academy



Goodwin Road, Croydon CR0 4EJ

DfE school number: 306 3417

Head teacher: Miss Zoe Foulsham

www.aerodromeprimary.co.uk

office@aerodrome.croydon.sch.uk

0208 688 4975

Year R admission number: 60

Aerodrome Primary Academy is a nurturing, supportive school with a distinct emphasis on high expectations and aspirations for all our pupils.

Supplementary Information Form (SIF)

We do not require completion of a Supplementary Information Form.

Nursery class

We have a 52 place nursery class for children aged 3-4 years for 15 hours entitlement per week. We offer a variety of sessions to support the flexibility of working parents.

Attendance at our nursery does not entitle the child to automatic transfer to reception. All parents must complete a Common Application Form and name the school as one of the preferences if they would like their child to be considered for admission to the schools reception class.

Enhanced Learning Provision (ELP)

Our school has ELP for children with speech, language and communication needs. There are 19 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's special educational needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP). The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Admissions criteria

If the number of applications for Aerodrome Primary Academy is higher than the number of places available then, after admitting to that school the children with a statement of special educational need or Education, Health and Care plan that names this school, the following criteria will be applied in the order set out below to decide the allocation of places:

1. Looked-after children and previously looked-after children

Looked-after children are defined as 'children in public care at the date on which the application is made'.

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.

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.

A sibling is defined as a brother or sister, half brother or sister, stepbrother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school application is being made. This criterion does not include siblings on roll of the school's nursery class if it has one.

3. Medical

Pupils with serious medical reasons for needing to attend this school. For primary age children, their need to attend this school because of a parent's serious and continuing medical condition may also be relevant. Supporting evidence should be set out on the medical form which is available online at: <http://www.aerodromeprimary.co.uk/medical-criteria-application/> giving the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reason must be verified by a GP or consultant, and both the completed medical form and supporting statement from the GP or consultant must be submitted with the application.

4. Distance

Priority will be given to pupils living nearest to the school as measured in a straight line.

Distance will be measured in a straight line from the centre of the pupil's home to the school gates on either Goodwin Road or the school gate in Violet Lane (whichever is the shortest) using the local authority's computerised measuring system (known as Ordnance Survey) with those living closer to the school receiving higher priority. For shared properties – e.g. flats-the centre will be taken from the centre of the building.

Child-minding arrangements cannot be taken into account when allocating places.



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 between applications. Where distance is the same for two or more applications the academy will use random allocation, which will be independently verified.

Waiting lists

If you are not offered a place at Aerodrome Primary Academy and you have expressed it as a higher preference, you will automatically be placed on the waiting list for Aerodrome Primary Academy. Waiting lists for Aerodrome Primary Academy are held for the first term of the Reception year and thereafter applicants are required to complete the local authority's in-year common application form (iCAF) 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 Croydon's independent appeals service', 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.

Children of multiple births

If you are applying 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 i.e. all siblings from a multiple birth. The government school admissions code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple birth 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.

Admission of children outside their normal age group

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

It is the expectation of the Governing body 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 a 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 views of a medical professional
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Head teacher of the school(s) concerned.

All initial applications for admission outside the child's normal age group should be made to the school.

This is a summary. Please see school's website for the full policy.

All Saints C of E Primary School



Upper Beulah Hill, Upper Norwood SE19 3LG

DfE school number: 306 3000

Head teacher: Mrs Joesphine Copeland MA

www.allsaintsschoolcroydon.org

admin@allsaintsschool.croydon.sch.uk

020 8771 9388

Year R admission number: 60

All Saints Church of England Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 52 part-time places. We are also able to provide full time places at request. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Supplementary Information Form (SIF)

If applying for a foundation place (see below), the school's SIF must be completed and returned to the school by the closing date; this evidence must be endorsed by the parish priest (see note 1). The CAF must also be completed, naming the school as one of the preferences. Failure to return the SIF will mean that the school cannot consider the application under the foundation criteria, in this case the application will be considered under open places criteria based on the information on the CAF.

Admission criteria

The school has 12 Foundation places and 48 open places.

Foundation places

The governing body has designated 12 places to be offered to pupils whose parent/carer is a faithful and regular worshipper At All Saints Church with Saint Margaret, Beulah Hill, Upper Norwood. Written evidence of applicants' commitment to All Saints Church will be required at the time of application.

If there are more than 12 applicants who qualify for a foundation place, places will be allocated according to the following criteria, after the admission of children with a statement of special educational need or Education, Health & Care plan (EHCP) that names the school. These criteria are stated in order of priority;

1. Looked-after children or previously looked-after children - see note 2.
2. Children with an exceptional and professionally supported medical or social need - see note 4.
3. Siblings at the school at the time of application - see note 3.
4. Children in order of nearness of home to the school - see note 6. If there are fewer than 12 qualified applicants for foundation places, any unfilled places become additional open places. Unsuccessful qualified applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

Open places

The governing body has designated 48 places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the governing body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 48 applicants, places will be allocated according to the following criteria, after the admission of children with a statement of special educational need or Education, Health & Care plan (EHCP) that names the school. These criteria are stated in order of priority;

1. Looked-after children or previously looked-after children - see note 2
2. Children with an exceptional and professionally supported medical or social need for a place at this school - see note 4
3. Children who will have a brother or sister (see note 3) at the school at the time of application
4. Children in order of nearness of the home to the school - see note 6.



In the event of oversubscription in any of the above criteria, in either foundation and open places, distance (see note 5) will be used to determine between the applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots. This will be independently verified (see note 6).

Waiting lists

The School operates a waiting list which is in accordance with the admission criteria. The waiting list is held until the end of the autumn term. Parents may request in writing to join the waiting list.

In-year applications

We invite these to be made directly to the school office.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the clerk of the appeal panel, c/o the school, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Children of multiple births

In the past we have admitted twins and gone over our PAN number to do so. Our general policy is to split twins across classes in the year group, although each case is dealt with in discussion with parents at the point of admission.

Admission of children outside their normal age group

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

Notes for clarification

Note 1

"Faithful and regular worshipper" is defined as attendance of parent/carer at worship at least fortnightly for at least one year prior to application at All Saints with Saint Margaret, Beulah Hill, Upper Norwood. Those who have

recently moved to the area and worshipped previously at a different church will be asked to supply a reference from that church so that the one year period is covered.

Note 2

Looked-after children are defined as children in public care at the date on which the application is made.

Previously looked-after children are children who are 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 service department and/or relevant documents.

Note 3

A sibling is defined as a brother or sister, half brother or sister, foster brother or sister or adopted brother or sister whose main residence is the same address.

Note 4

This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 5

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses of child minders, business or relatives cannot be considered.

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

Note 6

Distance will be measured in a straight line from the centre of the pupil's main home to the school's main entrance, being the one that gains immediate access to the school office in Upper Beulah Hill using the LA's computerised measuring system with those living closer to the school receiving higher priority. For shared properties e.g. flats, the centre will be taken from the centre of the building. Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from which advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places to other applicants will be reduced.

This is a summary. Please see school's website for the full policy.

Applegarth Academy - STEP Academy Trust



Bygrove Fieldway, New Addington CR0 9DL

DfE school number: 306 2016

Head teacher: Mr J Halliwell

www.applegarth-academy.croydon.sch.uk

office@applegarth-academy.croydon.sch.uk

01689 841 528

Year R admission number: 60

We welcome visits to our Academies before application and are flexible in trying to ensure you can look around at a mutually convenient time. Please telephone the Academy office to make an appointment with a member of the admissions team. If possible, we will try to arrange for a member of the senior leadership team to be available for further questions.

Supplementary Information Form (SIF)

This Academy does not require a supplementary Information form to be completed. However, if applying for a place under Medical Priority - a Priority 2 Form must be completed and returned to the Academy office by the closing date for applications. Please contact the Academy office for information.

Nursery class

Our school has a nursery class for 3/4 year olds, providing 52 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications. We also offer day care provision and for a small fee, you can book additional sessions for your child, subject to availability.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this Academy. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Enhanced Learning Provision (ELP)

Our school has ELP for children with Speech, Language and Communication Needs (SLCN). There are 18 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's Special Educational Needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP). The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Admissions criteria

Children with a Statement of Special Educational Needs/Education Health and Care Plan

Children with a Statement of Special Educational Needs/Education Health and Care Plan where the academy is named within the Statement/Plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

Priority 1 – Looked-after children and previously looked-after children:

Looked-after children are children in public care at the date on which the application is made. **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. If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.

Priority 2 – Medical: Children with serious medical reasons for needing to attend Applegarth Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the Academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will not be considered in cases where the completed, signed and stamped Priority 2 Form is received after the common application form has been submitted.



Priority 3 – Siblings: Children with a brother or sister who will be on roll at Applegarth Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

Priority 4 – All Other Children: All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to Applegarth Academy, with those living closest to the Academy receiving higher priority.

The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder. 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 Academy using the local authority's computerised measuring system with those living closer to the Academy receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

The Academy's geographical area of intake may change from year to year depending upon the level of over-subscription and the number and location of applicants.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, random allocation which is independently verified will be used.

Waiting lists

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are submitted on behalf of children with a high or low priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, if they have a sibling already in attendance at the Academy.

In-year applications

In year admissions (those that take place to all other year groups) are made as places become available. In recent years there have been very few places available for 'in-year' admissions at our academies. However, you may still make a formal application to the local authority and your child's name will be added to the waiting list for the Academy.

Appeals

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the **School Standards and Framework Act, 1998**. The appeal panel will be independent of the Academy. A service level agreement has been taken out by The STEP Academy Trust with Croydon Council to carry out the role of clerk to administer appeals hearings. The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process can be requested from the Academy office.

Children of multiple births

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

Children of UK Service Personnel and other Crown Servants

The Academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the Academy's area, or from a crown servant family returning from overseas to live in the Academy's area, as if they live in the area of the Academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the Academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

Admission of children outside their normal age group

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

This is a summary. For further information on the admission of summer born children and the full Admission Policy, please see the Academy website.

ARK Oval Primary Academy



**98 Cherry Orchard Road,
Croydon, CR0 6BA**

DfE school number: 306 2013

Head teacher: Miss Sonia Rutherford

www.arkovalprimary.org

office@arkovalprimary.org

020 8688 3000

Year R admission number: 90

Supplementary Information Form (SIF)

The school does not require a Supplementary Information Form to be completed.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 52 part-time places. It is important to note that attendance/enrolment in the nursery is distinct and separate to attendance in the primary school. No appeal will be allowed against the refusal of a place in the nursery. If the nursery is oversubscribed, priority will be given to children with statements of special educational needs that name the school. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole [as described below], except that sibling priority will only apply where a sibling already attends the academy nursery or primary school. 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 ranked in line with the academy's oversubscription criteria (see below).

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Admissions criteria

After the admission of pupils with statements of special educational needs or Education, Health & Care plan where the academy is named on the statement/plan, the academy will consider all applications for places. Where fewer than 90 applications are received, the academy will offer places to all those who have applied.

Where the academy is named on a pupil's statement of special educational needs or Education, Health & Care plan, that child will be admitted by the academy. If the number of applications for admission is greater than the published admissions number, 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)
- b) Children of staff at the school where there is a demonstrable skill shortage. Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark schools is required to approve the principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
- c) Children who at the time of the admission have a sibling who attends the academy. For this purpose 'sibling' means a whole, half or step-brother or -sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority. In the case of twins or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application, however separate applications will need to be completed for each child.
- d) Children of staff in the school. Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
- 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) In those cases where the relevant local authority measures distance on behalf of ARK Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.
 - ii) In those cases where ARK Schools is required to carry out the measurement itself priority will be given to those children who live closest to the school, using a straight line measurement, using the council's geographic information system (GIS), from the academy building's main reception to the centre of the child's home. Where a child resides in a block of flats, the distance will be measured from the academy building's main reception to the centre of the building in which the flats are located.



Tiebreaker

If ARK schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Waiting lists

Where in any year the academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Croydon LA and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. 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.

In-year applications

The academy will consider all such applications and if the year group applied for has a place available, admit the child.

If more applications are received than there are places available, the oversubscription criteria, as above, shall apply.

Appeals

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with schools admissions appeals code published by the Department for Education. 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 about how the appeals process works and will provide parents with a named contact who can answer any enquiries parents may have about the process.

Children of multiple births

In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application, however separate applications will need to be completed each child.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the academy office.

This is a summary. Please see school's website for the full policy.

Atwood Primary Academy



Limpsfield Road, South Croydon,
Surrey CR2 9EE

DfE school number: 306 5202

Head teacher: Mr Rob Veale

www.atwood.eu

school@atwood.croydon.sch.uk

020 8657 7374

Year R admission number: 60

Supplementary Information Form (SIF)

The school does not require a Supplementary Information Form to be completed.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 52 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Admissions criteria

Children with a statement of special educational need or Education, Health & Care plan that names the school and who have already been admitted to the school will be counted towards the admission number when considering whether there is still a place available for another child without a statement/plan.

If the number of applications is smaller or equal to the number of places, all children will be offered a place. If the number of applications for the school is higher than the number of places available, allocations will be made in the following order:

1. Looked-after children and previously looked-after children*

If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority.

*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.

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; sibling priority is also accorded to children, other than brothers and sisters, who are part of a single family unit and who are resident at the same address.

Note: sibling status is granted only where the applicant has parental responsibility for all the children concerned. It does not apply to children of different family units living at the same address.

*A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister, adopted brother or sister, or foster-brother or sister whose main residence is at the same address.

3. Medical

Pupils with serious medical reasons for needing to attend Atwood Primary Academy. A serious medical condition of a parent which would prevent them taking their child to school will also be relevant.

The medical reasons must be verified by a doctor or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has already been made. Decisions on priority of admission on medical grounds will be made by the governing body. The application must be supported by a letter from a hospital consultant and/or the family's GP.

'Parent' is defined as the father, mother, foster father, foster mother, legal guardian, or the person who has full parental responsibility for the child.

4. Distance

Places are then allocated on the basis of distance from the school to the child's home, with those living nearer being accorded higher priority. This will be measured in a straight line from either the school gates on Limpsfield Road, or the school gate at the end of Tandridge Gardens (whichever is shortest), to the centre of the pupil's main home, using the local authority's computerised measuring system. For shared properties – e.g. flats, the centre will be taken from the centre of the building.



'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving childminding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Child-minding arrangements cannot be taken into account when allocating places

The authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at the school.

Tiebreaker

In the event that the number of applications exceeds the places available within any of the above categories, random allocation will be used to decide between applications.

This will be independently verified.

Waiting lists

A waiting list is held for the first term of 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.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

In-year applications

Applications for a place at the school in-year must be made using the Common Application Form of the local authority (LA) where the child resides. This form must be returned to the LA. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list.

This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Appeals

Parents whose applications for places are unsuccessful may appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the admissions appeal clerk at the school address. Parents/carers have the right to make oral representations to the appeal panel.

Infant class size limit

We adhere to the statutory infant class size limit of 30 pupils per class.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the academy office

Please see school's website for the full policy.

This is a summary. Please see school's website for the full policy.

Beulah Infant and Nursery - The Pegasus Academy Trust



Furze Road, Thornton Heath, Croydon CR7 8NJ

DfE school number: 306 2095

Head of school: Mrs D Butler

www.pegasusacademytrust.org

binfadmin@pegasusacademytrust.org

020 8653 4918

Year R admission number: 90

The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

Supplementary Information Form (SIF)

We do not require completion of a Supplementary Information Form.

Year 2 children in Beulah Infant School do not automatically transfer to Year 3 in Beulah Junior School. Parents of Year 2 children on the roll of our infant school must complete an 'Application for Transfer' form, naming Beulah Junior school, as described in this prospectus on page 29, and submit it by the deadline given, if they wish their child to be considered for a place at Beulah Junior school. However, children on the roll of Beulah Infant School at the time of application are given priority for admission to Beulah Junior School, after the admission of children with a statement of special educational need that names the school, and applications for looked-after/ previously looked-after children.

Nursery classes

A number of schools within The Pegasus Academy Trust (PAT) have nursery classes. If oversubscribed for nursery places, PAT uses the following criteria to prioritise applications. Beulah Nursery and Infant School has a nursery class providing 52 part-time places for 3/4 year olds.

If your child is attending a nursery class attached to an infant or primary school, you MUST still apply for a reception class place. There is NO automatic transfer from a school's nursery class to its reception class(es). An application form must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place.

Admissions criteria

If the number of applications for a school is higher than the number of places available, after the admission of children with a statement of special education needs where this school is named on the statement, the allocations will be made by applying the following criteria in the order in which they are set out below:

1. Children looked-after (CLA) or children previously looked-after (see Note 1).
2. In the case of a junior school, children on roll at the linked infant school: At the point of transfer from Year 2 to Year 3, priority for allocation of places at a junior school/site is given to those children on roll at the linked infant school/site at the time of application. Parents of children in Year 2 of an infant school need to complete a separate application form for a Year 3 place in a junior school. (see Note 2)
3. Siblings: Children with a brother or sister who will be in attendance at the school or, in the case of an infant/ junior school, also at the linked infant or junior school/ site, at the time of enrolment of the new pupil (see Note 3).
4. Medical: Pupils with serious medical reasons for needing to attend the school. A serious medical condition of a parent which would prevent them taking their child to another school may also be relevant (see Note 4).
5. Children of staff at the school (see Note 5).
6. Distance: Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 6 and 7).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, then lots will be drawn. This will be independently verified. (see Note 10).

Waiting lists

Waiting lists for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. Parents should contact the admission team directly about their child's current position on the waiting list. Please note that your child's position on a school's waiting list can move up or down and placement on the list is no guarantee of a place at any school within the trust.



In-year applications

In year applications for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. In-year application forms are available at any of the schools within the trust or can be completed online.

Appeals

Appeals against admission decisions for places in year and for reception are held in accordance with The Admissions Code. They are co-ordinated for The Pegasus Academy Trust by Croydon's independent appeals service.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings, then provided there is a place for at least one of the siblings the remaining siblings will be offered places at the school.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head of school and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office.

Notes for clarification

Note 1

'Children looked-after' are children in public care at the date on which the application is made. If an application is made under the children looked-after criterion, it must be supported by a letter from the relevant local authority children's services department. Children previously looked-after are children who were looked after but ceased to be so because they were adopted or subject to a residence order or a special guardianship order.

Note 2

There is no automatic transfer from Year 2 in an infant School to Year 3 in a junior school. A Common Application Form must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place. Linked schools are described in the table below:

Linked infant and junior schools/sites		
Whitehorse Manor Infant School (Whitehorse Road site)	Linked with	Whitehorse Manor Junior School (Whitehorse Road site)
Whitehorse Manor Infant School (Brigstock site)	Linked with	Whitehorse Manor Junior School (Brigstock site)
Beulah Infant School	Linked with	Beulah Junior School

Note 3

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.

Note 4

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the trust's nominated medical advisor. The application must be supported by a letter from a hospital consultant and/or the family's GP. "Parent" is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent will only be taken into account where the school is the nearest school to the child's home, where 'Home' is defined in Note 6 and distance is defined in Note 7.

Note 5

The teaching or non-teaching member of staff must have been employed by PAT at the school for a continuous period of two years prior to the application date on which the child would be admitted to the school. It may also include a member of staff who is employed by PAT at the school to fill a vacant position for which there is a demonstrable skill shortage identified and minuted by the Academy Trust. The child(ren) of the staff member would have a priority under this criterion ONLY for the school at which their parent works.

Note 6

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The trust 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 7

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 (e.g. flats) the centre will be taken from the centre of the building.

Note 8

Child minding factors cannot be taken into account when allocating places at PAT schools. Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Note 9

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a court order must be supplied.

Note 10

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.

Note 11

Changes of address will only be considered where PAT and the local authority receives the following, independent evidence: A letter from a solicitor confirming the exchange and completion of contract for the new place of residence or a tenancy agreement stating commencement date, together with evidence of residence, for example a utility bill.

This is a summary. Please see school's website for the full policy.



Broadmead Primary Academy



366 Sydenham Road, Croydon, Surrey, CR0 2EA

DfE school number: 306 2082

Head Teacher: Mrs Lee-Anne McAulay

webfronter.com/croydon/broadmead

admin@broadmead.croydon.sch.uk

020 8684 4003

Year R admission number: 90

Broadmead Primary Academy is a nurturing, supportive school with a commitment to 'Excellence and Enjoyment for Everyone'. It is part of the REAch2 Academy Trust, working in partnership with other schools to ensure the best outcomes for children.

Supplementary Information Form (SIF)

We do not require completion of a Supplementary Information form.

Nursery class

Our school has a Nursery Class for 3-4 year olds, providing for 52 part-time places, of three hours daily either in the morning or the afternoon. If you would like to apply for a place for your child in our Nursery Class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the criteria below to prioritise applications.

Parents should be aware that attending the Nursery Class does not mean your child will automatically transfer to the Reception Class at this school. You will still need to apply at the appropriate time for a place for your child in a Reception Class, using the Council's Common Application Form, as described in this prospectus.

Admissions criteria

If the number of applications is lower than or equal to the number of places, all children will be offered a place. If the number of applications for the school is higher than the number of places available, then allocations will be made in the following order:

After the admission of children with a statement of special educational needs or Education, Health & Care Plan, (where Broadmead Primary Academy is named on the statement/plan), the criteria will be applied in the order set out below.

1. Looked-after children and previously looked-after children: Children in public care at the date on which the application is made. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority department.

*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.

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; sibling priority is also accorded to children, other than brothers and sisters, who are part of a single family unit and who are resident at the same address.

Note: sibling status is granted only where the applicant has parental responsibility for all the children concerned. It does not apply to children of different family units living at the same address.

*A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister, foster brother or sister whose main residence is at the same address.

3. Medical: Pupils with serious medical reasons for needing to attend Broadmead Primary Academy specifically. A serious medical condition of a parent which would prevent them taking their child to school will also be relevant.

The medical reasons must be verified by a doctor or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has already been made. Decisions on priority of admission on medical grounds will be made by the Governing Body. The application must be supported by a letter from a hospital consultant and/or the family's GP.

'Parent' is defined as the father, mother, foster father, foster mother, legal guardian, or the person who has full parental responsibility for the child.

4. Distance: Places are then allocated on the basis of distance from the school to the child's home, with those living nearer being accorded higher priority. This will be measured in a straight line from the main school gates on Sydenham Road, to the centre of the pupil's main home, using the local authority's computerised measuring system. For shared properties, e.g. flats, the centre will be taken from the centre of the building. '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 must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at the school.

Child-minding arrangements cannot be taken into account when allocating places. Parents of children attending the nursery class must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Tiebreaker

In the event of a tiebreaker, when two or more applications are received for one place, and criteria and distances are equal, we use a random allocation that is independently verified.

Waiting list

A waiting list is held for the first term of 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. A child's position on the waiting list will be determined in accordance with the admissions criteria above, and will not take account of the date on which the application was made. A child's position on a waiting list can go down as well as up, e.g. if a child on the waiting list moves nearer the school.

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.

Children of 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, i.e. all siblings from a multiple birth. The government's school admissions code does state that 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 admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school office.

This is a summary. Please visit the school website for the full policy.



Castle Hill Academy



**Dunley Drive, New Addington,
Croydon, Surrey, CR0 0RJ**
DfE school number: 306 2035
Head Teacher: Miss V Buckland

http://www.castlehillacademy.co.uk/
office@castlehill.croydon.sch.uk
01689 843148
Year R admission number: 60

Supplementary Information Form (SIF)

This school does not require completion of a Supplementary Information Form.

Enhanced Learning Provision (ELP)

Our school has an ELP for children with Autistic Spectrum Disorder (ASD). There are 35 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's special educational needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP). The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Admissions 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 educational needs or Education, Health & Care plan (EHCP), where the school 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 is reasonably expected to be in attendance at the school at the time of enrolment of the new pupil (see Note 2).
- 3. Medical:** Children with serious medical reasons for needing to attend this particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why this 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 between applications. Where distance is the same for two or more applications the school will use random allocation. This will be independently verified.

Waiting lists

A waiting list is held for the first term of 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.

Children of 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, i.e. all siblings from a multiple birth. The government's school admissions code does state that 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.

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 the same address as the child for whom the school place application is being made.

Note 3

All requests for priority consideration must be supported in writing by a doctor or consultant, which must be submitted with your application. It must be made clear in the professional support 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.

Note 4

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving childminding (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 school entrance, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Childminding arrangements cannot be taken into account when allocating places.



Admission of children outside their normal age group

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

In the case of summer born children (i.e. those born between 1 April and 31 August) seeking to delay starting school for one school year and then to be admitted into Reception Year below their normal age group, an application for admission into Reception Year with the child's normal age group should be made in the usual way accompanied by a request to be admitted into Reception Year the following year with supporting evidence, as set out above.

The request will be considered by the academy on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The academy will take into account the parents' views, the views of the Headteacher of the academy, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely. Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request.

Where the academy agrees to a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission will then be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. The academy will not discriminate against a child because it has been agreed that they may be admitted outside of their normal age group.

In the case of summer born children seeking to delay starting school for one school year and then being admitted into Reception Year, the agreement to the request will close their application for admission to Reception Year with their normal age range, and a new application for admission into Reception Year will need to be made the following year accompanied by a copy of the letter confirming the decision of the academy. That application will not receive priority over other applications, and will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. This means that, although the parents may have obtained the academy's agreement to their child being admitted below its normal age range into Reception Year one school year after being eligible to start school, their child may not achieve a place in Reception Year at the academy the following year.

Where the academy refuses a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission into the child's normal age group will then be considered in the usual way, applying the oversubscription criteria as necessary. Where the child is not offered a place in his or her normal age range, the parents have a statutory right to appeal against the refusal in the usual way. Where the child is offered a place in his or her normal age range, there is no statutory right to an admission appeal, however it is open to the parents to submit a complaint to the academy in accordance with its published Complaints Policy.

This is a summary. Please see school's website for the full policy.

Chestnut Park Primary School



Long Term Site: 49 St James Road, CR0 2UR

DfE school number: 306 2064

Head teacher: Mrs Esther Brooks

www.chestnutparkschool.org

Enquiries@chestnutparkschool.org

020 3750 6090

Year R admission number: 90

Glyn Learning Foundation (GLF Schools) is the admission authority for Chestnut Park Primary School, which opened in September 2015.

Our children make outstanding progress in both their academic and personal development so that they succeed in their education and become model citizens of the future. It is our intention that school is a happy and safe place to learn, grow and flourish. A set of core values runs through everything that we do including persevering to achieve high standards, being independent and taking responsibility, respecting others and helping the community.

Our approach to lessons is aimed at engaging and inspiring all of our children by creating a highly active learning experience, using drama, the arts and music, providing amazing experiences for the children through regular trips and special visitors and allowing children to express themselves in everything they do.

As the school grows we will be providing a comprehensive extended school programme including breakfast clubs, homework clubs, booster classes, school and sports clubs and lots of support for parents. We aim to be fully engaged with the local community and have an open door policy.

Supplementary Information Form (SIF)

The school does not require a SIF to be completed.

Operational year groups

The school has the following published admission number (PAN) for the year 2017/2018 and for subsequent years. The PAN will be 90 for Reception in 2017. The school only admitted Reception pupils in 2015 and the operational year groups for future year's is shown in the following table. As the school builds to full capacity, intake will be restricted to 90 (three form entry) for each subsequent year thereafter. The school will reach full capacity in 2021.

	2016	2017	2018	2019	2020	2021
Reception	90	90	90	90	90	90
Year 1	90	90	90	90	90	90
Year 2		90	90	90	90	90
Year 3			90	90	90	90
Year 4				90	90	90
Year 5					90	90
Year 6						90
TOTAL	180	270	360	450	540	630

Admissions 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 educational needs or Education, Health & Care plan, where a school is named on the statement/plan, the criteria will be applied in the following order:

- 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 medical condition of a parent which would prevent them taking their child to school will also be relevant (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 5).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, the authority will use random allocation, independently verified.

Waiting Lists

Waiting lists for the normal admissions round are held by Croydon Council and are kept open until the end of the autumn term. If after this date, you wish to remain on the list you must re-apply to the local authority.



Waiting Lists for in year admissions are maintained for one academic year. If you wish to remain on the waiting list for a further academic year you must reapply.

When a place becomes available in a year group, all the applications on the waiting list for that year group at that time will be considered in accordance with the school's admissions criteria. A place will be offered to the highest ranking application at that time. Information can be provided to parents about their order of priority within the waiting list at a particular time, but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

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 Common Application Form naming this school, and submit it to Croydon Council, with any supporting evidence required. If there is a waiting list 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.

Children of multiple births

If Chestnut Park Primary School only has one or more places available and the next applicants are children from a multiple birth the school will carefully consider the case and may go beyond the admission number of 30 children in a class.

Notes for clarification

Note 1

Looked-after children are defined as children in public care at the date on which the application is made. 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.

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.

Note 3

The medical reasons must be verified by a doctor or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. The application must be supported by a letter from a hospital consultant and/or the family's GP. 'Parent' is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child.

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, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Child minding factors cannot be taken into account when allocating places. 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.

Admission of children outside their normal age group

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

This is a summary. Please see school's website for the full policy.

Chipstead Valley Primary School



Chipstead Valley Road, Coulsdon, CR5 3BW

DfE school number: 306 2057

Executive Head Teacher: Mark Rosewell

Head Teacher: Martin Roughley

www.chipsteadvalley.com

office@chipstead.croydon.sch.uk

01737 553 255

Year R admission number: 90

Supplementary Information Form (SIF)

The school does not require a Supplementary Information Form to be completed.

Enhanced Learning Provision (ELP)

Our school has ELP for children with Physical Difficulties (PD). There are 14 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's special educational needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP). The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Admissions 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 statement of special needs, where Chipstead 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 this particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to another 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 Note 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 applicants we will use random allocation. This will be independently verified.

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 admissions

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.

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,

i.e. all siblings from a multiple birth. The government's school admissions code does state that 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.

Notes for clarification

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 Chipstead Valley, you must indicate this in the section provided in your application, giving reasons to support your case and 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 the 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.

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, e.g. flats, the centre will be taken from the centre of the building.

Note 7

Childminding arrangements cannot be taken into account when allocating places.

Admission of children outside their normal age group

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

It is the expectation of Chipstead 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher.

This is a summary. Please see school's website for the full policy.



Christ Church C of E Primary School



Montpelier Road, Purley CR8 2QE

DfE school number: 306 3301

Head teacher: Mrs Mary Pike

www.christchurch.croydon.sch.uk

office1@christchurch.croydon.sch.uk

0208 660 7500

Year R admission number: 60

Christ Church Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

Working with parents and carers, this is a school where children become increasingly curious, effective, resilient and independent learners. Staff are passionate about helping children to learn, making learning fun through providing relevant and memorable learning experiences, and where, by focusing on developing learning, our teaching, pupil progress and attainment continues to improve.

The work of the school is an expression of the love of God in the community. Our aim is that these values are both implicit and explicit and permeate the life of the school and the communities in which our children live. So staff work to ensure children have opportunities to reflect on all aspects of their learning and relationships in school and beyond, enabling them to celebrate what they have achieved every day, in order that they develop self-belief and self-worth and become the person that God intends them to be.

Supplementary Information Form (SIF)

The SIF is available directly from the school web site and can be found as an appendix to the admissions policy. This seeks information which is not collected on the LA application form but which is needed by the school to enable us to reach a decision on your application. Completion of a Supplementary Information Form is not mandatory; however, if one is not received the school will not be able to fully apply the admission criteria. This form is not needed for families applying under criteria 7 or 8 of the admissions policy.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Admissions criteria

If a child with a statement is placed in the school by the local authority before the normal admission round for the reception class, the number of places available to other applicants will be reduced.

If the number of places runs out in any particular category, preference will be given to those children in the category (or sub category), in the first instance, living nearest the school. Distance will be measured in a straight line from the centre of the pupils 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, e.g. flats, the centre will be taken from the centre of the building. 'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

In the event of over subscription, places are offered according to the following eight criteria (in the order in which they appear below):

1. Looked after children or previously looked after children.
2. Siblings of children on the roll of Christ Church School in September 2017, priority being given in the following order:

- 2.1 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended Christ Church, Purley on a weekly basis for at least the two years before the closing date of this application.
- 2.2 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended one of the churches listed within Appendix 1 on a weekly basis for at least the two years before the closing date of this application.
- 2.3 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 2 on a weekly basis for at least the two years before the closing date of this application.
- 2.4 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 1 or Appendix 2 on a monthly basis for at least the two years before the closing date of this application.
- 2.5 Children, who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 living nearest the school, including those who have not completed a Supplementary Information Form for this school.
- 2.6 Any other children in order of nearness of home to the school, including those who have not completed a Supplementary Information Form for this school.
3. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended Christ Church, Purley on a weekly basis for at least the two years before the closing date of this application.
4. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended one of the churches listed within Appendix 1 on a weekly basis for at least the two years before the closing date of this application.
5. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 2 on a weekly basis for at least the two years before the closing date of this application.
6. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 1 or Appendix 2 on a monthly basis for at least the two years before the closing date of this application.
7. Children, who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 living nearest the school, including those who have not completed a Supplementary Information Form for this school.
8. Any other children in order of nearness of home to the school, including those who have not completed a Supplementary Information Form for this school.

Clergy references

Clergy references will be sought by the school for categories 3, 4, 5, 6 and may be sought for Category 2 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as the church is listed within Appendix 1 or Appendix 2, and attendance is continuous.

Tiebreaker

If the number of places runs out in any particular category, preference will be given to those children in the category (or sub category), in the first instance, living nearest the school. Distance will be measured in a straight line from the centre of the pupils 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. 'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

In the event that the number of applications exceeds the places available within any of the above categories, drawing lots will be used to decide between applications.

Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The school will hold its waiting list for two years, during this time the pupil must remain on the roll of another school. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of this policy.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.



In-year admissions

The Governing Body is responsible for in-year admission to this School. Parents/carers wishing to apply in-year must complete an application form and return this to the School. The governors will use the same criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Special Educational Needs

Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School*.

*NB: All schools are consulted by the LA prior to the school being named.

Appeals

Parents who are unsuccessful in gaining admission for their child have, subject to conditions laid down in the new Education Act, the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes to their circumstances. See appendix 4 for the appeals timetable.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2010. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Definitions for the purpose of these criteria are as follows:

'Looked-after children or previously looked-after children' – Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after

children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

Siblings – Siblings are defined as blood relations, step-siblings, half-siblings, adopted and foster siblings living at the same address. NB Siblings must still be in school at the time the new sibling is admitted.

Parent/legal guardian – refers to the adult(s) with whom the child lives on a permanent basis.

Weekly – means at least 3 times per month.

Monthly – refers to one or more times a month.

Appendix 1

The following are the CofE churches to whose parish boundaries categories 3 - 7 apply

Christ Church, Purley
St James, Riddlesdown
St Augustine, South Croydon
St Mark, Purley
St Barnabas, Purley
St Mary's, Sanderstead
St Edmund, Riddlesdown
St Swithun, Purley
St John the Divine, Selsdon
St Francis, Selsdon
All Saints, Sanderstead
All Saints, Kenley
Emmanuel, South Croydon
St Anthony, Hamsey Green

Appendix 2

To qualify under this criterion the church attended must be a current full member of Churches Together in England (except Roman Catholic churches), or a full member of the Evangelical Alliance. Details of member churches can be found at:

Churches Together in England www.cte.org.uk

Evangelical Alliance: www.eauk.org

This is a summary. Please see school's website for the full policy.

Coulsdon Church of England Primary School



Bradmore Green, Coulsdon, Croydon CR5 1ED

DfE school number: 306 3300

Head teacher: Annie Mitchell

www.coulsdoncofe.co.uk

office@coulsdon-pri.croydon.sch.uk

01737 554 789

Year R admission number: 30

The ethos of this school is to enable every child to learn and develop in a Christian environment. We ask all parents of whatever faith applying for a place here to recognise and support this ethos and its importance to the school.

Parents/carers are welcome to visit our school should they wish, by arrangement with the school office. An open day is held each October, when we will be pleased to show parents/carers around the school, explain the curriculum and answer questions.

Supplementary Information Form (SIF)

Applicants living in Croydon must complete both the borough's Common Application Form (CAF), naming this school as one of the preferences, and return it to the LA, and the school's SIF (obtainable from the school), if they wish to be considered under the church criteria. The SIF must be completed and returned to the school by the LA's closing date for applications. It is important to ensure that you name the school as one of your preferences on the CAF, otherwise the governors will not be able to consider your application for a place. Any late applicants will be considered in accordance with the procedure outlined in Croydon's co-ordinated scheme. Out-borough applicants should complete their home local authority's CAF.

Please note: any reference to church attendance must be put on the **SIF**.

Where no Supplementary Information Form is received at the school by the closing date, we will not be able to consider your application under criteria 3, 5 or 6 and the application will be considered under the other criteria, as appropriate.

The admissions policy should be read and the forms completed with reference to the **Explanatory Notes** which are available to see on the school's website.

Admissions criteria

If there are more than 30 applicants, places will be allocated according to the following criteria (after the admission of any children with a statement of special educational needs or Education, Health & Care Plan which names this school).

These are stated in order of priority:

1. Any looked-after children or previously looked-after children.
2. Children with an exceptional and professionally supported social or medical need for a place at Coulsdon CofE Primary School. This must be supported by written evidence at the time of application, that is, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. This information needs to be provided for the local authority with the CAF and also provided to the school.
3. Children whose parent/carer/guardian is a faithful and regular worshipper at the parish church of St John the Evangelist, Coulsdon and who:
 - a) attends weekly,
 - Then those who b) attend fortnightly,
 - Then those who c) attend monthly or more and who, for all three categories, have done so for at least 2 years prior to the 1 January in the year of admission.
4. Children who are related as a sibling to a pupil who will still be at the school at the time of admission and who lives at the same address.
5. Children whose parent/carer/guardian is a faithful and regular worshipper at some other Church of England Church, provided that they reside within the parish of St John the Evangelist, Coulsdon and who:
 - a) attend weekly,
 - Then those who b) attend fortnightly,
 - Then those who c) attend monthly or more and who, for all three categories, have done so for at least 2 years prior to the 1 January in the year of admission.
6. Children whose parent/carer/guardian is a faithful and regular worshipper at another Christian Church other than the Church of England, provided that they reside within the parish of St John the Evangelist, Coulsdon and who:
 - a) attend weekly,
 - Then those who b) attend fortnightly,
 - Then those who c) attend monthly or more and, for all three categories, have done so for at least 2 years prior to the 1st January in the year of admission.



7. Children in order of nearness of the child's home to the school, measured in a straight line from the centre of the child's home to the school gate in Bradmore Way. Distance measurements will be provided using the local authority's computerised measuring system.

In the event of over-subscription in respect of any of the above categories, a decision will be reached according to proximity of the child's home address to the school, with priority given to those living nearer.

Tiebreaker

If two applicants live equidistant from the school, admission will be determined by the drawing of lots by an independent person.

Waiting lists

When a parent is not offered a place for their child in either reception class, or as an in-year admission to any other class, their child's name will be placed on a waiting list. In the event of a place becoming available and there being more than one name on the waiting list for that class, the applications will be considered in accordance with the criteria in the admissions policy. The child's name will stay on the list until the end of the autumn term. Those parents who wish their child's name to remain on the list after that will need to let the school know.

In-year applications

Parents/carers are welcome to visit the school by arranging an appointment with the school office.

Parents/carers wishing to apply in-year must complete an application form available from the local authority and this should be returned directly to the local authority when completed.

If you are applying for a place under criteria 3, 5 or 6, please also complete a SIF which can be obtained from, and must be returned to, the school.

Appeals

Parents who are not offered a place for their child in either reception class or as an in-year admission to any other class, have the right of appeal to an independent appeal panel. An admission appeal form should be obtained from the school. Any appeal should be received in writing within 20 school days of the date of the letter notifying the decision not to admit the child.

Children of multiple births

If admitting all of the children of a multiple birth would mean exceeding the infant class size limit of 30, an additional exception may be made to accept the other twin.

With triplets or other multiple birth applicants, each case would be considered according to need and available school resources.

Admission of children outside their normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

This is a summary. Please see school's website for the full policy.

David Livingstone Primary Academy - STEP Academy Trust



**Northwood Road, Thornton Heath,
Croydon CR7 8HX**

DfE school number: 306 2008

Head teacher: Mrs N Bernard

www.davidlivingstone.croydon.sch.uk

www.stepacademytrust.org

office@davidlivingstone.croydon.sch.uk

020 8653 4240

Year R admission number: 30

STEP Academy Trust is the admission authority for David Livingstone Academy. The Academy will be holding a number of open days for visits, please contact the Academy office from September 2016.

Supplementary Information Form (SIF)

This Academy does not require a supplementary Information form to be completed. However, if applying for a place under Medical Priority - a Priority 2 Form must be completed and returned to the Academy office by the closing date for applications. Please contact the Academy office for information.

Admissions criteria

Children with a statement of special educational needs/Education Health and Care Plan

Children with a Statement of Special Educational Needs/ Education Health and Care Plan where the Academy is named within the Statement/Plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

Priority 1 – Looked-after children and previously looked-after children:

Looked-after children are children in public care at the date on which the application is made. **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. If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.

Priority 2 – Medical: Children with serious medical reasons for needing to attend David Livingstone Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why David Livingstone Academy is the most suitable and the difficulties that would be caused if the child had to attend another school.

Children with serious medical reasons for needing to attend David Livingstone Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why David Livingstone Academy is the most suitable and the difficulties that would be caused if the child had to attend another school.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the Academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will **not** be considered in cases where the completed, signed and stamped Priority 2 Form is received after the closing date for applications.

Priority 3 – Siblings: Children with a brother or sister who will be on roll at David Livingstone Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

Priority 4 – All Other Children: All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to David Livingstone Academy, with those living closest to the Academy receiving higher priority.

The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder. 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 Academy using the local authority's computerised measuring system with those living closer to the Academy receiving higher priority.



For shared properties, e.g. flats, the centre will be taken from the centre of the building.

The Academy's geographical area of intake may change from year to year depending upon the level of over-subscription and the number and location of applicants.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, random allocation which is independently verified will be used.

Waiting lists

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are submitted on behalf of children with a high or low priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, if they have a sibling already in attendance at the Academy.

In-year applications

In year admissions (those that take place to all other year groups) are made as places become available. In recent years there have been very few places available for 'in-year' admissions at our academies. However, you may still make a formal application to the local authority and your child's name will be added to the waiting list for the Academy.

Appeals

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the **School Standards and Framework Act, 1998**. The appeal panel will be independent of the Academy. A service level agreement has been taken out by STEP Academy Trust with Croydon Independent Appeals Service to carry out the role of clerk to administer appeals hearings. The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process can be requested from the Academy office.

Children of multiple births

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

Children of UK Service Personnel and other Crown Servants

The Academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the Academy's area, or from a crown servant family returning from overseas to live in the Academy's area, as if they live in the area of the Academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the Academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

Admission of children outside their normal age group

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

This is a summary. For further information on the admission of summer born children and the full Admission Policy, please see the Academy website.

Davidson Primary Academy



Dartnell Road, Croydon CR0 6JA

DfE school number: 306 2100

Acting Principal: Anne-Marie Phillips

www.davidsonprimary.com

office@davidsonprimary.croydon.sch.uk

020 8654 1460

Year R admission number: 60

Supplementary Information Form (SIF)

A Supplementary Information Form is not required.

Admissions criteria

After the admission of children with a statement of special educational needs or an Education, Health & Care Plan, (where Davidson Primary Academy is named on the statement/plan), the criteria will be applied in the order set out below:

1. Looked-after children and previously looked-after children:

A looked after child is a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. They are also 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).

2. Medical: Children with exceptional medical, social or psychological needs. Written supportive evidence must be supplied from a relevant professional (a paediatrician or educational psychologist) at the time of application stating why this is the most appropriate school for the child.

3. Siblings: Children who have a brother or sister in attendance at Davidson Primary Academy at the beginning of their first term.

4. Children of staff at the academy: The Trust may give priority regarding oversubscription criteria to children of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed at the academy for two or more years at the time at which the application of admission to the academy is made and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Proximity: Proximity as measured in a straight line from the front door of the home to the main entrance door of the academy.

Waiting lists

Waiting lists (for all year groups) are maintained by the LA and kept in the order of the published admissions criteria.

In-year applications

All applications that are made for admissions to all year groups at the Academy are made to

the Local Authority in line with their published "In Year" scheme. Parents/Carers should

contact the Local Authority and will need to complete the iCAF form, which can be downloaded from the Croydon Council website: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-yearadmissions/in-year-admissions-primary> or collected from Croydon Council, Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA.

Appeals

All applicants have a statutory right of appeal in the event that their preferred academy is unable to offer them a place. Appeals for places will be considered in light of the class sizes set out by the Governing Board. Parents who want to appeal against the Governors' decision not to offer their child a place at the academy must appeal directly to the academy. Appeals should be addressed to the Clerk of Governors at the academy within 14 days of receiving the decision letter. The appeal will be heard by an independent appeals panel. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the clerk to the appeals panel will write to parents with the decision.



Admission of children outside their normal age group (delayed Summer Born applications)

Delayed entry is when a child starts Reception Class at the beginning of the academic year in which they turn six years (when their peers will be in Year 1.) This is sometimes termed as 'out of cohort' or 'out of peer group'. The Head teacher, Trust and the school's Governing Board will consider applications for delayed entry in exceptional circumstances, taking account of the needs of the child and the impact on the academy. The application must be made in writing by the child's parent/carers to the Head teacher or Chairman of the Board of Governors. The request must be supported by documentation confirming that the child has learning delay or difficulty and their social maturity is well below that of his or her peers. Requests must be made no later than 18th November 2016 to enable a decision to be made before the closing date for normal age group admission in September 2017 on 15th January 2017. There is no mandatory requirement for requests to be met. The Head teacher may also meet the parent/carers to discuss the request further as part of the decision process.

Parent/carers are advised strongly to fully consider the needs of their child, including their social, emotional or physical development, before requesting delaying entry and whether any additional needs of the child may be exacerbated by the delay in starting school.

Chancery Education Trust has an inclusive, differentiated and enriched curriculum for all children. The Institute of Fiscal Studies (IFS) states that "We know that, on average, deferred entry is not in the interests of summer-born children. IFS research has compared the performance of children who start school across areas of England which operate different admissions systems. We find that deferred entry to school does not close the gap in educational attainment between those born at the start and end of the academic year. In fact, on average, those born later in the year benefit slightly from starting school at the beginning of the academic year with their older peers, rather than joining them up to a year later. This is because the benefit of additional time in school more than outweighs the disadvantage of starting school slightly younger". (<http://www.ifs.org.uk/publications/6856> cited 12th December 2014)

Parent/carers also need to be aware that when a child

is taught out of cohort this may not be accepted by any new school applied for later on, including at secondary transfer.

This is a summary. Please visit the school website for the full policy.

Ecclesbourne Primary - The Pegasus Academy Trust



Attlee Close, Thornton Heath, Croydon CR7 7FA

DfE school number: 306 3419

Head teacher: Mr P Robins

www.pegasusacademytrust.org

epsadmin@pegasusacademytrust.org

020 8684 3187

Year R admission number: 60

The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

Supplementary Information Form (SIF)

The school does not require a supplementary Information form to be completed.

Nursery classes

A number of schools within the Pegasus Academy Trust (PAT) have nursery classes. Ecclesbourne Primary has a nursery class providing 52 part-time places for 3/4 year olds.

If oversubscribed for nursery places, PAT uses the criteria outlined below to prioritise applications.

If your child is attending a nursery class attached to an infant or primary school, you **MUST** still apply for a reception class place. There is **NO** automatic transfer from a school's nursery class to its reception class(es). An application must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place.

Admissions criteria

If the number of applications for a school is higher than the number of places available, after the admission of children with a statement of special education needs or an Education Health & Care plan where this school is named on the statement/plan, the allocations will be made by applying the following criteria in the order in which they are set out below:

- 1. Children looked-after (CLA)** or Children previously looked-after (see Note 1).
- 2. In the case of a junior school, children on roll at the linked infant school:** At the point of transfer from Year 2 to Year 3, priority for allocation of places at a junior school/site is given to those children on roll at the linked infant school/site at the time of application. Parents of children in Year 2 of an infant school need to complete a separate application form for a Year 3 place in a junior school (see note 2).
- 3. Siblings:** Children with a brother or sister who will be in attendance at the school or, in the case of an infant/junior school, also at the linked infant or junior school/site, at the time of enrolment of the new pupil (see Note 3).

4. Medical: Pupils with serious medical reasons for needing to attend the school. A serious medical condition of a parent which would prevent them taking their child to another school may also be relevant (see Note 4).

5. Children of staff at the school (see Note 5).

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

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, then lots will be drawn. This will be independently verified. (see Note 10).

Waiting lists

Waiting lists for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. Parents should contact the admission team directly about their child's current position on the waiting list. Please note that your child's position on a school's waiting list can move up or down and placement on the list is no guarantee of a place at any school within the trust.

In-year applications

In year applications for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. In year application forms are available at any of the schools within the trust or can be completed online.

Appeals

Appeals against admission decisions for places in year and for reception are held in accordance with the admissions code. They are co-ordinated for The Pegasus Academy Trust by Croydon's independent appeals service.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings, then provided there is a place for at least one of the siblings the remaining siblings will be offered places at the school.



Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head of school and any supporting evidence provided by the parent. The process for requesting such an admission is to contact the Academy Office.

Notes for clarification

Note 1

'Children looked-after' are children in public care at the date on which the application is made. If an application is made under the children looked-after criterion, it must be supported by a letter from the relevant local authority children's services department. Children previously looked-after are children who were looked after but ceased to be so because they were adopted or subject to a residence order or a special guardianship order.

Note 2

Ecclesbourne is a primary school and therefore there is no infant to junior transfer process.

Note 3

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.

Note 4

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the trust's nominated medical advisor. The application must be supported by a letter from a hospital consultant and/or the family's GP. "Parent" is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent will only be taken into account where the school is the nearest school to the child's home, where 'home' is defined in Note 6 and distance is defined in Note 7.

Note 5

The teaching or non-teaching member of staff must have been employed by PAT at the school for a continuous period of two years prior to the application date on which the child would be admitted to the school.

It may also include a member of staff who is employed by PAT at the school to fill a vacant position for which there is a demonstrable skill shortage identified and minuted by the Academy Trust. The child(ren) of the staff member would have a priority under this criterion ONLY for the school at which their parent works.

Note 6

'home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The trust 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 7

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 (e.g. flats) the centre will be taken from the centre of the building.

Note 8

Child minding factors cannot be taken into account when allocating places at PAT schools. Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Note 9

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/ parental responsibility i.e. a court order must be supplied.

Note 10

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.

Note 11.

Changes of address will only be considered where PAT and the local authority receives the following, independent evidence: A letter from a solicitor confirming the exchange and completion of contract for the new place of residence or a tenancy agreement stating commencement date, together with evidence of residence, for example a utility bill.

This is a summary. Please see school's website for the full policy.

Fairchildes Primary School - The Fairchildes Academy Community Trust



**Fairchildes Avenue, New Addington,
Croydon CR9 0AA**

DfE school number: 306 2103

Head teacher: Joanna Hussey

<http://www.factrust.org/home-fairchildes>

office@fairchildes.croydon.sch.uk

01689 842 268

Year R admission number: 60

Supplementary Information Form (SIF)

This school does not require completion of a Supplementary Information Form.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 78 part-time places in either a morning or afternoon session. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the following criteria to prioritise applications: Children with a Statement or Education, Health & Care Plan (EHCP), Looked-after children, siblings and then distance from the school.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Enhanced Learning Provision (ELP)

Our school has ELP for children with moderate learning difficulties (MLD). There are 14 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's special educational needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP).

The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Admissions 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 educational needs or Education, Health & Care plan, where the school is named on the statement/plan, 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 is reasonably expected to be in attendance at the school at the time of enrolment of the new pupil (see Note 2).

3. Medical: children with serious medical reasons for needing to attend a particular school. A serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the school in question 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

Where distance is the same for two or more applications, the school will use random allocation. This will be independently verified.

Waiting lists

A waiting list is held for the first term of 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. 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.

Children of 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,

i.e. all siblings from a multiple birth. The government's school admissions code does state that 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.

Notes for clarification

Note 1

Looked-after children are defined as 'children in public care at the date on which the application is made'. 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 the same address as the child for whom the school place application is being made.

Note 3

All requests for priority consideration must be supported in writing by a doctor or consultant, which must be submitted with your application. It must be made clear in the professional support 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.

Note 4

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving childminding (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 school entrance, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Admission of children outside their normal age group

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

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, made in the best interest of the child, will take 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

This is a summary. Please see school's website for the full policy.

Forest Academy



Bridle Road, Shirley, Croydon, CR0 8HQ

DfE school number: 306 2109

Head teacher: Lucy Campbell

www.thesynaptictrust.org/our-schools/forest-academy

info@forestacademy.org.uk

020 8777 2808

Year R admission number: 90

Supplementary Information Form (SIF)

This school does not require completion of a Supplementary Information Form.

2 Year Old Provision

Here at Forest Academy we have introduced a 2 year old Provision, The Tree House. We can accommodate up to 24 places. If you require any further information please contact the Academy.

Nursery class

Our school has a Nursery class for 3-4 year olds, we are working with parents to provide a flexible provision. If you would like to apply for a place for your child in our Nursery class, please contact the Academy for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our Nursery class, we use the criteria below to prioritise applications.

Parents should be aware that attending the Nursery class does not mean your child will automatically transfer to the Reception class at this school. You will still need to apply at the appropriate time for a place for your child in a Reception class, using the council's Common Application Form, as described in this prospectus.

Admissions criteria

If the number of applications for Forest Academy 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 education needs or Education, Health & Care plan (EHCP), where the school is named on the statement/plan, the criteria will be applied in the order in which they are set out below:

- 1. Looked-after Children and previously looked-after children** (see Note 1 below).
- 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 below).
- 3. Medical:** Pupils with serious medical reasons for needing to attend this particular school. For primary age pupils, a serious medical condition of a parent which would prevent them taking a child to school will also be relevant (see Note 3 below).

- 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 below).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, Forest Academy will use random allocation. This 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'. 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

All requests for priority consideration must be supported in writing by a doctor or consultant, which must be submitted with your application. It must be made clear in the professional support 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.

Note 4

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses used by child minders, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The academy and local 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 pupils 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 e.g. flats, the centre will be taken from the centre of the building.

Waiting list

Waiting lists will be maintained for one academic year. A child's position on the waiting list will be determined in accordance with the admissions criteria and will not take account of the date on which the application was made. A child's position on a waiting list can go down as well as up, for example if a child on the waiting list moves nearer the school.

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. 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. Parents/carers have the right to make oral representations to the appeal panel.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child all children will be admitted. If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list, i.e. the school to which the successful child has been admitted.

Admission of children outside their normal age group

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

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, made in the best interest of the child, will take 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher.

This is a summary. Please see school's website for the full policy.

Gonville Academy – STEP Academy Trust



Gonville Road, Thornton Heath
Croydon CR7 6DL
DfE school number: 306 2019
Head Teacher: Miss S Mitchell

www.gonvilleacademy.croydon.sch.uk
 www.stepacademytrust.org
 gonvilleoffice@gonvilleacademy.croydon.sch.uk
 020 8684 4006
Year R admission number: 60

STEP Academy Trust is the admission authority for Gonville Academy. If a parent would like to view the Academy and meet a member of the Senior Leadership Team before applying, please see above for contact details.

Supplementary Information Form (SIF)

This Academy does not require a supplementary Information form to be completed. However, if applying for a place under Medical Priority – a Priority 2 Form must be completed and returned to the Academy office by the closing date for applications. Please contact the Academy office for information.

Nursery class

We have a nursery class for 3/4 year olds, providing for 52 part-time places – 26 in the morning session and 26 in the afternoon session. If you would like to apply for a place for your child in our nursery class, please contact the office for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Admissions criteria

Children with a Statement of Special Educational Needs/Education Health and Care Plan

Children with a Statement of Special Educational Needs/Education Health and Care Plan where the academy is named within the Statement/Plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

Priority 1 – Looked-after children and previously looked-after children:

Looked-after children are children in public care at the date on which the application is made. **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. If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.

Priority 2 – Medical: Children with serious medical reasons for needing to attend Gonville Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the Academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will **not** be considered in cases where the completed, signed and stamped Priority 2 Form is received after the closing date for applications.

Priority 3 – Siblings: Children with a brother or sister who will be on roll at Gonville Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

Priority 4 – All Other Children: All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to Gonville Academy, with those living closest to the Academy receiving higher priority.



The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder. 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 Academy using the local authority's computerised measuring system with those living closer to the Academy receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

The Academy's geographical area of intake may change from year to year depending upon the level of over-subscription and the number and location of applicants.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, random allocation which is independently verified will be used.

Waiting Lists

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are submitted on behalf of children with a high or low priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, if they have a sibling already in attendance at the Academy.

In-year applications

In year admissions (those that take place to all other year groups) are made as places become available. In recent years there have been very few places available for 'in-year' admissions at our academies. However, you may still make a formal application to the local authority and your child's name will be added to the waiting list for the Academy.

Appeals

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the **School Standards and Framework Act, 1998**. The appeal panel will be independent of the Academy. A service level agreement has been taken out by STEP Academy Trust with Croydon Independent Appeals Service to carry out the role of clerk to administer appeals hearings. The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about

the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process can be requested from the Academy office.

Children of multiple births

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

Children of UK Service Personnel and other Crown Servants

The Academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the Academy's area, or from a crown servant family returning from overseas to live in the Academy's area, as if they live in the area of the Academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the Academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

Admission of children outside their normal age group

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

This is a summary. For further information on the admission of summer born children and the full Admission Policy, please see the Academy website.

Good Shepherd Catholic Primary & Nursery School



**Dunley Drive, New Addington,
Croydon, CR0 0RG**
DfE school number: 306 3400
Head teacher: Mrs L Fernandes

www.goodshepherdprimaryschool.co.uk
admin@goodshepherd.croydon.sch.uk
01689 841771
Year R admission number: 30

Supplementary Information Form (SIF)

The completion of a SIF is not mandatory; however, if one is not received the governors will not be able to apply their admission criteria and the application will be considered under the 'any other children' category (criterion 8). The SIF will be available on the Croydon and the Good Shepherd School (as opposed to Church) websites. The SIF must be returned to the school by the deadline given, but it will only be considered if a Common Application Form has been completed that names the school as one of the preferences.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 26 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications. Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Admission Criteria

Good Shepherd Catholic Primary & Nursery School is an Academy, in the Catholic Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the governing body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Where the number of applications exceeds the planned admission number of 30, after the admission of children with a statement of special educational need or Education, Health & Care plan that names the school, the governors will allocate places using the following criteria in the order stated:

1. Looked-after Catholic children. (Including Catholic children in the care of non-Catholic families) or non-Catholic looked-after children in the care of Catholic families. Adopted Catholic children who were previously looked-after and adopted non-Catholic children who were previously looked-after in the care of Catholic families. (See Notes)
2. Baptised Catholic children. Evidence of baptism will be required.
3. Other looked-after children and adopted children who were previously looked after.
4. Un-baptised children from families where a parent is baptised into the Roman Catholic Church. Evidence of parent's baptism will be required.
5. Siblings of non-Catholic children on the roll at school at the time of admission.
6. Children who are members of Eastern Orthodox Churches. Evidence of baptism will be required.
7. Children of families who are members of other Christian denominations that are a part of Churches Together in England. Evidence of baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Any other children.

If there is over-subscription in any of the above categories, the governing body will allocate places in accordance with the following criteria in the order of priority set out below:

- a. Strength of evidence of commitment to the faith as demonstrated by the level of attendance at Mass. Applications will be ranked in the order shown on the Supplementary Information Form. Firstly those who attend mass weekly, then monthly, quarterly and finally those who attend yearly. This evidence must be provided by parents/ carers and be endorsed by a priest at the church(es) where the family normally worship.
- b. Siblings. This means siblings who will be in the school at the time of admittance of the younger sibling.
- c. Medical, social factors or pastoral benefit to be derived by a particular child. The governing body will require written evidence in such cases from a doctor, social worker or other relevant professional at the time of initial application.



- d. All other children falling within the relevant category: 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, e.g. flats, the centre will be taken from the centre of the building.

Parents are advised that criteria a-d, above will be applied to each of the categories 2, 3, 4, 5, 6, 7 and 8.

Tiebreaker

In the event of two or more candidates being ranked equally, and living equidistant from the school, places will be allocated by tossing a coin. This will be independently verified.

Waiting list

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The school will hold its waiting list for one year. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the admissions policy.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

In-year admissions

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/carers will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for Appeals will be in line with the Code of Practice on School

Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals.

Children of multiple births

Infant classes are restricted to 30 children, and this number will not be exceeded if there are applications for children from multiple births, when to admit them all would exceed this infant class size limit. In such circumstances, the tiebreaker will be used to determine which of the children can be offered a place.

Admission of children outside their normal age group

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

Notes for clarification

- Looked-after children are defined as children in public care at the date on which the application is made.
- Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to residence order or special guardianship order, immediately after being looked-after.
- In the context of school admissions Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into Eastern Churches in union with Rome and children of members of the ordinariate (all children covered by this definition must be treated equally).
- Practising Catholic refers to those who take part in the Sunday celebration of Mass as supported by a reference from their parish priest and by the production of a baptismal certificate.
- Members of other Christian denominations must be supported by a reference from their priest/minister.
- Sibling is defined as a brother or sister, half brother or sister, step brother or sister, or adopted brother or sister, foster brother or sister whose main residence is at the same address.
- A Looked-after child is defined as a child in public care at the date on which the application is made. 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.

This is a summary. Please see school's website for the full policy.

Harris Primary Academy Benson



West Way, Shirley CR0 8RQ

DfE school number: 306 2034

Executive Principal: Mrs K Magliocco

www.harrisprimarybenison.org.uk

info@harrisprimarybenison.org.uk

020 8777 1572

Year R admission number: 60

Supplementary Information Form (SIF)

A Supplementary Information Form is required.

Nursery class

The academy has a nursery class for 3/4 year olds, providing for 26 places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, an application form and the timetable for applying.

If we receive more applications than there are places available at that time in our nursery class priority for admissions will be given to those children in priority order as detailed in primary phase admissions oversubscription criteria (listed below).

Parents obtaining a place in the nursery should be aware that there is no automatic transfer to reception and they should apply for a place in the normal way if they want their child to enter reception.

Admissions criteria

After the admission of pupils with Statements of Special Educational Needs/Education Health Care Plans where the school is named in the statement (admitted under different regulations) pupils will be admitted according to the following oversubscription criteria:

- (1)** Looked-after children and former looked-after children.
- (2)** Children who the Harris Federation accepts have an exceptional medical or social need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional.

The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

- (3)** Children with a brother or sister already attending the school and who will still be attending on the date of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

- (4)** Distance: Children living closest to the school.

This means children living closest to the school measured in a straight line from the centre of the child's home, to the main entrance of the school (that is the designated main gate of the school on West Way), using the local authority's computerised measuring system. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Tiebreaker

Distance will be used as a tiebreaker in categories one to three above, if there are more applicants qualifying under any of those criteria than places available. Random allocation will be used as a tiebreaker if children have the same distance and priority cannot otherwise be determined. This will be independently verified.

Children of multiple births

We will admit the 60th child's twin, triplet etc. if they all apply at the same time. This is because the school admissions code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Waiting lists

The Academy will operate a waiting list for each year group. We will hold a waiting list for reception class places in our school for the first term. After this, parents may write to the school to ask for their child's name to be kept on our waiting list. In year waiting lists are maintained for one academic year and applicants are required to reapply for each academic year. 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 academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.



Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

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.

In-year applications

If you wish to apply for a place at the school outside the normal admissions round, you should obtain and submit an application form to the school, 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.

This is a summary. Please see school's website for the full policy.

Harris Primary Academy Haling Park



50-58, Haling Road, CR2 6HS
DfE school number: 306 2040
Head teacher: Bethan Chapman

www.harrisprimaryhalingpark.org.uk
info@harrisprimaryhalingpark.org.uk
0203 772 4560
Year R admission number: 60

Supplementary Information Form (SIF)

A Supplementary Information Form is required with supporting documents.

Harris Haling Park opened in September 2014, and admitted to its reception year. One additional year is being added each year thereafter until there are seven year groups operational at the academy (years R to 6). The operational year groups are shown below.

Operational Year Groups

The academy has the published admission number of 60 for the year 2017/2018. The operational year groups for future years are shown in the following table. As the academy builds to full capacity, intake will be restricted to 60 (two form entry) for each subsequent year thereafter. The Academy will reach full capacity in 2020.

	2016	2017	2018	2019	2020
Reception	60	60	60	60	60
Year 1	60	60	60	60	60
Year 2	60	60	60	60	60
Year 3		60	60	60	60
Year 4			60	60	60
Year 5				60	60
Year 6					60
TOTAL	180	240	300	360	420

Admissions criteria

After the admission of pupils with statements of special educational needs or Education, Health & Care plan, that names the school, pupils will be admitted according to the following oversubscription criteria:

- (1) Looked-after children and former looked-after children.
- (2) Children who the Harris Academy Trust accepts have an exceptional medical or social need for a place at the school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

- (3) Following the first year of existence, children with a brother or sister already attending the school and who will still be attending on the date of admission.

This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents/guardians should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

- (4) Admission of pupils on the basis of proximity to the school using straight line measurement from the main entrance of the school to the centre of the child's home.

If it is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Where a child spends part of the week with different parents/carers the home address will be the address at which the child spends the majority of nights in the week. The distance is measured by using a computerised GIS and a centre point supplied by the Ordnance Survey determines the start point of the measurement from the home address. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats and not the individual flat. Proof of residence or offer of letting from landlord will be required (council tax bill, utility bill).

Tiebreaker

Random allocation, which must be independently verified, will be used as a tie-break in category 4 (above) to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation, which must be independently verified.



Waiting lists

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 academic year. This will be maintained by the academy trust and it will be open to any parent/guardian to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In-year applications

If the academy receives in-year applications for the reception class, the academy must consider all such applications and if a place is available, admit the child. If more applications are received than there are places available, the place will be allocated applying the oversubscription criteria set out above. Parents whose application is turned down are entitled to appeal.

Appeals

Parents/carers will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to foundation and voluntary aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The academy should prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

Children of multiple births

We will admit the 60th child's twin, triplet etc. if they all apply at the same time. This is because the school admissions code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school Office.

This is a summary. Please see school's website for the full policy.

Harris Primary Academy Kenley



51 Little Roke Road, Kenley CR8 5NF

DfE school number: 306 2031

Head of Academy: Allison Morris

Executive Principal: Kate Magliocco M Ed

www.harrisprimarykenley.org.uk

info@harrisprimarykenley.org.uk

0208 660 2714 0208 660 6735

Year R admission number: 60

Supplementary Information Form (SIF)

The school requires a supplementary information form to be completed, with supporting evidence.

Nursery Class

The academy has a nursery unit for 52 pupils, 26 part-time places in the mornings and 26 part time places in the afternoon. When the academy is oversubscribed, priority for admission will be given to those living closest to the school as defined in criterion 4 of the primary phase admissions criteria below.

Parents obtaining a place in the nursery should be aware that there is no automatic transfer to reception and they should apply for a place in the normal way if they want their child to enter reception. Parents must complete a Common Application Form, and name the school as one of their preferences if they would like their child to be considered for admission to the school's reception class.

Admissions criteria

Where fewer than the published admission number for the relevant year groups are received, the academy trust will offer places at the academy to all those who have applied.

When oversubscribed, after the admission of pupils with statements of special educational needs where the school is named in the statement, priority for admission will be given to those children in priority order below:

- (1)** Looked-after children and previously looked-after children (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 at the time of making an application to a school. 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).
- (2)** Children who the Harris Federation accepts have an exceptional medical or social need for a place at the school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

- (3)** Children with a brother or sister already attending the school and who will still be attending on the date of admission.

This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

- (4)** Distance: Children living closest to the school.

This means children living closest to the school measured in a straight line from the centre of the child's home, to the main entrance of the school (that is the front door at the reception to the school office), using the local authority's computerised measuring system. For shared properties, e.g. flats, the centre will be taken from the centre of the building. The tie break for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system.

Tiebreaker

Distance will be used as a tiebreaker in categories one to three (above) if there are more applicants qualifying under any of those criteria than places available. Random allocation will be used as a tiebreaker if children have the same distance and priority cannot otherwise be determined. Random allocation will be used as a tiebreaker where there are two or more applicants who have equal ranking/are equal distance from the school, but there is only one school place available random allocation is used. It is independently verified.



Waiting lists

The academy will operate a waiting list for each year group. We will hold a waiting list for reception class places in our school for the first term. After this, parents may write to the school to ask for their child's name to be kept on our waiting list. In-year waiting lists are maintained for one academic year and applicants are required to reapply for each academic year. 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 academic year. This will be maintained by the academy trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In-year applications

If you wish to apply for a place at the school outside the normal admissions round, you should obtain and submit an application form to the school, 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.

Children of multiple births

We will admit the 60th child's twin, triplet etc. if they all apply at the same time. This is because the school admissions code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

This is a summary. Please see school's website for the full policy.

Harris Primary Academy Purley Way



47 Propeller Crescent, Waddon, CR0 4FE*

DfE school number: 306 2061

Head teacher: Jane Robinson

www.harrisprimarypurleyway.org.uk

info@harrisprimarypurleyway.org.uk

0203 872 1970

Year R admission number: 90

Our Academy will open in September 2016 in a purpose built temporary building. A secure area on the Academy's site will house the school building and will provide all the facilities that the children will need to receive an outstanding education. *This will also be the permanent address for our new Academy.

Harris Primary Academy Purley Way is a brand new school welcoming pupils from all religious denominations and pupils with no religious conviction.

Supplementary Information Form (SIF)

A Supplementary Information Form is not required.

Operational year groups

The Academy has a Published Admission Number (PAN) of 90 for 2016/2017, with an intake of Reception students only in its first year. The operational year groups for future years is shown in the following table. The Academy will reach full capacity in 2022.

	2016	2017	2018	2019	2020	2021	2022
Reception	90	90	90	90	90	90	90
Year 1		90	90	90	90	90	90
Year 2			90	90	90	90	90
Year 3				90	90	90	90
Year 4					90	90	90
Year 5						90	90
Year 6							90
TOTAL	90	180	270	360	450	540	630

Admissions criteria

After the admission of pupils with an Education, Health & Care plan that names the Academy, pupils will be admitted according to the following oversubscription criteria:

- (1) Looked-after children and former looked-after children.**
- (2) Children who the Harris Academy Trust accepts have an exceptional medical or social need for a place at the school.**

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

- (3) Following the first year of existence, children with a brother or sister already attending the school and who will still be attending on the date of admission.**

This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents/guardians should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

- (4) Admission of pupils on the basis of proximity to the school using straight line measurement from the main entrance of the school to the centre of the child's home.**

If it is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Where a child spends part of the week with different parents/carers the home address will be the address at which the child spends the majority of nights in the week. The distance is measured by using a computerised GIS and a centre point supplied by the Ordnance Survey determines the start point of the measurement from the home address. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats and not the individual flat. Proof of residence or offer of letting from landlord will be required ie. council tax bill, utility bill.

Tiebreaker

Random allocation, which must be independently verified, will be used as a tie-break in category 4 (above) to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation, which must be independently verified.



Waiting lists

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 academic year. This will be maintained by the Academy Trust and it will be open to any parent/guardian who asks for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In-year applications

If the Academy receives in-year applications for the Reception class, the Academy must consider all such applications and if a place is available, admit the child. If more applications are received than there are places available, the place will be allocated applying the oversubscription criteria set out above. Parents whose application is turned down are entitled to appeal.

Appeals

Parents/carers will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the appeals process will work and provide a named contact who can answer any enquiries parents/carers may have about the process.

Children of multiple births

We will admit the 90th child's twin, triplet etc. if all applications are submitted at the same time. This is due to the school admissions code allowing the Academy to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of the Academy and any supporting evidence provided by the parent.

If you have any enquiries about the Admissions process, please contact Harris Primary Academy Purley Way at info@harrisprimarypurleyway.org.uk or on **0203 872 1970**.

This is a summary. Please see school's website for the full policy.

Heathfield Academy - STEP Academy Trust



*7 Aberdeen Road, Croydon, CR0 1EQ *

DfE school number: 306 2066

Head teacher: Mrs R Atkinson & Mrs L-L O'Keefe

www.heathfieldacademy.org

enquiries@heathfieldacademy.org

0208 353 4250

Year R admission number: 60

This will be the permanent address for our Academy, at present it has been necessary to use a temporary site nearby whilst the building works are completed. For further details, please see our website.

Supplementary Information Form (SIF)

This Academy does not require a supplementary Information form to be completed. However, if applying for a place under Medical Priority - a Priority 2 Form must be completed and returned to the Academy office by the closing date for applications. Please contact the Academy office for information.

STEP Academy Trust is the admission authority for Heathfield Academy. If a parent would like to view the Academy and meet the Headteachers before applying, please see the prospectus online for details.

Heathfield Academy has a published admission number (PAN) of 60 for reception. As the Academy builds to full capacity intake will be restricted to 60 (two form entry) for each subsequent year thereafter. The Academy will reach full capacity in 2021.

	2016	2017	2018	2019	2020	2021
Reception	60	60	60	60	60	60
Year 1	60	60	60	60	60	60
Year 2		60	60	60	60	60
Year 3			60	60	60	60
Year 4				60	60	60
Year 5					60	60
Year 6						60
TOTAL	120	180	240	300	360	420

Admissions criteria

Children with a statement of special educational needs/Education Health and Care Plan

Children with a Statement of Special Educational Needs/ Education Health and Care Plan where the academy is named within the Statement/Plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

Priority 1 – Looked-after children and previously looked-after children:

Looked-after children are children in public care at the date on which the application is made. **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. If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.

Priority 2 – Medical: Children with serious medical reasons for needing to attend Heathfield Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the Academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will not be considered in cases where the completed, signed and stamped Priority 2 Form is received after the closing date for applications.

Priority 3 – Siblings: Children with a brother or sister who will be on roll at Heathfield Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.



Priority 4 – All Other Children: All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to Heathfield Academy, with those living closest to the Academy receiving higher priority.

The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder. 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 Academy using the local authority's computerised measuring system with those living closer to the Academy receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building. Distance will be measured from our permanent site.

The Academy's geographical area of intake may change from year to year depending upon the level of over-subscription and the number and location of applicants.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, random allocation which is independently verified will be used.

Waiting lists

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are submitted on behalf of children with a high or low priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, if they have a sibling already in attendance at the Academy.

In-year applications

In year admissions (those that take place to all other year groups) are made as places become available. In recent years there have been very few places available for 'in-year' admissions at our academies. However, you may still make a formal application to the local authority and your child's name will be added to the waiting list for the Academy.

Appeals

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the **School**

Standards and Framework Act, 1998. The appeal panel will be independent of the Academy. A service level agreement has been taken out by STEP Academy Trust with Croydon Independent Appeals Service to carry out the role of clerk to administer appeals hearings. The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process can be requested from the Academy office.

Children of multiple births

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

Children of UK Service Personnel and other Crown Servants

The Academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the Academy's area, or from a crown servant family returning from overseas to live in the Academy's area, as if they live in the area of the Academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the Academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

Admission of children outside their normal age group

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

This is a summary. For further information on the admission of summer born children and the full Admission Policy, please see the Academy website.

Krishna Avanti Primary School, Croydon



**Planned permanent site: Victoria House,
Croydon CR0 4HA (new building)**

DfE school number: 306 2104

Head teacher: Paul O'Sullivan

avanti.org.uk/kaps croydon

kaps croydon@avanti.org.uk

0208 353 4253

Year R admission number: 60

Krishna Avanti Primary School, Croydon is a new school which opened in September 2016 and was the 5th addition to the successful Avanti Schools Trust. Alongside teaching the full curriculum, the school offers practical 21st century spirituality rooted in class meditations, values-led lessons and yoga to encourage reflection; provisions that have led to outstanding behaviour and excellent attainment in our existing schools.

The school operates admissions in collaboration with Croydon Council in order to best meet local demand and be able to attract pupils from different backgrounds. It is a truly inclusive Hindu school with no faith criteria for entry - children of all faiths and none are welcome.

The school has a vision built on educational excellence, character formation and spiritual insight.

Educational Excellence

An emphasis on independent thought and personal choice fans every pupil's innate and emerging passion for learning. Our personalised approach provides tailor-made learning paths for all pupils. This motivates and enables all pupils to become reflective, articulate and independent thinkers, laying solid foundations for their future learning, vocation and self-fulfilment. Our approach is characterised by a mentorship and academic support system that is delivered in close partnership with parents.

Character Formation

Trust schools prepare pupils to take their places as loyal, responsible and broad-minded British citizens. Our ethos acknowledges that personal virtue, responsibility and a wholesome sense of identity underpin success in all endeavours. It nurtures conduct consistent with the universal virtues of respect, integrity, courage, empathy, gratitude and self-discipline. Trust schools promote holistic, responsible lifestyles through a vegetarian diet, a curriculum that integrates yoga and meditation and a built environment that actively fosters environmental concern.

Spiritual Insight

The development of spiritual insight is at the heart of the curriculum and draws on the teachings of Krishna Chaitanya, which embrace a universal, inclusive approach to spirituality, aimed at rekindling a personal, loving and spontaneous relationship with the divine. The curriculum offers opportunities to explore the philosophies and traditions of different faiths. Collective worship includes the following practices: kirtan, meditation, worship, reflection, song, prayer, and story-telling.

Location

The permanent site will be a brand new building where Victoria House currently stands on Southbridge Place, CR0 4HA. Please see the school website for latest developments on the new building.

Supplementary Information Form (SIF)

The school will not require a SIF to be completed.

Operational year groups

The school has a published admission number (PAN) of 30 for the year 2016/2017 and 60 for subsequent years. The school will only admit to Reception in 2016, and the operational year groups for future years is shown in the following table. As the school build to full capacity, intake will be restricted to 60 (two form entry) for each subsequent year thereafter. The school will reach full capacity in 2023.

	2016	2017	2018	2019	2020	2021	2022	2023
Reception	30	60	60	60	60	60	60	60
Year 1		30	60	60	60	60	60	60
Year 2			30	60	60	60	60	60
Year 3				30	60	60	60	60
Year 4					30	60	60	60
Year 5						30	60	60
Year 6							30	60
TOTAL	30	90	150	210	270	330	390	420

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. [see Note 1]]
2. Siblings: Children with a sibling(s) attending the school at the time of application. [see not 2]



Of the remaining available places. [see Note 3]

3. Half will be offered to children who live nearest to the site of the School measured by “as the crow flies” from their normal family home to the centre point of the School using the agreed Local Authority measure of distance. [see Note 4]
4. The remaining half will be offered by random allocation using an independently scrutinised process. This process will be equally applied to all applicants who have not obtained a place under all the above over-subscription criteria. [see Note 5]

Tie-break

For criteria 1 - 3: In the event of there being insufficient vacancies to admit all applicants in any of the categories detailed above, priority will be given to children whose home address is the shortest distance from the centre point of the school site. Where two or more applicants live equidistant from the school and places cannot be offered to all children, the places will be offered using random allocation in the presence of an independent witness.

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group.

In particular, parents can ask for a child to be held back a school year if both of the following apply:

- the child was born in the summer (1 April to 31 August)
- the parents do not feel the child is ready to start in the September after they turn 4

The child could then start school in the September after their fifth birthday.

When such requests are made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is by letter to the school detailing all the circumstances and providing any relevant supporting evidence.

Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Notes

Note 1

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).

Note 2

Siblings are defined in these arrangements as natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Note 3

In the event that the remaining places are an odd number, the distance criteria will apply to 50% to the nearest whole number rounded down; the remaining places will be ascertained by random allocation.

Note 4

Following the offer of a place at the school, parents/carers can be asked to provide their child's proof of identification and main residence. The forms of identification may include; birth certificate, NHS registration, council tax bill, current utility bills.

Note 5

If an offer is made to someone under random allocation who is a twin/triplet or from a multiple birth, an offer will also be made to the other sibling(s).

This is a summary. Please see school's website for the full policy

Margaret Roper Catholic Primary School



Russell Hill Road, Purley CR8 2XP

DfE school number: 306 3404

Head teacher: Mr D Mooney

www.margaretroper.croydon.sch.uk

office@margaretroper.croydon.sch.uk

020 8660 0115

Reception Year Group - admission number: 30

Mission statement

“Jesus took a little child and set him by his side and then said to him: ‘Anyone who welcomes this little child in my name, welcomes me; and anyone who welcomes me, welcomes the one who sent me’.”

Margaret Roper is a voluntary-aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2017, up to 30 children without reference to ability or aptitude.

We aim to be a community permeated by faith in Jesus Christ, which recognises, celebrates and raises awareness of the richness of other cultures and faiths. We will foster knowledge, skills and the talents of each child, in order to develop excellence across the whole curriculum. Self-discipline, courtesy, good manners, and, especially, respect, concern and care for others will be greatly valued. We will encourage respect and care of God’s world, our environment.

Supplementary Information Form (SIF)

To apply, parents should complete BOTH the Common Application Form (CAF), available from their own local authority AND the school’s Supplementary Information Form (SIF). Parents may obtain a SIF from the school or their own local authority. Parents should note that completion of a SIF is not mandatory. However, any applications without a SIF will be treated by governors under criterion 12, any other children.

For reception children, a SIF should be completed and returned to the school no later than 15 January in the year of the admission.

At the same time as submitting the SIF for children of all ages, parents should provide a copy of the baptismal certificate, evidence of residence in the form of an original utility bill and a reference from their parish priest, to

support the criteria below. Please note:

If you have been resident in your parish for less than a year, please also obtain a reference from your previous parish priest.

If you regularly attend Mass at more than one parish, please obtain a reference from both parishes.

An open day, for those applying to join the reception class, is organised in the autumn term. This will be an opportunity to see the school and to ask questions.

Offers of places will be sent to parents by their home local authority on the common offer date in April.

Admissions criteria

The number of applications for admission to Margaret Roper School frequently exceed the number of places available. Priority will always be given to baptised children whose parent(s) are practising Roman Catholics who show commitment to Catholic education.

After the admission of children with a statement of special educational needs or Education, Health & Care plan, where the school is named on the statement/plan, there remains over-subscription, the governors will rank pupils on the basis of the criteria set out below:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order. (See note j).
2. Baptised Roman Catholic children with a sibling on roll at Margaret Roper School in September 2017, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday mass as a family every week (except for periods of illness or family holiday).
3. Baptised Roman Catholic children with a sibling on roll at Margaret Roper School in September 2017, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday mass less than once a week.
4. Baptised Roman Catholic children, resident in the parish of St John the Baptist Church, Purley, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday Mass as a family every week (except for periods of illness or family holiday).



5. Baptised Roman Catholic children, resident in a parish other than St John the Baptist Church, Purley, being brought up in the practice of the Catholic Church who have one or both Catholic parents who attend Sunday Mass as a family every week (except for periods of illness or family holiday).
6. Baptised Roman Catholic children, resident in the Parish of St John the Baptist, Purley who attend Sunday Mass less than once a week.
7. Baptised Roman Catholic children, not resident in the Parish of St John the Baptist, Purley who attend Sunday Mass less than once a week.
8. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
9. Any other Children with a sibling on roll at Margaret Roper School in September 2017.
10. Those not fulfilling criteria 1-9, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils resident in the parish of St John the Baptist Church, Purley.
11. Those not fulfilling criteria 1-10, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils not resident in the parish of St John the Baptist Church, Purley.
12. Any other children.

Tiebreaker

1. Where the number of applicants who fulfil the criteria in any of the categories above exceeds the number of places available, priority will be given to those candidates who live closest to the school. (See note g).
2. In the event of two or more candidates being ranked equally once all the criteria and the first two tie breaks have been applied, places will be allocated by the toss of a coin (which shall be witnessed by an independent adjudicator).

Waiting list

Governors operate a waiting list for unsuccessful applicants. In the event of a place becoming available and there being more than one applicant on the waiting list for the place, the admission criteria will be applied.

Applications will be held on the waiting list for a period of 12 months from the date of written request. If after a period of 12 months parents have not received an offer of a place at Margaret Roper School, this means their application has been unsuccessful and their name will be removed from the waiting list unless they contact the school in writing to renew their interest. If an application is on the waiting list, parents must inform the school of any change in circumstances relevant to the application.

In-year applications

Applications for a place at the school in-year must be made using the Common Application Form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's Supplementary Information Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. Governors will decide whether or not the individual child's circumstances make this appropriate on educational grounds (please refer to the full policy on our website for details of this procedure).

Appeals

Parents whose applications for places are unsuccessful may appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the admissions appeals clerk at the school address. Parents/carers have the right to make oral representations to the appeal panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) The admission of additional children would not breach the infant class size limit; or
- b) The admission arrangements did not comply with admissions law or had not been 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) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case. The timetable for appeals in the current admissions round is published on the school website on or before the 28 February in that admissions year.

Children of multiple births

If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list.

Notes for clarification

- a. The expression 'parent' refers to the parent/s or guardian/s of the child.
- b. The boundaries of St John the Baptist Parish are defined by the Archdiocese of Southwark. A map and narrative is available at the school and the parish office.
- c. A class is regarded as being 'full' if: in reception, Year 1 and Year 2 there are 30 children. The class size of 30 can be exceeded in certain exceptional circumstances. For further information see the DfE school admissions code, para.2.15. The published admission number (PAN) for junior classes is 34.
- d. The governors will take place of residence, as that evidenced at the closing date for application.
- e. 'Siblings' means children who live at the same address as brother and sister, including natural brothers or sisters, half-brothers and sisters, adopted siblings, stepbrothers or sisters and foster-brothers or sisters. It would not include other relatives; e.g. cousins. Priority will be given to candidates who have sibling(s) at the school, provided the sibling(s) still attend(s) the school at the date of admission.
- f. The school will ask to see a copy of the short form version of the candidate's birth certificate, after a place has been offered.
- g. Distance will be measured in a straight line from the centre of the pupil's main home to the front entrance of the school using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.
- h. 'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving childminding (professional or relatives) are excluded.
- i. Any pastoral, medical and/or social need should be clearly stated at the time of application and suitable evidence supplied.
- j. A looked-after child is defined as 'A child who is in the care of a local authority or provided with accommodation by that authority'. Looked-after children also includes previously looked-after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order).
- k. Catholics include members of the Ordinariate and the Latin and Oriental Rite churches that are in union with the Bishop of Rome.

This is a summary. Please ensure you visit the school's website for the full policy.



New Valley Primary School



Old Lodge Lane, Purley, Croydon CR8 4AZ

DfE school number: 306 2088

Head teacher: Pete Steward

www.newvalleyprimary.com

office@newvalleyprimary.com

020 8660 1325

Year R admission number: 30

Supplementary Information Form (SIF)

This school does not require completion of a Supplementary Information Form.

Admissions 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 educational needs or Education, Health & Care plan, where the school is named on the statement/plan, 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 this particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to another 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 Note 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.

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.

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, i.e. all siblings from a multiple birth. The government's school admissions code does state that 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.

Notes for clarification

Note 1

Looked-after children are defined as 'children in public care at the date on which the application is made'. 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 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. 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 the 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 childminding (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 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, e.g. flats, the centre will be taken from the centre of the building.

Note 7

Childminding arrangements cannot be taken into account when allocating places.

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 teacher.

This is a summary. Please see school's website for the full policy.



Oasis Academy Byron



St David's off Stoneyfield Road, Coulsdon CR5 2XE

DfE school number: 306 2111

Principal: Mrs C Wingrave

www.oasisacademybyron.org

byron@oasisbyron.org

020 8668 4877

Year R admission number: 30*

Supplementary Information Form (SIF)

This school does not require a supplementary Information form to be completed.

Admissions criteria

If the number of applications for a 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 educational needs or Education, Health & Care plan, where the academy is named on the statement/plan, the criteria will be applied in the order in which they are 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 ongoing medical condition of a parent which would prevent them taking their child to school will also be relevant (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

Random allocation, independently verified, will be used as a tiebreaker where there are two or more applicants who have equal ranking/are equal distance from the school, but there is only one school place available.

Waiting lists

A waiting list is held for the first term of 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. Priority in the allocation of places is in accordance with the admissions policy and will not take account of the date on which the allocation was made. A child's position on the waiting list can go down as well as up: for example, if a child on the waiting list moves nearer the school.

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/carers will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

Children of 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, i.e. 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.

Notes for clarification

Note 1

Looked-after children are defined as children in public care at the date on which the application is made. 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.

Note 3

The medical reasons must be verified by a GP or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made.

Decisions on priority of admission on medical grounds will be made by the academy. The application must be supported by a letter from a hospital consultant and/or the family's GP.

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, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Child-minding arrangements cannot be taken into account when allocating places. 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.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office.

This is a summary. Please see school's website for the full policy.



Oasis Academy Ryelands



Oakley Road. London SE25 4XG

DfE school number: 306 2073

Principal: Glenn Lillo

www.oasisacademyryelands.org

office@oasisryelands.org

0208 656 4165

Year R admission number: 60

Oasis Academy Ryelands is a non-selective school.

Our school has a nursery class for 3/4 year olds, providing 52 part-time places.

Nursery class

Parents/carers who wish to apply for the nursery places should contact the academy directly or visit the website **www.oasisacademyryelands.org**

Parents/carers with children on roll at the nursery class who wish to apply for a reception class place at the academy must complete the council's coordinated application form, naming this school, and submit the form by the deadline.

Admissions criteria for primary year groups

Where fewer than the published admission number(s) for the relevant year groups are received, the academy will offer places to all those who have applied.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with an Education, Health & Care plan where the academy is named on the plan, the criteria will be applied in the order in which they are set out below:

1. Looked-after children and previously looked-after children:

Looked-after children are defined as children in public care at the date on which the application is made.

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.

2. Siblings: Children with a brother or sister who is reasonably expected to be in attendance at the school or linked junior school at the time of enrolment of the new pupil.

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.

3. Medical: Children with serious medical reasons for needing to attend a particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant.

Supporting evidence should set out particular reasons why the academy 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. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made.

4. Distance: Priority will be given to children living closest to the school as measured in a direct line from the home address to the school.

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving child minders, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility.

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 LA's computerised measuring system with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

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 between applications. Where distance is the same for two or more applications the authority will use random allocation. If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Waiting lists

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 is held for the first term of 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. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the academy's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In-year applications

If more applications are received than there are places available, the oversubscription criteria shall apply, taking into account any waiting list. Parents/carers whose application is turned down are entitled to appeal.

All in-year applications must be directed to the local authority under their coordinated in-year admission arrangements.

Appeals

Parents/carers have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for Appeals will be in line with the School Admission Appeals

Code published by the Department of Education. As Nursery provision is non-statutory, there is no right of appeal to an independent appeal panel, although the academy will consider any complaints in line with its published complaints policy.

Children of multiple births for admission into an infant class

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the academy, legislation allows us to admit them all, i.e. all siblings from a multiple birth. The government's school admissions code does state that 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.

Admission of children outside their normal age group

The academy makes decisions for requests for admission of a child outside their normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. All requests should be submitted directly to the academy.

This is a summary. Please see school's website for the full policy.



Oasis Academy Shirley Park Primary School



Long Lane, Croydon CR0 7AR

DfE school number: 306 9906

Head teacher: Mr Adam Browne

www.oasisacademyshirleypark.org

primaryadmin@oasisshirleypark.org

020 8656 0222

Year R admission number: 120

Supplementary Information Form (SIF)

This school does not require a Supplementary Information Form to be completed.

Nursery class

The academy has an agreed admission number of **52 part-time pupils** in the **nursery**. The academy will accordingly admit 52 part-time pupils each year who have reached their third birthday if sufficient applications are received. The nursery school day will be split into 2 sessions (morning & afternoon), 26 applicants will be accommodated in each session. As **nursery** provision is non-statutory, there is no right of appeal to an independent appeal panel, although the academy will consider any complaints.

If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications. **Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.**

Enhanced Learning Provision (ELP)

Our school has ELP for children with Moderate Learning Disorder (MLD). There are 12 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's special educational needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP). The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Admissions criteria for primary age classes

The academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the academy will offer places to all those who have applied. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the

admission of pupils with statements of special educational needs or Education, Health & Care plan (EHCP) where the academy is named on the statement/plan, the criteria will be applied in the order in which they are set out below:

- a) Children in public care (looked-after children and previously looked-after children).

Looked-after children are children who are in the care of the LA or provided with accommodation by that authority at the date on which the application is made.

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.

Any application made within the 'looked after' category must be supported by a letter from the relevant LA children's services department.

If applying under the 'previously looked-after children' criterion a copy of the adoption or special guardianship order must also be supplied.

- b) Children whose sibling(s) currently attend the school (including the sixth form) and who will continue to do so on the date of admission. The term 'sibling' means a full, half, adopted or fostered brother or sister. Sibling criteria may apply where, at the time of application, a sibling is expected to be on roll (including in the sixth form) when the child starts at the academy. If the sibling unexpectedly leaves the academy after the offer has been made, the place must not be withdrawn on these grounds. The academy will request proof of relationship.
- c) Children whose parent is a member of staff who has been employed by the academy for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Children who live nearest to the academy, calculated using the local authority's computerised system. Distance will be measured in a straight line from the centre of the student's main home* to the academy's main entrance. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

*The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Addresses involved in child-minding (professional or relatives) are excluded. Proof of residence and parental responsibility will be requested during the admissions process. If false or misleading information is used to gain entry to the academy, the offer of a place will be withdrawn. The LA must be notified of any changes of address immediately. Failure to do so could result in the child being denied a place.

A child's attendance at the nursery does not guarantee the child's admission to the primary phase of the academy. A separate application must be made for transfer from nursery to primary phase.

Tiebreaker

If there are more applicants than there are places remaining within a particular category, and where there are siblings or there is no difference in distance from home to the academy for two or more children, random allocation will be used to allocate the final available place(s). This will be independently verified.

Waiting lists

A waiting list is held for the first term of 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. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In-year applications

All in-year applications must be directed to the local authority under their coordinated in-year admission arrangements. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

Appeals

Parents/carers will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to foundation and voluntary aided schools (appendix 1).

The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Appeals must be made in writing, setting out the reasons on which the appeal is made and sent to the appeals clerk at the academy office.

Children of multiple births

We adhere to the statutory infant class size limit of 30 students per class.

Admission of children outside their normal age group

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

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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

This is a summary. Please see school's website for the full policy.



Park Hill Junior School



Stanhope Road, Croydon CR0 5NS

DfE school number: 306 2076

Head teacher: Mrs C Daniels

www.phjs.co.uk

office@parkhill-jun.croydon.sch.uk

020 8686 8623

Year 3 admission number: 90

Transfer from Infant to Junior School

Priority in the allocation of Year 3 places for children transferring from infant to junior school will be given to those children in attendance at the attached Park Hill Infant School. In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the criteria listed at paragraphs 1-6 of this document.

Year 2 children on roll at Park Hill Infant School do not automatically transfer to Year 3 in Park Hill Junior School. If parents of Year 2 children on roll at Park Hill Infant School wish their child to be considered for a place at our junior school, they must complete a transfer to junior application form, naming Park Hill Junior School, and submit it by the deadline given in the Croydon Admissions prospectus. Priority in the allocation of Year 3 places for children transferring from infant to junior school is given to those children in attendance at the attached Park Hill Infant School, as set out below.

Supplementary Information Form (SIF)

This school does not require a supplementary Information form to be completed.

Admissions criteria

If the number of applications for the school is higher than the number of places available, after allowing for places allocated to children with a statement of special educational needs or Education, Health & Care plan naming the school, allocations will be made in the following order:

- 1. Looked-after children and previously looked-after children** (see Note 1).
- 2. Children on the roll of Park Hill Infant** school at the time of application.
- 3. Siblings:** children with a brother or sister who will be in attendance at the school or at the attached Park Hill Infant School at the time of enrolment of the new pupil (see Note 2).
- 4. Medical:** pupils with serious medical reasons for needing to attend Park Hill Junior School. For Primary age pupils, a serious medical condition of a parent which would prevent them taking their child to school will also be relevant (see Note 3).

5. Children of Staff: children of staff in either or both of the following circumstances:

- a) where the member of staff 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/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. Distance: priority will be given to pupils living nearest to the school (see Note 4 and Note 5).

Tiebreaker

In the event that the number of applications exceeds the places available within any of the above categories, drawing lots will be used to decide between applications. This will be independently verified.

Waiting lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria listed above. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

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 applications for places are unsuccessful will be given reasons and informed in writing of their right to appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and the response must set out the reasons on which the appeal is made. Parent/carers have 14 days to respond from the date on the letter sent by the school conveying its decision. Appeals should be made to the admissions appeal clerk at the school address. Parents/carers have the right to make oral representations to the appeal panel.

Admission of children outside their normal age group

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

Notes for clarification

Note 1

Looked-after children are defined as children in public care at the date on which the application is made. Previously looked-after children are defined as 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

Note 2

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister, adopted brother or sister, or foster-brother or sister whose main residence is at the same address.

Note 3

The medical reasons must be verified by a doctor or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not normally be considered if submitted after a decision on the original application has already been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of an independent medical adviser. The application **MUST** be supported by a letter from a hospital consultant and/or the family's GP.

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.

Note 5

Distance will be measured in a straight line from the centre of the pupil's main home to the main entrance of the school using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. If a pupil lives in a block of flats the distance will be from the designated centre of the block. If two pupils live in the same block and are the same in relation to the other criteria then the school will use the tiebreak. 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.

This is a summary. Please see school's website for the full policy.



Paxton Academy Sports and Science



*843 London Road, Thornton Heath CR7 6AW

DfE school number: 306 2087

Principal: Ms Johnette Barrett

www.paxtonacademy.org.uk

admin@paxtonacademy.org.uk

020 8683 2308

Year R admission number: 90

*This is the address of the academy's permanent site from September 2017. Between September 2014 and July 2017, the academy will be located at 159 Brigstock Road, Thornton Heath Croydon CR7 7JP.

The governors of Paxton Academy (Paxton Academy Trust) are committed to providing an excellent education for a fully comprehensive, non-selective intake. The admissions policy is written to reflect the inclusiveness of our academy in meeting the diverse needs of children in the local community.

Supplementary Information Form (SIF)

This school does not require a supplementary information form to be completed.

Nursery class

A separate application must be made for any transfer from nursery to primary school. Parents of children attending the nursery class (when a nursery in place) MUST complete the council's Common Application Form, naming Paxton Academy Sports and Science as a preference, if they wish their child to be considered for a reception place at this school.

Operational year groups

The academy has the following published admission number (PAN) for the year 2016/2017 and for subsequent years. The PAN will be 90 for reception. The operational year groups for future years is shown in the following table. As the academy builds to full capacity, intake will be restricted to 90 (three form entry) for each subsequent year thereafter. The academy will reach full capacity in 2020.

	2016	2017	2018	2019	2020
Reception	90	90	90	90	90
Year 1	90	90	90	90	90
Year 2	90	90	90	90	90
Year 3		90	90	90	90
Year 4			90	90	90
Year 5				90	90
Year 6					90
TOTAL	270	360	450	540	630

Admissions criteria

Paxton Academy Trust will consider all applications for places at the academy. Where fewer than the published admission numbers are received, Paxton Academy will offer places to all those who have applied. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the oversubscription rule set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

Paxton Academy will admit all children with a statement of special educational needs, where the academy is named on the statement.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below after the admissions of children with a statement of special educational needs that names the school:

Priority 1- Looked After and Previously Looked After Children

Children in public care, or 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).

A "Looked after child" is a child in public care at the date on which the application is made. A "Previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately after being in public care.

An application under this priority must be supported by the relevant Local Authority Children's Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also be supplied.

Priority 2- Children attending the nursery at Paxton Academy (when in place)**

Priority 3- Children with a sibling at the Academy

Children with a sibling attending the Academy at the time of admission who live at the same main residence. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same residence at the date of their entry to the Academy; the Academy Trust may require proof of relationship.

Priority 4- Children with Medical needs requiring Admission to This Academy Only

Admission to This Academy Only

Children for whom it is essential to be admitted to this Academy because of special circumstances to do with significant medical, social, pastoral or psychological needs evidenced by written professional advice (including relevant Local Authority Children's Services Department), explaining why these needs can realistically only be met by Paxton Academy. Decisions relating to admissions based on these needs will be made by the Academy Trust following advice from the Admissions Panel and in consultation with an appropriately qualified professional who is deemed expert in the particular field concerned.

Priority 5- Distance (Priority post codes)

Up to 80% of children living in one of the following priority postcodes: CR7, CR0, SE19-SE27

Priority 6- Distance (Outside Priority Post codes)

Up to 20% of children living outside the priority post codes outlined above

Where there are more applications in Priorities 5 and 6 above than there are places, we will operate a lottery system where names are randomly drawn by an independent witness.

Priority 7- Children of Staff

Children of staff in the following circumstances:

- During 2016/17 where the member of staff is employed at the Academy.
- In subsequent years where they have been employed at the Academy for two or more years, at the time at which the application for admission to the Academy is made.
- Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

After places have been filled under the above seven priorities, offers will be made for the remaining places, determined by random allocation from the waiting list. The random allocation process will be supervised by an independent body

Tiebreaker

In the case of a tiebreaker where two children have equal ranking, random allocation will also be used. The random allocation process will be supervised by an independent body.

Waiting lists

Unsuccessful applicants will be placed on the waiting list. The council will keep the waiting list for reception classes for the first term of the reception year. Thereafter, anyone who wishes to remain on the waiting list will need to apply using the LA's in-year application form.

In-year applications

For in-year admissions to Reception (after the autumn term) or any other year groups, parents should apply using the LA's in-year application form. Where places become vacant, applicants on the waiting list will be ranked in accordance with the oversubscription criteria and the place will be allocated to the child who is highest on the waiting list.

Appeals

Unsuccessful applicants will be given an opportunity to appeal against the decision to an independent appeals panel set up in accordance with the statutory provisions in force at the time.

The determination of the appeal panel will be binding on all parties. Full details of the appeals process will be sent to unsuccessful applicants with the decision letter.

Children of multiple births

The Trust will not admit all children of a multiple birth where such admission would take the reception class over 30.

Admission of children outside their normal age group

Paxton Academy will make admissions for children outside their normal age group based on the circumstances of each case and in the best interests of the child concerned.

This is a summary. Please see the school's website for the full policy.



Regina Coeli Catholic Primary School



**173 Pampisford Road, South Croydon,
Surrey CR2 6DF**

DfE school number: 306 3408

Head teacher: Mrs Frances Hawkes

www.reginacoelischool.co.uk

office@reginacoelischool.co.uk

020 8688 4582

Year R admission number: 60

Regina Coeli Catholic Primary School is a voluntary aided school in the Diocese of Southwark and is in the St Elphege's Federation. It is in the trusteeship of the Diocese. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

The Governing Body of The Federation of St Elphege's and Regina Coeli Catholic Schools is responsible for all admissions to the school. As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the families in the school. We ask all parents applying for a place at the school to understand and respect the Catholic ethos and its importance to the school community.

The governing body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Supplementary Information Form (SIF)

The supplementary information form (SIF) is available on the school website and is downloadable, and should be returned by the date specified. The form seeks information which is not collected on the LA application form but which is needed by the school to match your application to the criteria set out in this policy. Completion of a SIF is not mandatory; however, if one is not received the school will not be able to give proper and full consideration to your application and will not be able to apply fully the admission criteria. Without this form the application will be considered under the 'any other children' category.'

Admission criteria

Where the number of applications exceeds 60, the governing body will offer places using the following criteria in the order stated. After the admission of children with a statement of special educational needs or an Educational and Health Care Plan (EHCP) that names the school, the following criteria will be used to prioritise applications if oversubscribed.

1. Looked after Catholic children (see definition below) or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or have become the subject of a residence or guardianship order.

2a) Baptised Catholic children (see definition below)

where the child and one or both Catholic parents reside in any one of these parishes: St. Gertrude's Parish, South Croydon; St. Dominic's Parish, Waddon; Holy Family Parish, Sanderstead, St. Columba's Parish, Selsdon and attend Sunday Mass or the Saturday vigil mass every week (except for periods of illness). Applications are placed in rank order within this category where distance is the determining factor. The Governors of the school will require a written reference from the appropriate Parish Priest who must be able to verify that the conditions stated above are met. The Governors of the school will require parents to produce a baptismal certificate. Where families have moved into the named parishes, within the last two years details of their previous Parish and parish priest should be supplied to confirm Mass attendance over the previous two years.

2b) Baptised Catholic children, where the child and one or both Catholic parents reside outside the four named parishes and attend Sunday Mass or the Saturday vigil mass every week (except for periods of illness). The application must have a written reference from the appropriate Parish Priest who must be able to verify that the conditions stated above are met. The Governors of the school will require parents to produce a baptismal certificate. Where families have moved parishes, within the last two years details of their previous Parish and parish priest should be supplied to confirm Mass attendance over the previous two years.

3) Children baptised in the Catholic faith (see definition below) whose parents may not be practising at the time of admission. The Governors of the school will require parents to produce a baptismal certificate.

4) Other Looked after children or previously looked after children who have been adopted or have become the subject of a residence or guardianship order.

5) Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of baptism or reception from the authorities of that Church will be required.

6) Children of families who are committed members of other Christian denominations (Churches together in England). Evidence of Baptism (or dedication) and of religious commitment provided by a priest or minister where the family regularly worship will be required.

- 7) Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worship will be required.
- 8) Any other children.

If the number of applications made is higher than the number of places available, the allocations will be made in the following order within each category

- A. The presence of a brother or sister (see definition below) in the school when the child starts at the school.
- B. Social/Medical Needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided, at the time of application, by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest etc.
- C. After the above, priority will be given to pupils living nearest to the school as measured in a straight line. This will be measured by Croydon online measuring tool that will be measure from the Kendra Hall school gate to the centre point of the home address

In the event of distances being equal, lots will be drawn to determine which child is given higher priority.

The Governing Body will assess the priorities set out in the preceding paragraphs in reaching their final decision.

Tiebreaker

In the event of a tie break within any of the above categories e.g. distances being equal, a coin will be tossed to determine which child is given higher priority. This will be independently verified.

Children of multiple births

We adhere to the statutory infant class size limit of 30 pupils per class. In the event of a tie break, a coin will be tossed to determine which child is given higher priority. This will be independently verified.

Information/Definitions

Infant class size limit

We adhere to the statutory infant class size limit of 30 pupils per class.

Looked After children and Adopted children who were previously Looked After by a Local Authority

'Children in public care at the date on which the application is made. 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'. If an application is made under the criterion "adopted children who were previously looked after" must be supported by a letter from the relevant Local Authority (Children's Services) Department.

Baptised Catholic Children

In the context of school admissions baptised Catholic children are defined as children who are baptised or received into the Catholic Church, and include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

Brother/sister

Brother or sister means children who live as brother and sister, including natural brothers or sisters, half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters whose main residence is at the same address as the applicant. It does not include any other relatives that includes cousins

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Distance will be measured in a straight line from the centre of the pupils main home to the designated main entrance, (Kendra Hall Gate) nominated by the school using the Local Authority's computerised measuring system with those living closer to the school given priority. For shared properties e.g. flats the centre will be taken as the centre of the building

Fair Access Protocol

– The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) –

the admissions of pupils with a Statement of Educational Needs or with an EHCP are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHCP by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHCP naming the school will be admitted without reference to the above criteria. However, if admitted during a normal admission round, they will be taken into account when applying the school's admission number. Accordingly, children with statements already admitted to a school will be counted towards the admission number when considering whether there is still a place available for another child without a statement.



Waiting lists

The Governing Body holds a waiting list for unsuccessful applicants. If unsuccessful, parents may request that their application is kept on file until a place at the school becomes available. The school will hold its waiting list indefinitely, during this time the pupil must remain on the roll of another school. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the Admissions Policy.

Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available. Applications remain on the waiting list until we are informed by the parent/guardian that the place is no longer required.

Appeals

Parents whose applications are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the panel.

Infant Class sizes are restricted by legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been 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) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In-year admissions

– Applications for a place at the school in-year must be made using the common application form of Croydon Local Authority (LA). This form must be returned to the school. The school's supplementary form should also be completed and returned to the school. In the event of a place being available this will enable the governors to rank the application in the event of their being more than one applicant for the place. The governors will use the same criteria to rank the application as listed above. The offer of a place will be made by the governors. If no places are available parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Admission of Children Outside their Normal Age Group

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

It is the expectation of Regina Coeli 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 by the Governing Body 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Admission Requests for deferred entry and part-time (Primary & Infant Schools only)

The School Admissions Code has now made clear the rights of parents to request deferred entry or part-time entry to Reception class.

- a) Children are entitled to a full-time place in the September following their fourth birthday and this must be offered.
- b) Parents can defer the date their child is admitted to the school until later in the school year but not beyond statutory school age or the beginning of the summer term (whichever is earlier).
- c) Parents may take up a YR place on a part-time basis until later in the school year but not beyond statutory school age.

Parents are reminded that children are admitted on the Admission Policy and the Admission Criteria in place at the time of the child's consideration for admission to the school.

Rowdown Primary School - The Fairchildes Academy Community Trust



**Calley Down Crescent, New Addington,
Croydon CR0 0EG**

DfE school number: 306 2085

Head teacher: Mrs Linda Shute

www.factrust.org

admin@rowdown.croydon.sch.uk

01689 843 367

Reception admission number: 60

Supplementary Information Form (SIF)

This school does not require completion of a Supplementary Information Form.

Nursery Class

Our school has a Nursery class for 3/4 year olds, providing for 52 part-time places in either a morning or afternoon session. If you would like to apply for a place for your child in our Nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our Nursery class, we use the following criteria to prioritise applications: Children with a Statement or Education, Health & Care plan (EHCP), Looked-after children, siblings and then distance from the school.

Parents should be aware that attending the Nursery class does not mean your child will automatically transfer to the Reception class at this school. You will still need to apply at the appropriate time for a place for your child in a Reception class, using the council's Common Application Form, as described in the prospectus.

Admissions 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 educational needs or an Education Health Care Plan where the school is named on either, 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 is reasonably expected to be in attendance at the school at the time of enrolment of the new pupil (see Note 2).

3. Medical: Children with serious medical reasons for needing to attend a particular school. A serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the school in question 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

Where distance is the same for two or more applications, the school will use random allocation. This will be independently verified.

Waiting lists

A waiting list is held for the first term of 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. 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.

Children of 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, i.e. all siblings from a multiple birth. The government's school admissions code does state that 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.

Notes for clarification

Note 1

Looked-after children are defined as 'children in public care at the date on which the application is made'. 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 the same address as the child for whom the school place application is being made.

Note 3

All requests for priority consideration must be supported in writing by a doctor or consultant, which must be submitted with your application. It must be made clear in the professional support 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.

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 school entrance, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Admission of children outside their normal age group

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

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, detailing the child's educational need which makes education outside the normal age group necessary. Decisions, made in the best interest of the child, will take 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 the medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Head Teacher of the school(s) concerned.

This is a summary. Please see school's website for the full policy.

Selsdon Primary School



Addington Road, South Croydon CR2 8LQ

DfE school number: 306 5200

Executive Head: Ms S Papas

www.selsdonprimary.com

admin@selsdonprimary.org.uk

020 8657 4038

Year R admission number: 90

Supplementary Information Form (SIF)

Selsdon Primary School does not require a SIF.

Nursery class

Our school has a nursery class for 3-4 year olds, providing for 52 part-time places, of fifteen hours per week. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications.

Applications for places must be made on a 'Selsdon Primary Admission to Fox Cubs Nursery' form to be received at the school office by 31 January 2017.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Admissions criteria

Admission of children with an Education Health & Care Plan (EHCP) that names the school will be admitted first.

Should applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Looked-after children and previously looked-after children (see Note 2).
2. Children who have a sibling currently attending the school (see Note 3).
3. Where there are medical grounds (supported by documentation from a registered medical practitioner) for admitting the child.
4. Where a child has attended Fox Cubs Nursery.
5. Proximity of the child's home to the school, with those living nearer being accorded the higher priority (see Note 4).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, the authority will use random allocation. This will be independently verified.

Waiting lists

A waiting list is held for the first term of 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. A child's position on the waiting list will be determined in accordance with the admissions criteria and will not take account of the date on which the application was made. A child's position on the waiting list can go down as well as up; e.g. if a child on the waiting list moves nearer the school.

In-year applications

Applications for a place at the school in-year must be made using the Common Application Form of the local authority where the child resides. This form must be returned to the local authority. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the local authority on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Once a place has been offered by the local authority, parents will be asked to complete a supplementary information form. On receipt of this form, the school will arrange for the parents to visit the school and discuss transition from the existing school. With the parents' permission, the current school may be contacted to gain any information which may be of use in enabling the child to settle into the new school. Confirmation, in writing, of the proposed start date will be sent to the parents.



Appeals

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel. 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.

Children of multiple births

Selsdon Primary will admit all the children of a multiple birth, even if this exceeds the infant class size limit.

Notes for clarification

Note 1

Parents of children who are offered a place at the school before they are of compulsory school age may defer entry until later in the school year. The place will be held for that child and not offered to another child. However, entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year from which the original application was accepted.

Note 2

Looked-after children are defined as children in public care at the date on which the application is made. 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. An application under this category must be supported by a letter from the relevant local authority.

Note 3

A sibling is defined as a brother or sister, half brother or sister, step-brother or sister, adopted brother or sister, or foster-brother or sister whose main residence is the same address.

Note 4

Distance will be measured as a straight line from the front gate of the school to the centre of the home at which the child normally resides. For flats, the centre will be taken from the centre of the building. 'Home' is defined as the address where the child normally resides as their only or principal residence. Parents may be asked to provide documentary evidence to confirm an address and parental responsibility.

Admission of children outside their normal age group

Parents of summer born children can request admission outside of their normal year of entry so that their child starts school in Reception when they would ordinarily be starting or transferring to year 1.

It is the expectation of our 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.

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

This is a summary. Please see school's website for the full policy.

St Aidan's Catholic Primary School



Portnalls Road, Coulsdon CR5 3DE

DfE school number: 306 3409

Head Teacher: Timothy Hallett

www.staidansschool.co.uk

admin@st-aidans.croydon.sch.uk

01737 556 036

Year R admission number: 30

Mission statement

"Christ's ministry, as recounted in the Gospels, and the values he promoted through his teachings are fundamental to the life of our school in fulfilling its purpose as a Catholic institution."

St Aidan's Catholic Primary School is a voluntary aided school in the Archdiocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the governing body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Supplementary Information Form (SIF)

A Supplementary Information Form (available from the school and from the local authority), should be completed and sent to the admissions secretary at the school not later than the closing date published by the local authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Admissions criteria

Where the number of applications exceeds 30 the governors will offer places using the following criteria in the order stated. After the admission of children with a statement of special educational need or Education, Health & Care plan that names the school, the following criteria will be used to prioritise applications, if oversubscribed:

1. Looked-after Catholic children or looked-after children in the care of Catholic families and previously looked-after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Roman Catholic children, resident in the parish of St Aidan's Catholic Church, Coulsdon, or St. Mary's Old Coulsdon, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday Mass as a family every week (except for periods of illness or family holiday).

3. Baptised Roman Catholic children, resident in a parish other than St Aidan's Catholic Church, Coulsdon, or St. Mary's Old Coulsdon, being brought up in the practice of the Catholic Church who have one or both Catholic parents who attend Sunday Mass as a family every week (except for periods of illness or family holiday).

Other applicants

If, following the allocation of places in accordance with criteria 1-3 above, places still remain available, then these will be allocated in accordance with the following criteria:

4. Baptised Roman Catholic children, resident in the Parish of St Aidan's Catholic Church, Coulsdon, or St. Mary's Old Coulsdon who attend Sunday Mass as a family less than once a week.
5. Baptised Roman Catholic children, not resident in the Parish of St. Aidan's Catholic Church, Coulsdon or St. Mary's Old Coulsdon, who attend Sunday Mass as a family less than once a week.
6. Other looked-after children and other previously looked-after children who have been adopted or who have become the subject of a residence or guardianship order.
7. Those not fulfilling criteria 1-6, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils resident in the parish
8. Those not fulfilling criteria 1-7, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils not resident in the parish of St Aidan's Church, Coulsdon or St. Mary's Old Coulsdon
9. Any other children



Tiebreaker

1. In the application of each criteria 1-3, priority will be given to those children who have a sibling in St. Aidan's School when the child is due to enter. Priority will not be given:
 - a. Where attendance at Mass has become less than weekly.
 - b. Where admission is sought to a class other than reception and that class is already full. (See note e).
2. Where the number of applicants who fulfil the criteria in any of the categories above exceeds the number of places available, priority will be given to those candidates who live closest to the school. (See note g).
3. In the event of two or more candidates being ranked equally once all the criteria and the first two tie breaks have been applied, places will be allocated by the toss of a coin. This will be indefinitely verified.

Waiting lists

Governors operate a waiting list for unsuccessful applicants. In the event of a place becoming available and there being more than one applicant on the waiting list for the place, the admission criteria will be applied.

Applications will be held on the waiting list for a period of 12 months from the date of written request. If after a period of 12 months parents have not received an offer of a place at St. Aidan's School, this means their application has been unsuccessful and their name will be removed from the waiting list unless they contact the school in writing to renew their interest. If an application is on the waiting list, parents must inform the school of any change in circumstances relevant to the application.

In-year applications

Applications for a place at the school in-year must be made using the Common Application Form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's Supplementary Information Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. In the event of the Governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list.

This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Appeals

Parents whose applications for places are unsuccessful may appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the clerk to the governors at the school address.

Parents/carers have the right to make oral representations to the appeal panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- (a) The admission of additional children would not breach the infant class size limit; or
- (b) The admission arrangements did not comply with admissions law or had not been 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) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Children of multiple births

In the case of multiple births, where there are insufficient places available to admit them all, random allocation will be used to decide which of them are offered a place.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school Office

Notes for clarification

- a. The expression 'parent' refers to the parent/s or guardian/s of the child.
- b. The maximum number of places in junior classes is 32.
- c. The governors will take place of residence, as that evidenced at the closing date for application.
- d. Siblings, means children who live at the same address as brother and sister, including natural brothers or sisters, half brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives e.g. cousins.
- e. The school will require documentation of a candidate's birth certificate, baptism certificate and proof of residence after a place has been offered.
- f. Distance will be measured in a straight line from the centre of the pupil's main home to the front entrance of the school using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.
- g. Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in childminding (professional or relatives) are excluded.
- h. Any pastoral, medical and/or social need should be clearly stated at the time of application and suitable evidence must be supplied.
- i. A looked-after Child is defined as "A child who is in the care of a local authority or provided with accommodation by that authority". Looked-after children also includes previously looked-after 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 following having been looked after. See DFE Admissions Code para. 1.7.
- j. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- k. Sunday Mass is deemed to include the Saturday evening vigil mass.
- l. An offer of a place may be withdrawn if fraud is detected in the application.

This is a summary. Please see school's website for the full policy.



St Chad's Catholic Primary School



Alverston Gardens, London SE25 6LR

DfE school number: 306 3411

Head Teacher: Mrs Joanne Hawthorne

www.stchadsprimaryschool.com

office@stchadsprimaryschool.com

020 8771 3470

Year R admission number: 60

St Chad's Catholic Primary School is an academy in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

A maximum of 60 children who are between the ages of 4 and 5 years old at the time of entry will be admitted each year without reference to ability. Foundation and KS1 classes are legally required to admit no more than 30 children per class. At St Chad's the governors have decided to limit classes in KS2 to 30 children. The Governing Body may also admit older children subject to the availability of places in their age group and provided the criteria herein are met.

A Supplementary Information Form will be available from school and the school's website in the academic year prior to the year of entry.

If your application is unsuccessful you may ask for your child's name to be added to a waiting list. This list will be maintained until the autumn half term of year of entry. The admissions criteria will still apply.

Late applications will be received by the school but these applications will not be processed until the initial round of offers has been made.

The Admissions Policy is reviewed annually by the Governors of St Chad's School in the light of guidance from the diocese and is subject to consultation with the Local Authority.

Nursery class

Admission Procedures

There are 52 part time places for 3 and 4 year olds. If you would like to apply for a place for your child in our nursery class, please contact the school office where you will receive information on application forms and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the criteria stated in the school's admissions policy to prioritise applications.

Admission to the Nursery does not guarantee admission to Reception.

Reception class

Admission Procedures

All parents, wishing to apply for a Reception place, must complete a Common Application Form (available from the child's home Local Authority) as well as the Supplementary Information Form.

Supplementary Information Form (SIF)

To apply for a place at St Chad's you should complete two separate forms:

1. The Common Application Form from the child's home Local Authority, naming St Chad's Catholic school as one of the preferences (this form is to be returned to the Local Authority or submitted through the online e-admissions system).
2. The SIF, available from the school or via the school's website, needs to be returned to the Admission's Officer at St Chad's School no later than the date published on the form. This should be completed and returned to the school even if the CAF is completed online.

The school will, in addition, require a reference from your parish priest and a copy of the child's baptism certificate.

Completion of a SIF is not mandatory; however, if one is not received the governors will not be able to apply their admission criteria and the application will be considered under the 'any other children' category

You are advised to make copies of the completed forms returning the original SIF to the school office and retaining a copy.

Admissions criteria

After the admission of children with a statement of special educational need that names the school, the following criteria will be used to prioritise applications when oversubscribed:

- 1. Looked-after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.**
- 2. Baptised Catholic children of practising Catholic parent(s) attending Mass weekly who have siblings in St Chad's School when the applicant is due to enter.**
- 3. Baptised Catholic children of practising Catholic parent(s) attending Mass weekly who are:**
 - 3a** Resident in St Chad's parish;
 - 3b** Not resident in St Chad's parish.
- 4. Baptised Catholic children resident in St Chad's parish whose Catholic parent(s) practice is intermittent (three times a month or less). (Sibling priority)**
- 5. Baptised Catholic children not resident in St Chad's Parish whose parent(s) practice is intermittent (three times a month or less). (Sibling priority)**
- 6. Children whose families are enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required. (Sibling priority)**
- 7. Other looked after children or looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.**
- 8. Children who are baptised members of Eastern Orthodox Churches. (Evidence of baptism required). List available on request. (Sibling priority)**
- 9. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of baptism (or dedication) provided by a priest or minister of a designated place of worship will be required. (Sibling priority)**
- 10. Children of other faiths. Evidence of membership of the faith should be provided by a priest, minister or religious leader or a designated place of worship will be required. (Sibling priority)**
- 11. Any other children (Sibling priority)**

Tiebreaker

If it should become necessary to subdivide a group because sufficient places are not available to take all the applicants in that particular group, then the governors will consider other factors such as:

- a)** Social and medical needs that make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker).

- b)** Distance from home to school as measured by a straight line from the centre of the pupil's main home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system. For flats the centre will be taken from the centre of the building.
- c)** Where the last remaining place is to be allocated and two or more children are deemed to live the same distance from the school the place will be decided by the drawing of lots.

Waiting lists

If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. In such cases, the school will maintain a waiting list for **one term** in the academic year of admission. In-year waiting lists are also maintained for a term. After this, parents may write to the school to ask for their child's name to be kept on our waiting list.

The waiting list will be operated using the same admissions criteria listed above. The school will not therefore maintain a ranked waiting list. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In-year applications

Applications for a place at the school in-year must be made using the child's home local authority Common Application Form. This form must be returned to the local authority. The school's Supplementary Information Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a)** the admission of additional children would not breach the infant class size limit; or



- b) the admission arrangements did not comply with admissions law or had not been 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) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case. Parents/Carers have the right to make oral representations to the appeal panel.

Children of multiple births:

If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list.

Glossary of terms:

Baptised	In a Catholic Church with certificate which is available.
The Parish	Parish boundaries are laid down by the Archdiocese of Southwark. A map is available in the school office.
Resident	The normal registered place of residence of the parents and children, not that of the childminder or relative. Proof of residency may be requested.
Practising Catholic	Means Catholic children from practising Catholic families who habitually worship at Mass weekly and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a reference from a priest.
Intermittent	Means 'does not always fulfil the obligation of attendance at Catholic Mass each Sunday and Holy Day or the eve of such days'.
Parent(s)	Means parent(s)/guardian(s).
Sibling	A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister, foster brother or sister whose main residence is at the same address.

Note 1

Looked-after children are defined as children in public care at the date on which the application is made.

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 service department.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the

school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has

experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

This is a summary. Please see school's website for the full policy.


St Cyprian's Greek Orthodox Primary Academy

Springfield Road, Thornton Heath CR7 8DZ

DfE school number: 306 3008

Head teacher: Mrs V Baron

 www.stcypriansprimaryacademy.co.uk

 office@st-cyprians.croydon.sch.uk

 020 8771 5425

Year R admission number: 60

Mission statement

The aim of St. Cyprian's Greek Orthodox Academy is to provide its children with a primary education of the highest quality in a supportive learning environment, through the core National Curriculum, enriched by the progressive learning of the Greek language, culture and Christian Orthodox religion. The children of St Cyprian's Greek Orthodox School will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and to prepare them to contribute positively to the challenges of a diverse multicultural society.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 52 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use our admissions policy to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Supplementary Information Form (SIF)

Under our admissions procedure parents will be sent a Supplementary Information Form, in the academic year preceding the proposed year of entry, which you are strongly advised to complete. The SIF is available directly from the school and seeks information which is not collected on the LA application form but which is needed by the school to enable us to make a decision on your application form. Completion of a SIF is not mandatory. However, if one is not received the school will not be able to give full and proper consideration to your application and will not be able to fully apply the admission criteria. Without this form the application will be considered under the 'any other child' category.

Admissions criteria

In the event of the number of applications for admission exceeding the number of places available, the governing body will apply the following oversubscription criteria in the order set out below, in order to decide which children to admit:

- 1)** Looked-after children and previously looked-after children (see note 1).
- 2)** Children with one or more parents who worship monthly at a Greek Orthodox Church.
- 3)** Children with one or more parents whose Greek Orthodox religion has lapsed or who do not worship on a monthly basis.
- 4)** Children with one or more parents who worship monthly at other Christian Orthodox churches.
- 5)** Children with one or more parents who worship monthly at a Catholic Church.
- 6)** Children with one or more parents who worship monthly at a Christian church.
- 7)** Any other children.

Children with special educational needs must be taken into account when determining and applying a school's admission number. Accordingly, if a child with a special educational needs statement is admitted to the school during a normal admission round, they will be counted towards the admission number when considering if there is a place available for another child without a statement.

Tiebreaker

In the event that the number of applications exceeds the places available within any of the above categories, random allocation will be used to decide between applications. This process will be independently verified.

Waiting lists

Waiting lists will be maintained for one term in the academic year of admission. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the admission policy.



In-year admissions

To apply for a place at the school outside the normal admissions round, please complete two separate forms:

1. The local authority in-year Common Application Form and;
2. The Supplementary Information Form to be returned to the school.

Appeals

Parents who have been unsuccessful in their application have the right to appeal against the decision of the governing body. Parents are informed of their right to appeal in their letter and all forms and additional letters etc. must be received by the school by the date stated.

The school will not maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher order applications will not be received by a time a place becomes available.

Parents are reminded that children are admitted on the admission policy and the admission criteria in place at the time of the child's consideration for admission to the school.

Notes for clarification

Note 1

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. 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 applying under the 'previously looked-after' criterion, a copy of the adoption or special guardianship order must be supplied.

Looked-after children are defined as children in public care at the date on which the application is made. A 'looked-after child' is a child who is (a) in the care of a authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

Admission of children outside their normal age group

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

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
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher of the school concerned

This is a summary. Please see school's website for the full policy.

St James the Great RC Primary & Nursery School



Windsor Road, Thornton Heath CR7 8HJ

DfE school number: 306 5201

Head teacher: Mr C Andrew

www.stjamesthegreat.org

stjames@stjamesthegreat.org

020 8771 3424

Year R admission number: 60

St James the Great RC Primary and Nursery School is an academy school in the Catholic Diocese of Southwark.

Supplementary Information Form (SIF)

We require completion of a supplementary information form.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 52 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. The admissions policy will be used to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus, and the school's SIF.

Admissions criteria

Where applications for admission exceed the number of places available, after the admission of children with a statement of special educational need or Education, Health & Care plan (EHCP) where the school has been consulted in regard to naming the school, the following criteria will be used to prioritise applications:

- 1 a) Looked-after and previously looked-after Catholic children and looked-after and previously looked-after children in the care of Catholic families.
- b) Baptised Catholic children, being brought up in accordance with the teaching and practice of the Catholic church, who have one or both parents who are baptised Catholics and who attend Sunday mass every week (except for periods of illness or family holiday) at either St Andrew's, Thornton Heath, or St Bartholomew's, Norbury. The governing body will require support for applications from the parish or other nominated Roman Catholic priest who should be able to verify that the conditions stated above are met.

Note: a map of the area showing the boundaries of the two parishes forms part of this admissions policy. Copies are available from the school office upon request.

- 2 Baptised Catholic children, being brought up in accordance with the teaching and practice of the Catholic Church, who have one or both parents who attend Sunday Mass every week (except for periods of illness or family holiday) in other Catholic parishes, including ethnic chaplaincies. The governing body will require a reference from the appropriate priest confirming that the conditions stated above are met.
- 3 Children baptised in the Catholic faith whose parents may not be practising Catholics at the time of admission. The governors will require parents to produce a baptismal certificate for the child.
- 4 Other looked-after and previously looked-after children.
- 5 Children baptised or being brought up according to the beliefs of another Christian denomination and whose parents are committed practising members of that denomination. The governors will require parents to produce a baptismal certificate (where applicable) and also a written reference from the applicant's priest or other officiating minister.
- 6 Any other children.

If there is oversubscription in any of the above categories, the governing body will allocate places in accordance with the following criteria in the order of priority set out below taking account, where appropriate, of distance from the school. Distance will be measured in a straight line from the main gate of the school to the centre point of the place of residence given on the application.

- a Siblings, as defined in the explanatory notes;
- b Families resident in the parishes of St Andrew's, Thornton Heath, and St Bartholomew's, Norbury;
- c Pastoral benefit to be derived by any child resident in the parishes of St Andrew's, Thornton Heath, or St Bartholomew's, Norbury, from his or her education in a Catholic school. The governing body will require evidence in such cases from a priest, minister or social worker or other relevant professional at the time of initial application;



- d** Medical or social factors necessitating attendance at the school by a particular child, resident in the parishes of St Andrew's, Thornton Heath, or St Bartholomew's, Norbury; the governing body will require written evidence in such cases from a doctor, social worker or other relevant professional at the time of initial application;
- e** Children in the school's nursery class who are resident in the parishes of St Andrew's, Thornton Heath, or St Bartholomew's, Norbury, with those living nearer the school, measured in accordance with the definition in the explanatory notes, being given higher priority;
- f** Residency in the parishes of St Andrew's, Thornton Heath or St Bartholomew's, Norbury, with those living nearer the school, measured in accordance with the definition in the Explanatory Notes, being given higher priority;
- g** Other children falling within the relevant category, with those living nearer the school being given priority. Distance will be measured in a straight line from the main gate of the school to the centre point of the place of residence given on the application.

Parents are advised that:

- Criteria a to g above will be applied to each of the categories in one to six above.
- If a family has ceased to practise the Catholic faith since the older sibling was admitted, the application in respect of the younger child will be regarded as falling in 3 above.

Tiebreaker

The school will draw lots where there is only one place available and the two applicants for this place have equal ranking. This will be independently verified.

Waiting lists

The governing body will maintain a waiting list of applicants. The school will not remove any child's name from the waiting list until the end of the academic year in which they complete their primary education unless the family request otherwise in writing. Places will be offered in accordance with the school's published oversubscription criteria. Children whose parents apply for places other than at the Reception intake stage ('in year admissions') will be placed on the waiting list for the relevant school year, in an order to be determined by the criteria and guidelines stated above, as any vacancy occurs. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

In-year applications

The school deals directly with applications for places outside the normal admissions round and applicants should contact the school to obtain an application form which should be returned to the school with the supporting evidence required.

Appeals

Unsuccessful applicants are provided with details of the appeals process at the time their application is declined.

Children of multiple births

In the case of twins/triplets/children of multiple birth who meet the admissions criteria, they will be admitted even if this exceeds the maximum infant class size, as allowed under the admissions code. It is the governors view that it is important that family units are not separated.

Admission of children below compulsory school age and deferred entry

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. Such requests will be considered by the governors' admissions committee on a case by case basis.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school's Admissions Secretary .

This is a summary. Please see school's website for full policy

The Admissions Arrangements for this School are being considered by the Office of the Schools Adjudicator. This means the arrangements are subject to change before the application deadline of 15 January 2017. Please continue to check the School's website where the most up to date information will be published.

St John's Church of England Primary School



Spring Park Road, Shirley CR0 5EL

DfE school number: 306 3003

Head teacher: Mrs M Martin

www.st-johns.croydon.sch.uk

office@st-johns.croydon.sch.uk

020 8654 2260

Year R admission number: 60

St John's Church of England Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school.

Supplementary Information Form (SIF)

Parents/carers applying for a foundation place must also complete and return the SIF, obtainable by request from the school office.

This form may also be downloaded from the school's website and e-mailed or posted to the school. The SIF must be completed fully and returned, by the date specified by the LA, to the school office. Please note that an application may only be made for either a foundation place or an open Place but not for both. If no SIF is submitted it will only be possible for the applicant to be considered for an open place.

Admissions criteria

Children with statements of special educational need or Education, Health & Care plan (EHCP) whose statement/plan name St John's school are admitted through a different process handled by the local authority.

Where the school admits such children to the reception class during a normal admission round, the places available to other applicants will be reduced accordingly.

The number of foundation and open places will be reduced alternately by the number of such applicants admitted, the first place reducing the foundation places by one and the second reducing the open place by one.

Foundation Places

The Governing Body has designated that 46 places will be offered to pupils whose parents/carers are faithful and regular worshippers (NOTE 1) in a Christian church that is a member of Churches Together in England, The Evangelical Alliance or Affinity Churches. Written evidence of a parent's/carer's attendance at their place of worship in the form of a clergy reference is taken up by the school prior to the allocation of places.

If there are more applicants than available places, places will be allocated according to the following criteria. These are stated in order of priority:

- (a) Looked-after-children or previously looked after children (NOTE 2) who satisfy the general criteria for the award of foundation places.
- (b) Children who satisfy the general criteria for the award of foundation places and have an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence **at the time of application**, e.g. from a specialist health professional, social worker, or educational psychologist which must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- (c) Children who will have a sibling (NOTE 3) in the school at the time of admission, living at the same address, whose parents/carers are faithful and regular worshippers (NOTE 1) at their church.
- (d) Children whose parents/carers are weekly faithful and regular worshippers (NOTE 1) at St John's Church.
- (e) Children whose parents/carers are weekly faithful and regular worshippers (NOTE1) at another Anglican church or at Shirley Methodist Church.
- (f) Children whose parents/carers are fortnightly faithful and regular worshippers (NOTE 1) at St John's Church.
- (g) Children whose parents/carers are fortnightly faithful and regular worshippers (NOTE1) at another Anglican church or at Shirley Methodist Church
- (h) Any other children whose parents/carers are weekly faithful and regular worshippers (NOTE1) at a Christian church (as defined above) but who do not qualify within any of the criteria (a) to (g) above.



If there are fewer qualified applicants than there are available foundation places, any unfilled places will become additional open places. Unsuccessful foundation applicants will be considered for any unfilled open places remaining after the allocation of both foundation and open places has been completed.

Open places

The governing body has designated 14 places each year as open places, to be offered to pupils whose parents/carers have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

If there are more applicants than available places, applicants will be placed in order on the list returned to the Croydon LA according to the following criteria. These are stated in order of priority:

- (a) Looked-after-children or previously looked-after children. (NOTE 2).
- (b) Children who have an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker, or educational psychologist which must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- (c) Children who will have a sibling (NOTE 3) in the school at the time of admission and who live at the same address, that sibling having previously been admitted to an open place.
- (d) Any other children in order of nearness of the home to the school (NOTE 4).

Tiebreaker

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; Where two or more qualified applicants live equidistant from the school, the governors will determine the matter by the drawing of lots that will be independently witnessed.

Children of multiple births

Where there are insufficient places to admit both twins, an additional exception will be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

Appeals

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the clerk to the admissions' appeal panel, c/o the school, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider a further application from those parents /carers within the same academic year unless there have been significant and material changes in their circumstances.

Parents/carers considering an appeal against an unsuccessful application for admission should also read carefully the section on appeals in the 'admission to primary school' prospectus. This sets out the limited circumstances under which appeals panels can allow appeals once class sizes have reached their statutory limit of 30 pupils in Key Stage 1.

Waiting list

The school operates a waiting list from which any places that become available are offered in accordance with the admission criteria. The list is used from 1st September each year until 31 August. Parents/carers must request in writing to join the list but they must also apply to the local authority.

In-year admissions

Applications for a place at the school in-year must be made using the Croydon In-year application form. This form must be returned to the local authority. The school's Supplementary Information Form must also be completed for applicants for foundation places and returned to the school office. The governors will use the prevailing criteria at that time to rank the application. The offer of a place at the school will be made by the school on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents/carers will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.

Notes for clarification

Note 1

Faithful and regular worshipper is defined as attendance of the parent/carer at worship either weekly or fortnightly, depending on the criterion under which the application is made, for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two year period is covered. The governors do not give a higher preference to families where both parents worship. Governors will give careful consideration to written clergy references which should take due account the parent's/carer's individual circumstances in assessing the level of attendance. Parents/carers may wish to discuss with their clergy details of exceptional circumstances, such as illness, which have prevented faithful and regular attendance.

Note 2

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions, as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after or previously looked after, and will be so at the time of making an application to the school.

Note 3

Qualifying siblings are brothers and sisters, half-brothers and half-sisters, step-brothers and step-sisters, foster and adopted brothers and sisters who share the same home and for whom the applicant has parental responsibility.

Note 4

Distance is measured in a straight line from the centre of the applicant's home to the closest of the school's gates using the LA's computerised measuring system, with those living closer to the school receiving higher priority in each criterion. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents/carers will be asked to provide documentary evidence to confirm their address (e.g. a utility bill) and parental responsibility (e.g. a short birth certificate).

The LA and school must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at St John's School.

Admission of children outside their normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

This is a summary. Please see school's website for the full policy.



St Joseph's Catholic Infant and Nursery School



Crown Dale, London SE19 3NX

DfE school number: 306 3412

Head teacher: Tamsyn Lawlor

<http://www.stjosephsfederation.co.uk>

amcleary@st-josephs-inf.croydon.sch.uk

020 8670 2385

Year R admission number: 60

St Joseph's Catholic Infant and Nursery School belongs to the local Catholic communities and exists to educate their children with the gospel values, traditions and beliefs of the Catholic faith in partnership with the parents, parish communities and St Joseph's Junior School. This ethos is central to everything we do.

We strive for excellence so that every child develops spiritually, socially and academically to his or her full potential regardless of nationality or background. We aim to develop an awareness of every child's physical health and well-being.

We wish to promote a fostering of talents, a sense of caring for those who have particular needs and a concern for justice in all who work here.

Prospective parents are welcome to come and visit our school, please contact the head teacher.

Year 2 children in St Joseph's Catholic Infant & Nursery

School do not automatically transfer to Year 3 in St Joseph's Catholic Junior School. Parents of Year 2 children on the roll of our Infant school must complete an 'Application for Transfer' form, naming St Joseph's Catholic Junior school, as described in this prospectus on page 29, and submit it by the deadline given, if they wish their child to be considered for a place at St Joseph's Catholic Junior school.

Supplementary Information Form (SIF)

The governors ask that you complete the SIF and take it to your nominated priest in order that they may verify the information which you have given. The form should then be returned to the school office with birth and baptismal certificates as well as proof of address. Completion of the SIF is not mandatory; however, if one is not received by the school, the governors will not be able to apply their admission criteria and the application will be considered under criterion 10 – any other applicants.

You must also complete the Common Application Form (CAF), naming this school as one of your preferences, for the SIF and your application to be considered.

If any information given on either form should change you MUST inform us immediately, places may be withdrawn if incorrect information is given.

If there is any additional information, in respect of special medical, social or pastoral needs which you feel will help governors in determining the correct criterion for your application, you should send it to the school marked for the attention of the admissions committee.

Nursery class

Our school has a nursery class for 3/4 year olds, providing for 52 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the same admissions criteria as we use for reception admissions to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Admissions criteria

St Joseph's serves three parishes namely Virgo Fidelis, St Matthews and St Margaret Clitherow. St Joseph's is a Catholic School, which is normally very oversubscribed: The governors therefore observe the following criteria precisely; they are in order of priority. Children with Statements or Education. Health & Care plans already admitted to the school count towards the admission number when considering whether there is still a place available for another child without a statement/plan.

1. Looked-after Catholic children or looked-after children in the care of Catholic families and previously looked-after Catholic children who have been adopted.
2. Baptised Catholic children being brought up in the - Catholic faith who live within the parish boundaries of the three named parishes, who weekly worship at Catholic Mass.
3. Baptised Catholic children being brought up in the Catholic faith who live outside the parish boundaries of the three named parishes, who weekly worship at Catholic Mass.
4. Baptised Catholic children being brought up in the Catholic faith who live within the parish boundaries of the three named parishes, who worship intermittently at Catholic Mass.
5. Baptised Catholic children being brought up in the Catholic faith who live outside the parish boundaries of the three named parishes, who worship intermittently at Catholic Mass.
6. Baptised Catholic children who do not worship at Catholic Mass
7. Other looked-after children and other previously looked-after children who have been adopted.
8. Christian children of other Christian denominations whose application is supported by the minister.
9. Children of other faiths whose application is supported by a minister or faith leader.
10. Any other applicants.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. The attendance of a brother or sister at either St Joseph's Infant or St Joseph's Junior School at the time of entry will take priority over applications, within each criterion, who do not have siblings.
2. Social/medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided, at the time of application, by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest.

3. The distance is measured in a straight line from 'home' to the Woodend gate of our school.

Proof of address will be required.

NB In exceptional circumstances the governing body may increase the priority of an application within a criterion where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school.

Tiebreaker

In the event that the number of applications exceeds the places available within any of the criteria listed in the policy, distance will be used to decide between applications. In the event of distance being equal the ultimate tiebreaker will be drawing of lots. This will be independently verified.

Waiting list

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting list will be operated using the same criteria listed above, for one academic term in the year of admission. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the admissions policy. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

In-year applications

Applications for a place at the school in-year must be made using the Common Application Form of Croydon local authority (LA). This form must be returned to the school. The school's Supplementary Information Form should also be completed and returned to the school. In the event of a place being available this will enable the governors to rank the application in the event of there being more than one applicant for the place. The governors will use the same criteria to rank the application as listed above. The offer of a place will be made by the governors. If no places are available parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



Appeals

Parents whose applications are unsuccessful may appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out reasons on which the appeal is made. Appeals should be made to the admissions appeal clerk at the school address. Parents/carers have the right to make oral representations to the panel.

Children of multiple births

We adhere to the statutory infant class size limit of 30 pupils per class. Where an admission would exceed this, **the tiebreaker will be used to decide who is offered a place. This will be independently verified.**

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school Office.

Notes for clarification

- **Looked-after children means:** 'Children in public care' at the date on which application is made and must be supported by a letter from the relevant local authority children's services department.
- **Class Size:** We adhere to the statutory infant class size limit of 30 pupils per class.
- **Parish boundaries** are as defined by the Archdiocese of Southwark. Definitions are available in the school office. These can also be accessed via the school website or can be sent to an applicant upon request.
- **Weekly worship means:** 'Fulfilling the obligation of attendance at a Catholic Mass each Sunday and Holy Day or on the eve of such days unless prevented so by serious reason'.
- **Intermittent worship means:** 'Does not always fulfil the obligation of attendance at a Catholic Mass each Sunday and Holy Day or on the eve of such days unless prevented so by serious reason'. (That is worship fortnightly, monthly or occasionally.)
- **Catechumenate means** families who are undertaking instruction which will lead to baptism. This must be verified by the parish priest.
- **Home means:** 'The normal registered place of residence of the parents and children, not that of a relative or childminder'. Home local authority means the local authority in which your home is situated. The school and the local authority must be notified of any change of address immediately. Failure to do so could result in the child being denied a place at a preferred school.
- **Brother or sister means** children who live as brother and sister, including natural brothers or sisters, half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters whose main residence is at the same address as the applicant.
- **Distance** will be measured in a straight line from the centre of the pupils main home to the designated main entrance using the local authority's computerised measuring system with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

This is a summary. Please see school's website for the full policy.

St Joseph's Catholic Junior School



Woodend, Upper Norwood, London SE19 3NU

DfE school number: 306 3401

Head teacher: Tamsyn Lawlor

www.stjosephsfederation.co.uk

office@st-josephs-jun.croydon.sch.uk

020 8653 7195

Year R admission number: 90

St Joseph's belongs to the Catholic communities of Upper Norwood and West Norwood and exists to educate Catholic children in a community with the gospel values, traditions and beliefs of the Catholic faith at the centre of its ethos.

At St Joseph's we aim for excellence. We encourage all children to develop spiritually, socially and academically to the highest possible level of achievement of which they are capable.

The school aims to foster and deepen the children's faith. If we are to lead children to a living and active faith, our primary concern must be to help them meet God, to listen to him, to know him, to enter into a personal relationship with him and to respond to him through prayer, worship and Christian living.

The school aims to work in partnership with the parents, the Infant School, our secondary schools and parish communities through such events as acts of worship, concerts, fetes, curriculum activities and parents evenings.

The values of the Gospel should be found in every aspect of school life. By Gospel values, we mean love God and neighbour. The school aims to have rich liturgical provision expressed in a variety of ways. Among these are prayer, assemblies, Masses and suitable paraliturgical services held at appropriate times of the year.

We will endeavour to foster good relationships between pupils and staff. We hope to promote a concern for justice, a fostering of the talents of the whole school community and a full programme of caring for and serving those who have particular needs, within the school's community.

Year 2 children in St Joseph's Catholic Infant &

Nursery School do not automatically transfer to Year

3 in St Joseph's Catholic Junior School. Parents of Year

2 children on the roll of St Joseph's Catholic Infant &

Nursery school must complete a 'transfer from infant to junior' form, naming St Joseph's Catholic Junior School, and submit it by the deadline given, if they wish their child to be considered for a place at this school.

Supplementary Information Form (SIF)

Completion of the SIF is not mandatory; however, if one is not received by the school, the governors will not be able to apply their admission criteria and the application will be considered under criterion 10 – any other applicants.

The governors ask that you take the SIF to your nominated priest in order that they may verify the information which you have given. The form should then be returned to the school office with birth and baptismal certificates as well as proof of address. If there is any additional information, in respect of special medical, social or pastoral needs which you feel will help governors in determining the correct criterion for your application, you should send it to the school marked for the attention of the admissions committee. If any information given on either form should change you **MUST** inform us immediately, places may be withdrawn if incorrect information is given.

Admission criteria

St Joseph's serves three parishes namely Virgo Fidelis, St Matthew's and St Margaret Clitherow.

When children with a statement of special educational need or Education, Health & Care plan that names the school are already admitted to the school, this counts towards the admission number when considering whether there is a place available for another child without a statement/plan.

The governors observe the following criteria precisely; they are in order of priority:

1. Looked-after Catholic children or looked-after children in the care of Catholic families and previously looked-after Catholic children who have been adopted.
2. Baptised Catholic children being brought up in the Catholic faith who live within the parish boundaries of the three named parishes, who weekly worship at Catholic Mass.
3. Baptised Catholic children being brought up in the Catholic faith who live outside the parish boundaries of the three named parishes, who weekly worship at Catholic Mass.
4. Baptised Catholic children being brought up in the Catholic faith who live within the parish boundaries of the three named parishes, who worship intermittently at Catholic Mass.



5. Baptised Catholic children being brought up in the Catholic faith who live outside the parish boundaries of the three named parishes, who worship intermittently at Catholic Mass.
6. Baptised Catholic children who **do not** worship at Catholic Mass
7. Other looked-after children and other previously looked-after children who have been adopted.
8. Christian children of other Christian denominations whose application is supported by the minister.
9. Children of other faiths whose application is supported by a minister or faith leader.
10. Any other applicants.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. A child who is on roll, **at the time of application**, at St Joseph's Infant School will take priority over applications, within each criterion who are not currently on roll at St Joseph's Infants.
2. The attendance of a brother or sister at either St Joseph's Infant or St Joseph's Junior School **at the time of entry** will take priority over applications, within each criterion, who do not have siblings.
3. Social/medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided, **at the time of application**, by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest.
4. The distance measured in a straight line from 'home' to the Woodend gate of our school. Proof of address will be required.

N.B. In exceptional circumstances, the governing body may increase the priority of an application within a criterion where evidence is provided **at the time of application** of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school.

Tiebreaker

In the event that the number of applications exceeds the places available within any of the criteria listed in the policy, distance will be used to decide between applications. In the event of distance being equal the ultimate tiebreaker will be drawing of lots. This will be independently verified.

Waiting lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting list will be operated using the same criteria listed above, for one academic term in the year of admission. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the admissions policy. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

In-year admissions

Applications for a place at the school in-year must be made using the Common Application Form of Croydon local authority. This form must be returned to the school. The school's Supplementary Information Form should also be completed and returned to the school. In the event of a place being available this will enable the governors to rank the application in the event of there being more than one applicant for the place. The governors will use the same criteria to rank the application as listed above. The offer of a place will be made by the governors. If no places are available parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school Office.

Appeals

Parents whose applications are unsuccessful may appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out reasons on which the appeal is made. Appeals should be made to the admissions appeal clerk at the school address. Parents/carers have the right to make oral representations to the panel.

Notes for clarification

- **Looked-after children means:** 'Children in public care' at the date on which application is made and must be supported by a letter from the relevant local authority children's services department.
- **Parish boundaries:** are as defined by the Archdiocese of Southwark. Definitions are available in the school office. These can also be accessed via the school website or can be sent to an applicant upon request.
- **Weekly worship means:** 'Fulfilling the obligation of attendance at a Catholic Mass each Sunday and Holy Day or on the eve of such days unless prevented so by serious reason'.
- **Intermittent worship means:** 'Does not always fulfil the obligation of attendance at a Catholic Mass each Sunday and Holy Day or on the eve of such days unless prevented so by serious reason'. (That is worship fortnightly, monthly or occasionally.)
- **Catechumenate means:** families who are undertaking instruction which will lead to baptism. This must be verified by the parish priest.
- **Home means:** 'The normal registered place of residence of the parents and children, not that of a relative or childminder'. Home local authority means the local authority in which your home is situated. The school and the local authority must be notified of any change of address immediately.
- **Brother or sister means:** children who live as brother and sister, including natural brothers or sisters, half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters whose main residence is at the same address as the applicant.
- **Distance:** will be measured in a straight line from the centre of the pupils main home to the designated main entrance using the local authority's computerised measuring system with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

This is a summary. Please see school's website for the full policy.



St Mark's C of E Primary Academy



Albert Road, South Norwood, London SE25 4JD

DfE school number: 306 2091

Head Teacher: Mrs Kate Wilson

www.st-marks.academy

office@st-marks.croydon.sch.uk

020 8654 3570

Year R admission number: 30

St. Mark's C of E Primary Academy is a REAch2 Academy in the Diocese of Southwark. Our Academy is a Christian learning community where individuals work together to achieve their best. It has a distinctive Christian ethos, which is at the heart of this Academy, and which provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values.

We welcome applications from all members of the community. We ask that the Academy's education is fully supported and that all parents and families respect the Christian ethos of our Academy and its importance to our community.

Supplementary Information Form (SIF)

The SIF is available directly from the school and seeks information which is not collected on the local authority application form but which is needed by the Academy to enable us to reach a decision on your application. Completion of a SIF is not mandatory; however, if one is not received the school will not be able to fully apply the over subscription admission criteria. With the submission of this form, the application will be considered under criteria 4, 5, 6 & 7.

Clergy references will be sought by the school for categories 4, 5, 6, 7 and may be sought for category 2 & 3 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as the attendance is continuous.

Admission

To apply for a place at St Mark's C of E Primary Academy, parents and/or carers must complete the following:

1. The Common Application Form from Croydon local authority (form to be returned to education department, if application has not been completed online), naming St Mark's C of E Primary Academy as one of the preferences.
2. St Mark's Supplementary Information Form, if applying for a place under criterion 4, 5, 6 & 7 (to be returned to the Academy). If a child with a statement or Education, Health & Care plan is placed in the school by the local authority before the normal admission round for the reception class, the number of places available to other applicants will be reduced. Where applications exceed the number of places available, the following oversubscription criteria for admission to St Mark's C of E Primary Academy will be used in the order in which they appear.

Admissions criteria

1. Looked-after children and previously looked-after children

Any child in the care of the local authority, at the date on which the application is made (as defined in section 22 of the Children's Act 1999). 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. Previously looked-after children will also be considered in this category.

2. Exceptional and professionally supported medical or social need

This must be supported by written evidence at the time of the application e.g. a specialist, health professional, social worker or other care professional. Evidence must set out the reason why St. Mark's is the most suitable school and the difficulties that would be caused if the child had to attend another school.

3. Siblings

Siblings of children on the school roll at the time the new sibling is admitted. For admissions purposes, siblings are defined as blood relations, step-siblings, half-siblings, adopted and foster-siblings living at the same address.

4. Religious – St Mark's Attendance

Children of parents/carers who are committed, regular worshipping members of St. Mark's Church and have attended fortnightly for at least two years before the closing date of the application. Clergy reference will be sought through the Supplementary Information Form.

5. Religious – Other named Anglican Churches

Children of parents/carer who are committed regular worshipping members of Anglican churches in the Diocese of Southwark (other than St. Marks) and have attended weekly for at least two years before the closing date of the application. Clergy reference will be sought through the Supplementary Information Form.

6. Religious – Other named Christian Churches

Children of parents/carers who are committed regular worshipping members of other Christian churches for whom St. Marks's is the nearest Church of England School. Clergy reference will be sought through the Supplementary Information Form.

7. Other Religious Faiths

Applications are welcome from committed members of other religious faiths; the governors will require a reference from the family's faith leader confirming that they are a committed member and have been so for at least two years prior to the application. Those who have recently moved into the area will be asked to supply a reference from their previous faith leader so that the two year period is covered.

8. Geographical

Children in order of nearness of home to St. Mark's C of E Primary Academy. Distance from the Academy will be measured in a straight line from the centre of the child's main home address to the designated main school entrance, using the Local Authority computerised measuring system. For shared properties (for example, children living in the same block of flats) the measurement will be taken from the designated centre of the building without reference to which unit in which the child lives.

Tiebreaker

In the event of two or more candidates being ranked equally, and living equidistant from the school, places will be allocated by drawing lots.

Clergy references

Clergy references will be sought by the school for category 4, 5, 6 & 7 applications and may be sought for category 2 & 3 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as church attendance is continuous.

Waiting list

The Academy operates a waiting list which is ordered in accordance with the admission criteria. Parents may request in writing to join the waiting list if they have not been offered a place at the Academy. The Academy will hold its waiting list until December 31st 2016. During this time, the pupil must remain on the roll of another school. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of this policy.

The Academy will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time, but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

In-year admissions

Applications for a place at the school in-year must be made using the Common Application Form of the local authority where the child resides. This form must be returned to the local authority. The Academy's Supplementary Information Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the academy will be made by the local authority on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Appeals

Parents who are not offered a place for their child have, subject to conditions laid down in the new Education Act, the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the Academy. The form should be sent to reach the clerk to the appeal panel, c/o the school, within 20 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Admission of children outside their normal age group

When requests for admission to a year group different to that determined by a child's date of birth are received, a panel will be convened to consider the written applications with supporting information/evidence provided by the parent(s). All parents/carers are entitled to a full-time place for their child in the Reception Class but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age). Alternatively, a child can attend school part-time until they reach compulsory school age. Parents/carers who have been offered a place at the Academy and wish to defer entry for their child and/or to attend part-time must put in writing their request to the Headteacher at the earliest opportunity and before the start of the autumn term.

This is a summary. Please see Academy's website for the full policy.



St. Mary's Catholic Infant School



Bedford Park, Croydon, Surrey CR0 2AQ

DfE school number: 306 3406

Head Teacher: Linda O'Callaghan

www.stmaryscatholicinfants.co.uk

admin@st-marys-inf.croydon.sch.uk

020 8688 2891

Year R admission number: 60

St Mary's Catholic Infant School is an Infant Academy within St Mary's Catholic Primary Schools Trust, a Multi Academy Trust consisting of two schools within the Archdiocese of Southwark. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school.

The school is an infant school. Children leave at the end of Key Stage 1 to continue their education in a junior school. The majority of children apply to the neighbouring school, St. Mary's Catholic Junior School, Sydenham Road.

Year 2 children in St Mary's Infant School do not automatically transfer to Year 3 in St Mary's Junior School. Parents of Year 2 children on the roll of our Infant school must complete an 'application for transfer' form, naming St Mary's Junior School, as described in this prospectus on page 29, and submit it by the deadline given, if they wish their child to be considered for a place at St Mary's Junior School.

Supplementary Information Form (SIF) and priest's declaration form

These are available from the school or the school website, and once completed must be returned to St. Mary's Catholic Infant School. If an applicant completes the SIF but does not complete and submit the CAF, naming this school as one of its preferences, it will not be treated as a valid application. Completion of the SIF and priest's declaration form is not mandatory. However, should they not be received, the governors will not be able to apply their admission criteria and the application will be considered under category E: 'any other children'.

You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Nursery class

Our school has a nursery class for 3/4 year olds, providing either part-time or fulltime places up to its limit of 52. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use our admissions criteria to prioritise applications. A copy of this is available from the school or on our school website:

www.stmaryscatholicinfants.co.uk

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using both the council's Common Application Form and the school's supplementary application form, as described in this prospectus.

Admissions criteria

Where there are more applications than the number of places available, after allowing for places allocated to children with a statement of special educational needs or Education, Health & Care plan naming the school, places will be offered according to the following order of priority:

Category A: Baptised Catholics

1. Looked-after and previously looked-after Catholic children or non-Catholic looked-after children in the care of Catholic families, or those previously looked-after who have been adopted by a Catholic family
2. Weekly mass attendance for at least three years
3. Weekly mass attendance for at least one year
4. Attend mass three times a month for at least three years
5. Attend mass three times a month for at least one year
6. Attend mass fortnightly for at least three years
7. Attend mass fortnightly for at least one year
8. Child and applicant are enrolled in the catechumenate
9. Attend mass regularly

The school is usually over-subscribed with category A children.

However, in the event of places still being available after places have been accepted, the governing body welcomes applications from those who support the religious ethos of the school. Priority will be given in the following order.

Category B: Other looked-after and previously looked-after children.

Category C: Children of families who are committed members of other Christian denominations. Evidence of baptism (or dedication) of child and parent, and of religious commitment provided by a priest or minister where the family regularly worship, will be required.

Category D: Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worship, will be required.

Category E: Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription, the allocations will be made in the following order within each category.

- i. The attendance of a brother or sister at the **infant school** at the **time of admission** (not at the time of application).
- ii. Pastoral benefit to be derived by a particular child being educated in a Catholic School, on the grounds of an exceptional social or medical need. To demonstrate that an exceptional social, medical or pastoral need of the child can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest, at the time the application is considered by the governors.
- iii. Children living nearest to the school. Distance will be measured in a straight line from the centre of the child's main home to the designated main entrance, nominated by the school (Bedford Park), using the local authority's computerised measuring system with those living closer to the school receiving higher priority within each category. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Tiebreaker

Where two or more applicants share priority for a place, (e.g. live equidistant from the school) and there is only one place remaining, priority will first be given to a child who has had a sibling previously in this school and who is now in the neighbouring junior school. If this is insufficient, counters, one allocated to each child, will be placed in a bag, and places offered in the order drawn from the bag by the chair of the admissions committee. This will be independently verified.

Definitions (these notes form part of the oversubscription criteria)

Looked-after child means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents) or one who has previously been looked after, and has now been adopted. An application under the 'looked after criterion' must be supported by a letter from the relevant local authority

children's services department. This includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

Catholic means 'Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the ordinariate'.

Churches in communion with the See of Rome

Alexandrian: Coptic Ethiopian

Antioch: Malankrese, Malonite, Syrian

Aremenian Constantinople: Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian Ruthenian, Slovakian Ukrainian, Hungarian

Chaldean: Malabar

Eastern Orthodox churches, including Coptic, Greek and Russian Orthodox churches are not in union with the See of Rome.

This will be evidenced by a certificate of baptism in a Catholic church or a certificate of reception into full communion of the Catholic church of both child and parent or membership of the ordinariate. Canon Law 867 parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it.

By '**regular practising Catholic family**' we mean at least one parent/carer and the child attend mass on Sundays (or Saturday evening) and Holy Days of Obligation as a central part of their lives (Canon Law 1247). Missing mass more than once a month would not be deemed as regular practice. Confirmation of mass attendance will be obtained from the SIF and the priest's reference. The governors consider that mass attendance should be for a minimum of three years, unless parents can provide reasons why this has not been possible. If evidence of three years mass attendance cannot be provided, the candidate will be placed in the lower category, one year, unless no evidence of attendance can be provided at all, in which case the mass attendance will be placed in the lowest category available. It is the responsibility of the applicant to provide evidence of the length of mass attendance. Where a family regularly attend mass at more than one parish, or have moved during the past three years, it is important that the priest at each parish confirms this.

Catechumen means a member of the catechumenate of a Catholic church. Evidence of a certificate of reception into the order of catechumens will be required.

Other Christian denominations refers to other denominations that are full members of Churches Together in England.



Sibling is defined as a full brother or sister or step / half brother or sister or adopted brother or sister whose main residence is at the same address.

Families means being the child's natural or adoptive parents or officially designated carers. It would not include grandparents or other relatives unless they are officially designated.

Home is defined as the address where the child normally resides as their only or principle residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The local authority must be notified of changes of address immediately. Failure to do so could result in the withdrawal of a place at the school.

Waiting lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. This waiting list will be maintained for the period that the child could attend the infant school, unless we are informed that a place is no longer required.

The waiting list will be operated using the criteria listed above by the governing body. Should a place become available in-year, the governing body will inform the local authority of the name of the pupil who is currently ranked first; the offer of the place will then be made from the local authority on behalf of the governing body. Placing a child's name on the waiting list does not guarantee that a place will become available. As applications can be received throughout the year, a child's place can change on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In-year applications

Croydon's in-year CAF must be completed if applying at other than the usual start of school into the reception class in September. A SIF and priests declaration form should also be completed and submitted to the school.

Appeals

Parents whose applications for places are unsuccessful may appeal to an independent appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the admissions appeals clerk at the school address. Parents/carers have the right to make oral representations to the appeal panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been 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;
- c) or the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case

Multiple births

Infant classes are restricted by the legislation to 30 children, and children of multiple births will not all be admitted if this would exceed the infant class size. In such cases, the tiebreaker will be used to determine who can be offered a place(s).

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the school Office.

This is a summary. Please see school's website for the full policy.

St Mary's Catholic Junior School



Sydenham Road, Croydon CR0 2EW

DfE school number: 306 2097

Head teacher: Linda O'Callaghan

www.st-mary-jun-croydon.org.uk

office@st-mary-jun.croydon.sch.uk

020 8688 4893

Year 3 admission number: 60

Year 2 children in St Mary's Catholic Infant School do not automatically transfer to Year 3 in St Mary's Catholic Junior School. Parents of Year 2 children on the roll of St Mary's Catholic Infant School must complete an 'Infant to Junior Transfer' form, naming St Mary's Catholic Junior School, as described in this prospectus for 'Transfer from Infant to Junior School, and submit it by the deadline given, if they wish their child to be considered for a place at this school.

Mission Statement

St. Mary's Catholic Junior School is a Junior Academy within St Mary's Catholic Primary Schools Trust, a Multi Academy Trust consisting of two schools within the Archdiocese of Southwark. The school is conducted by the governing body of the Trust as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the governing body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

In the context of school admissions Catholic children are defined as: Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

Our mission statement is an expression of belief that is based on Gospel values and the teachings of the Church. It is central to the life of the school in fulfilling its purpose as a Catholic institution and encompasses all aspects of school life. It includes a series of aims which indicate what we hope will be achieved to fulfil our mission statement.

Our aims are to:

- Develop a loving, caring ethos based on the teachings of Christ;
- Foster the development of the Catholic faith in each individual;
- Develop caring relationships between home/parish/school and the wider community;
- Recognise the dignity, value and worth of every individual through each curriculum policy; and
- Community cohesion.

Previous admission to St. Mary's Catholic Infant School does not confer an automatic right to admission to St. Mary's Catholic Junior School.

Supplementary Information Form (SIF)

To apply, parents should complete both the Common Application Form (CAF) available from their own local authority, and the School's SIF. Completion of the SIF is not mandatory; however, if one is not received by the school, the governors will not be able to apply their admission criteria and the application will be considered under criterion 10 - 'Any other children'.

Admissions will be decided by the governors in consultation with the Borough of Croydon or by the recommendation and guidance of Southwark Diocese issued by the Archbishop, as necessary to preserve the Roman Catholic character of the school and in accordance with the relevant education acts.

Admissions criteria

In considering applications governors will take into account the following criteria in order of priority:

1. (a) Looked-after Catholic children or non-Catholic looked-after children in the care of Catholic families and previously looked-after Catholic children who have been adopted or who have become the subject of a residence or guardianship order. *Catholic children in the care of non-Catholic families will also be considered in the same way².*
2. Baptised Catholic children of committed Catholic parent³(s) who have a sibling in St Mary's Catholic Junior School when the applicant is due to enter who are:
 - (a) resident in St. Mary's parish and regularly⁴ attend Mass (weekly). *In the event of doubt, see maps showing the parish boundaries located in the entrance hall of the school.*
 - (b) not resident in St. Mary's parish and regularly attend Mass (weekly).
 - (c) resident in St. Mary's parish and occasionally attend Mass (once or twice a month).
 - (d) not resident in St. Mary's parish, but occasionally attend Mass (once or twice a month).



3. Baptised Catholic children of committed Catholic parent(s) who are:
 - (a) resident in St. Mary's parish and regularly attend Mass (weekly). *In the event of doubt, see maps showing the parish boundaries located in the entrance hall of the school.*
 - (b) not resident in St. Mary's parish and regularly attend Mass (weekly).
 - (c) resident in St. Mary's parish but occasionally attend Mass (once or twice a month).
 - (d) not resident in St. Mary's parish and occasionally attend Mass (once or twice a month).
4. Baptised Catholic children resident in a parish whose Catholic parent's commitment and practice is irregular (less than once a month) who:
 - (a) have a sibling⁵ at St Mary's Catholic Junior School when the applicant is due to enter;
 - (b) do not have a sibling in St Mary's Catholic Junior School.
5. Baptised Catholic children not resident in a parish whose Catholic parent's commitment and practice is irregular who:
 - (a) have a sibling at St Mary's Catholic Junior School when the applicant is due to enter;
 - (b) do not have a sibling in St Mary's Catholic Junior School.
6. Other looked after children and previously looked after children who have been adopted or who have become the subject of a residence or guardianship order⁶.
7. Baptised children of other Christian denominations who:
 - (a) have a sibling at St Mary's Catholic Junior School when the applicant is due to enter;
 - (b) do not have a sibling in St Mary's Catholic Junior School.
8. Christian children of other denominations whose application is supported by the minister.
9. Children of other faiths whose parents can provide evidence of regular practice (as defined in the application form) of their faith.
10. Any other applications.

Waiting lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. Children will stay on the waiting list for the remainder of the academic year which ends on the 31st August. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In-year applications

Applications for a place at the school in-year must be made using the Common Application Form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's Supplementary Information Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision to offer a place.

All applications for the new Year 3 intake in September must be received by the deadline as stated on the school website (www.st-mary-jun.croydon.sch.uk). All applications for Year 3 received after the deadline will be considered as late applications.

Appeals

Parents whose applications for places are unsuccessful may appeal to an independent appeal panel set up in accordance with sections 85 (3) of the School Standards and Framework Act 1998. Appeals should be made to the admissions appeal clerk at the school address. Parents/ carers have the right to make oral representations to the appeal panel.

When applications within any of the above criteria exceed the places available and it is necessary to decide between applications the following will be used to decide the priority given.

1. The attendance of a brother or sister at either St. Mary's Catholic Infant School or St. Mary's Roman Catholic Junior School at the time of entry will take priority over applications, within each criterion, of children who do not have siblings at the above named schools.
2. Pastoral or medical needs e.g. social and medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest. If the child has a serious medical condition/disability such that the parent feels the child must go to the first-ranked school, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants.

3. Proximity of the home to St Mary's Catholic Junior School. The home-school distance will be measured in a straight line from the centre of the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system (the local authority geographical information system (GIS)).

Tiebreaker

Within the category above, priority will be decided by random selection (i.e. a lottery). The lottery will be drawn by an independent person not associated with admissions to the school.

Notes for clarification

1. A definition of what the governing body considers to be a Roman Catholic child is provided in this policy. See section 22, Children's Act 1989.
2. A definition of what the governing body considers a 'committed Catholic parent' is provided in the appendix.
3. A definition of what the governing body consider to be regular, occasional and irregular attendance at Mass can be found in the appendix.
4. A definition of what the governing body considers a sibling is provided in the appendix.
5. Looked-after children are defined as children in public care at the date on which the application is made.
6. 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. [Optional: if applying under the previously looked-after criterion a copy of the adoption or special guardianship order must also be supplied.]

Appendix – definition of terms

Committed Catholic parents

For the avoidance of doubt, committed Catholic parents is defined as attending weekly at Sunday Mass (this includes the Vigil Mass on Saturday evenings) and will be based on a reference provided by the priest/minister at the church you attend.

Roman Catholic

A child baptised in the Roman Catholic Church or baptised in one of the other rites whose members are in full communion with the Bishop of Rome.

A child baptised in another Christian faith who has been received into full communion with the Roman Catholic Church.

A child who, with his/her family, is enrolled in a recognized course of preparation leading to baptism or First Holy Communion.

Sibling

Sibling means brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living at the same address as the sibling.

Attendance

The governing body define regular attendance as weekly attendance at Sunday Mass (or the Saturday Vigil Mass). Occasional attendance is taken to mean attendance at Mass on one or two Sundays per month. Irregular attendance is considered attendance at Sunday Mass on less than one occasion per month. In all cases attendance must be confirmed by the parish priest, or chaplain, in writing.

Admission of children outside their normal age group

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group

This is a summary. Please see school's website for the full policy.



St Thomas Becket Catholic Primary School



Birchanger Road, South Norwood SE25 5BN

DfE school number: 306 3403

Head teacher: Mr Noel Campbell

www.thomasbecket.croydon.sch.uk

admin@thomasbecket.croydon.sch.uk

020 8654 3006

Year R admission number: 60

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. This admissions policy is intended to preserve the Catholic character of the school.

The school exists primarily to serve the Catholic community. However, the governing body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

The Catholic school pursues cultural goals and the natural development of young people to the same degree as any other school. What makes it distinctive is its concern for the development of the faith of its pupils. A Catholic school believes that true education is the formation of the whole person – spirit, mind and body.

St. Thomas Becket Catholic Primary School is totally committed to this Catholic concept of education. It forms an important part of the community triangle – home, parish and school. Each contributes towards leading young people to understand life, that God loves us and sent His Son to redeem us. Our destiny is to return to God.

The governors wish particularly to remind parents and guardians that in order to take full advantage of education in a Catholic school it is most important that the preparation and teaching about the faith at school is supported, illustrated and continued practically in the home.

Supplementary Information Form (SIF)

To apply for a place at this school, you should complete and return two separate forms:

- The CAF (Common Application Form)
- The SIF which is available from the school, and should be completed and returned to the school office.

Both the SIF and the CAF should be completed if you wish your son/daughter to be considered for a place. Completion of a SIF is not mandatory; however, if one is not received the governors will not be able to apply the admissions criteria and the application will be considered under the 'any other application' category.

SIFs for reception class are made available from the September preceding the school year in which the child is due to start school. Parents who inquire before this date will have their details registered. The school will send them a form at the time these become available for distribution.

Admissions criteria

After the admission of children with a statement of special educational need or Education, Health 7 Care plan before the normal admissions round, where the school has been consulted with regard to being named in the statement/plan, the number of places available to other applicants will be reduced accordingly. Whenever there are more applications for places than the number of places available, places will be offered according to the following order of priority:

Category: A1 to A8, then B1, then C1 to C3, then D1 to D3 and E1 to E2

Your attention is drawn to the 'Definitions' in section 6 where certain words and phrases used throughout this policy are defined.

A. Applications from Catholics:

1. Looked After Catholic children and previously looked after Catholic children or previously looked after children in the care of Catholic families.
2. Baptised Catholic children of practising Catholic parent(s) **who practise regularly** in the parish of the Church of Our Lady of the Annunciation **and are resident** in the parish of the Church of Our Lady of the Annunciation.
3. Baptised Catholic children of practising Catholic parent(s) who **practise regularly at a church other** than Our Lady of the Annunciation **and are resident** in the parish of the Church of Our Lady of the Annunciation.
4. Baptised Catholic children of practising Catholic parent(s) **who practise** regularly in the parish of the Church of Our Lady of the Annunciation **and are not resident** in the parish of the Church of Our Lady of the Annunciation.
5. Baptised Catholic children of practising Catholic parent(s) **who practise** regularly at a church other than the Church of Our Lady of the Annunciation and who **are not resident** in the parish of the Church of Our Lady of the Annunciation.

6. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate and evidence of regular practice will be required.
7. Baptised Catholic children of Catholic parent(s) whose religious practice is occasional. Allocation of priority within this category will be in accordance with the criteria as defined in A2 – A6 above
8. Baptised Catholic children of Catholic parent(s) whose religious practice is irregular. Allocation of priority within this category will be in accordance with the criteria as defined in A2 – A6 above

B. Applications from non-Catholic looked-after children:

1. Looked-after non-Catholic children and previously looked-after non-Catholic children.

C. Applications from members of an Eastern Christian Church:

1. Children of parents who are members of an Eastern Christian Church and whose religious practice is regular (i.e. weekly).
2. Children of parents who are members of an Eastern Christian Church and whose religious practice is occasional (i.e. at least once a month).
3. Children of parents who are members of an Eastern Christian Church and whose religious practice is irregular (i.e. less than once a month).

Applications received for C1-C3 should be supported in writing by an appropriate leader confirming that the family attends their church, the frequency of attendance and whether the child has been baptised.

D. Applications from any other Christian denominations which are in membership of Churches Together in England:

1. Children of parents who are members of such a Christian denomination and whose application is supported in writing by an appropriate vicar or minister. This should confirm the applicant's family are members of their church who regularly attend and whether the child has been baptised.
2. Children of parents who are members of such a Christian denomination and whose religious practice is occasional (i.e. at least once a month).
3. Children of parents who are members of such a Christian denomination and whose religious practice is irregular (i.e. less than once a month).

E. Other applications.

1. Children from families who are members of other faiths whose application is supported by their religious leader.
2. Any other application.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:

1. Siblings – (See Definition 5.5)

In the application of criteria A2 to E2 overriding priority will usually be given to practising Catholic children who have a sibling in St Thomas Becket Catholic Primary School when the child is due to enter.

Priority will not be given:

- (a) where attendance at Mass has become less than weekly.
- (b) where admission is sought to a class other than reception and that class is already full.
2. The governing body may increase the priority of an application within a category (but not above siblings) where evidence is provided at the time of application of a compassionate need of the child, which the governing body considers to be exceptional, and which can be most appropriately met by this school. (Please see 'Definitions').
3. Whenever the situation arises where there are more applicants who satisfy the admissions criteria to the same degree than unallocated places, then the distance of the family's home from the school's main entrance, Becket Close, will be taken into consideration. The shorter the distance, the greater the priority. Distances will be measured in a straight line using the Local Authority's computerised measuring system from the main entrance of the school to the centre of the family home.

Tiebreaker

Where the family home is a flat or applicants are equidistant then random allocation will apply, which will be independently verified.



Verification of religious practice

Catholic parents are required to submit a copy of their baptismal certificate and the baptismal certificate of all Catholic applicants or evidence of reception into the Catholic Church with the application form.

The governing body will seek a written reference from a priest who is in a position to confirm the applicant's family fulfil the conditions of being practising Catholics as defined in the 'Notes'.

Waiting lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This does not guarantee that a place will become available. This waiting list will be maintained in order of the oversubscription criteria set out above, reviewed regularly, taking into account any changes that relate to the applicant and parents asked if they wish to remain on the waiting list.

In-year admissions

Children whose parents apply for places other than at the Reception intake stage will be placed on the waiting list for the relevant school year, in an order to be determined by the criteria and guidelines stated, as any vacancy occurs. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available. In applying for a place parents should follow the procedure set out above and complete both the CAF (Croydon Application Form) and SIF (School Information Form).

Appeals

If you are unsuccessful (unless your child gained a place at a school you ranked higher on your Common Application Form), you may ask the school for the reasons, related to the oversubscription criteria listed above.

Parents whose applications for places are unsuccessful may appeal to an independent appeal panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the admissions appeal clerk at the school address. Appellants have the right to make oral representations to the appeal panel.

Children of multiple births

The admissions code allows admissions authorities, where it is deemed appropriate, to exceed the statutory limit on infant class sizes of 30 if this is to admit all children of a multiple birth.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Pupils with a statement of special educational needs or Educational, Health and Care Plan

Admission of pupils with a statement of Special Educational Needs or education, Health & Care plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. After the admission of children with a statement of special educational need or education, Health & care plan before the normal admissions round, where the school has been consulted with regard to being named in the statement/plan, the number of places available to other applicants will be reduced accordingly.

Definitions

Catholic: means a baptised person who is a member of any Catholic Church that is in full communion with the 'See of Rome'. It also includes Catechumens or candidates for entry into the Catholic Church. That is persons who wish to be received into the Catholic Church, whether baptised or not. Evidence from a parish priest or other church authority will be required to show acceptance as a Catechumen or attendance at a formal course of instruction to enter the Catholic Church.

Practising Catholic: means weekly attendance at a Catholic Mass each Sunday and Holy Day (or on the eve of such days) unless prevented by good reason. A practising Catholic family is where at least one parent is attending mass for at least six months prior to the application. If you have moved into the parish of Our Lady of the Annunciation within the last year, at the time of application, please also provide a reference from your previous parish priest. Parents and children who attend regularly (i.e. weekly) will have priority over occasional (i.e. at least once a month) and irregular (i.e. less than once a month).

Other Eastern Christian Churches: includes the Eastern Churches that are not in communion with the 'See of Rome' such as the Orthodox Churches. Membership of an Eastern Christian Church can normally be shown by a certificate of baptism or a certificate of reception from the authorities of that church.

Parent(s): in addition to its usual meaning, parent(s) shall also mean (1) the person with parental responsibility as defined in the Children's Act 1989 and (2) the legal guardian of the child. This policy recognises that there may be circumstances where an older child demonstrates practice lacking in the parents, or where practice lacking support from immediate family members is regularly supported by members of the wider family or others.

A **sibling** is defined as a full brother or sister or step/half brother or sister living at the same address, a child who

is living as part of the family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being 'looked-after' by the authority.

Looked-after children: 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 (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked-after children: includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders).

Required Evidence for a 'previously looked after' child a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989 a child arrangement/residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 or an adoption order under section 46 of the Adoption and Children Act 2002 or Section 12 of the 1976 Adoption Act*.

Compassionate needs: means the special social, pastoral or medical needs of the child and not the social or domestic convenience of the family. To satisfy this criterion full details including appropriate verification documents, such as evidence from a doctor or social worker, must be provided **at the time of application**, explaining why admission to this particular school is necessary to meet the child's needs. Retrospective claims are not acceptable.

The Parish of Our Lady of the Annunciation, Bingham Road, Addiscombe, Croydon: the parish has defined boundaries laid down by the Archdiocese of Southwark. A map is available at the school.

Family home: means the normal registered place of residence of the parent(s) and child, and not that of a relative or child minder. If you have moved into the parish of Our Lady of the Annunciation within the last 6 months, at the time of application, please also provide a reference from your previous parish priest.

This is a summary. Please see school's website for the full policy.



The Crescent Primary School



The Crescent, Selhurst, Croydon CR0 2HN

DfE school number: 306 3420

Head teacher: Mr Gary Heath

www.thecrescentprimaryschool.co.uk

office@thecrescent.croydon.sch.uk

0208 684 8283

Year R admission number: 90

Supplementary Information Form (SIF)

This is not required.

Admissions criteria

If the number of applications for a 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 education needs or Education, Health & Care plan, the criteria will be applied in the order in which they are 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 ongoing medical condition of a parent which would prevent them taking their child to school will also be relevant (See Note 3).
4. Distance: priority will be given to pupils living nearest to the school as measured in a straight line (See Notes 4 and 5).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, the authority will use random allocation which will be independently verified.

Waiting lists

A waiting list is held for the first term of 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 admissions

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.

Children of 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, i.e. all siblings from a multiple birth. The government's school admissions code does state that 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 their child is admitted outside their normal age group.

The school makes decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They will take into account any supporting evidence provided by the parent.

Requests must be submitted directly to the school.

Notes for clarification

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.

Note 3

The medical reasons must be verified by a GP or consultant, and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. The application must be supported by a letter from a hospital consultant and/or the family's GP.

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 pupils 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, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Child minding arrangements cannot be taken into account when allocating places.

This is a summary. Please see school's website for full policy.



The Minster Nursery & Infant School



(Formerly Parish Church Nursery & Infant)

Warrington Road, Croydon CR0 4BH

DfE school number: 306 3007

Head teacher: Mrs Stephanie Edmonds

www.minsterinfants.co.uk

office@minsterinfants.co.uk

020 8688 5844 option 1

Year R admission number: 120

The Minster Nursery and Infant School is a Church of England voluntary aided school within the Diocese of Southwark. The school's ethos is to provide an inclusive environment where children learn and flourish in a setting shaped by Christian values.

Year 2 children in The Minster Nursery & Infant School **do not automatically transfer** to Year 3 in The Minster Junior School. Parents of Year 2 children on the roll of our Infant school must complete an online 'application for transfer' form via www.croydon.gov.uk, naming The Minster Junior school, as described in this prospectus and submit it by the deadline given, if they wish their child to be considered for a place at The Minster Junior school. However, children on the roll of The Minster Nursery & Infant School at the time of application are given priority for admission to The Minster Junior school, after the admission of children with a statement of special educational need or Educational Health & Care plan that names the school as one that they must attend, and applications for looked after/previously looked after children.

Supplementary Information Form (SIF)

A SIF for admission to Church of England primary schools in Croydon is required. Collect from the school office, or download from the school website.

This form must be completed in addition to the LA Application form in order to be considered under criteria 3 below.

Nursery admissions

Our school has a nursery class for 2-3 yr olds and 3-4 year olds, providing for 68 part-time places. If you would like to apply for a place for your child in our nursery class, please contact the school for further information, a copy of the application form, and the timescales for applying. If we receive more applications than there are places available at that time in our nursery class, we use the criteria stated in the nursery admissions policy to prioritise applications.

Parents should be aware that attending the nursery class does not mean your child will automatically transfer to the reception class at this school. You will still need to apply at the appropriate time for a place for your child in a reception class, using the council's Common Application Form, as described in this prospectus.

Infant school admissions

Where the school is oversubscribed, the following criteria will be used in order of priority, after the admission of children with a statement of special educational need or Educational Health & Care plan that names the school.

1. Looked-after children and previously looked-after children

Looked-after children are defined as children in public care at the date on which the application is made.

If an application is made under the 'looked after' criteria, it must be supported by a letter from the relevant local authority children's services department.

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 applying under the previously looked-after criteria, copy of the adoption or special guardianship order must also be supplied.

2. Siblings

If your preference is because an older child of the same family unit and living at the same address will be in attendance at The Minster Nursery and Infant School or The Minster Junior School at the beginning of the Autumn Term 2017, you will be allocated a place if available.

(Sibling priority will not be granted where the child in attendance at the school is in the nursery class).

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.

3. Denominational applicants

The foundation governors will consider applications for a denominational place from parents who are regular and committed worshipping church members. **Regular and committed worshipping church members are defined as a minimum monthly attendance for a year by the time of the application. References on families' commitment are sought of the parent /carer from their parish clergy.**

Applications will be considered in the following priority order:

- **First denominational priority:** Croydon Minster (formerly Croydon Parish Church) and St. George's Church, Waddon.
- **Second denominational priority:** Other Anglican churches in the Archdeaconry of Croydon.
- **Third denominational priority:** Non-Anglican Churches that are full members of the Churches Together in Britain and Ireland (see www.ctbi.org.uk or you can ask your parish clergy), and for whom The Minster Nursery and Infant School is the nearest church school.

4. Medical cases

Consideration may be given to children with serious medical needs or a parent with serious medical needs which would prevent them taking their child to school. The application must be supported by a recent letter from the hospital consultant and /or the family's GP. This should give the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This should be attached to the online medical form as part of the application process. These are then forwarded to the schools' Governing Body who assess the application and make a decision.

5. Geographical distance

Distance priority will be given to pupils living nearest to the school as measured in a straight line (see note 1 & note 2).

Notes for clarification

Note 1

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 LA's computerised measuring system with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Note 2

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA 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.

Special Educational Needs

Parents of pupils who have a statement of special educational needs or Education, Health and Care (EHC) plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement or EHC Plan, names the school. NB: All schools are consulted by the LA prior to the school being named.

Late applications

The Governors will consider late applications in accordance with the procedure in the Croydon Admission to Primary School brochure for 2017-2018. All later applications for every year group are processed by the Local Authority using our criteria as stated above.

Tiebreaker

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, distance will be used, in the first instance, to decide between applicants; if applicants live equidistant from the school, random allocation will be used, which will be independently verified.

Waiting lists

A denominational waiting list is maintained at the school.

All other category waiting lists are maintained by the LA when the school becomes oversubscribed. The waiting lists are held with them until the end of the Autumn term, when parents are then requested to complete an in year transfer form. Parents are required to reapply each academic year if they wish their child to be placed on the waiting list for subsequent years. Priority in the allocation of places for pupils on the waiting list is accorded on the basis of the oversubscription criteria outlined above. In other words, the likelihood of success in securing a place does not take account of the length of time the pupil's name has been on the waiting list.

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.



Children of 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 i.e. all siblings from a multiple birth. The government's school admissions code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstances' and they can be admitted in excess of the published admission number.

Admission of children outside their normal age group

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

It is the expectation of the admission authority 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Deferred entry

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or request part-time attendance must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. All appeals whether on denominational grounds, or not, should be made on The Minster Nursery & Infant school appeal form. Parents wishing to appeal should obtain an appeal form from the school or via the schools' website. The completed form should be sent to reach the Clerk to the Appeal panel, c/o The Minster Nursery & Infant school, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. An independent appeals panel will be set up to review all the appeals and a Foundation Governor will attend all appeals. Should an appeal be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there has been a significant and material changes in their circumstances.

To obtain an appeal form please contact; The Minster Nursery & Infant school office 0208 688 5844 option 1 Or download the appeal form from the school website www.minsterinfants.co.uk

This is a summary. Please see school's website for the full policy.

The Minster Junior School

(Formerly Parish Church (CE) Junior School)



Warrington Road, Croydon CR0 4BH

DfE school number: 306 3006

Head teacher: Wendy Jacobs

www.theminsterjuniorscroydon.co.uk

office@theminsterjuniorscroydon.co.uk

020 8688 5844 option 2

Year 3 admission number: 120

A values school

The Minster Junior School is a Church of England voluntary aided school within the Diocese of Southwark. Our school has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Year 2 children in The Minster Nursery and Infant School do not automatically transfer to Year 3 in the junior school. Parents of Year 2 children must complete a transfer to junior application form, naming The Minster Junior School as one of their preferences, as described in this prospectus and submit it by the deadline given, if they wish their child to be considered for a place at this school. However, children on the roll of The Minster Nursery and Infant School are given priority for admission to our junior school, after the admission of any children with a statement of special educational need or Education, Health Care Plan that names the school, and applications for looked-after/previously looked-after children.

Supplementary Information Form (SIF)

A SIF for admission to Church of England primary schools in Croydon is required. Please collect from the school office, or download from the school website.

This form must be completed in addition to the local authority application form in order to be considered under criteria 4 below.

Admissions criteria

120 children will be admitted with an extra four foundation places, one in each class in the Year group.

After the admission of children with a statement of special educational needs or Education Health and Care Plan that names the school, the following criteria will be used to prioritise applications, if oversubscribed:

1. 'Looked-after' children and previously looked-after children

Looked-after children are defined as children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section

22(1) of the Children Act 1989 at the time of making an application to the school.

If an application is made under the 'looked-after' criteria, it must be supported by a letter from the relevant local authority children's services department.

Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or become subject to a residence order (now termed child arrangement order under the Children & Families Act 2014) or special guardianship order, immediately after being looked after.

The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

If applying under the previously looked-after criteria, copy of the adoption or special guardianship order must also be supplied.

2. Children on the roll of The Minster Infant School at the time of application.

3. Siblings

Siblings of the same family unit and living at the same address. The child must be in attendance at The Minster Nursery & Infant School or The Minster Junior School at the beginning of the Autumn Term 2017. **Siblings are defined as blood relatives, step-siblings, half-siblings, adopted and foster siblings living at the same address. NB: Siblings must still be in The Minster Junior School at the time the new sibling is admitted.**

4. Denominational applicants

The foundation governors will consider applications for a denominational place from regular and committed worshipping church members. All such applications are required to give the name of a supporting vicar, priest or minister from whom a reference can be obtained.

Regular and committed worshipping church members are defined as a minimum monthly attendance for a year by the time of the application. References on families' commitment are sought of the Parent/Carer from their Parish Clergy.

Families who wish to be considered on denominational grounds should complete both the Croydon LA application form and the school's own supplementary information form. Applications are considered by the school's foundation governors.



First priority will be given to children of parents who are committed worshipping members of Croydon Minster and St. George's Church, Waddon.

Second priority will be given to children of parents who are committed worshipping members of other Anglican churches in the Archdeaconry of Croydon.

Third priority Non-Anglican Churches that are full members of the Churches Together in Britain and Ireland (see www.ctbi.org.uk or you can ask your parish clergy), and for whom The Minster Junior School is the nearest church school.

5. Social and medical cases

If you or your child has an exceptional and professionally supported medical, or social need, you may be able to apply for a place under this category, this must be declared at the date of application. Your application must be accompanied by a letter of support from a medical specialist health professional, social worker or other care professional, and this evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. (Claims for priority of admission on medical grounds will not normally be considered if submitted after a decision on the original application has already been made.)

6. Distance

Distance priority will be given to pupils living nearest to the school as measured in a straight line (see note 1 & note 2)

Note 1. 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 LA's computerized measuring system with those living closer to the school receiving higher priority. For shared properties e.g. Flats, the center will be taken from the center of the building.

Note 2. "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA 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.

Tiebreaker

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the governing body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the governing body will draw lots to decide between applicants. This will be independently verified.

Waiting lists

The waiting list is held by The Minster Junior School. However, the Year 3 waiting lists are held with the Local

Authority until the end of the Autumn term only, parents are then requested to complete an in-year transfer form. Once completed, the child will remain on the waiting list held at The Minster Junior School for the rest of that academic year. Parents are required to reapply each academic year if they wish to be placed on the waiting list for subsequent years. Priority in the allocation of places for pupils on the waiting list is accorded on the basis of the over-subscription criteria outlined above. In other words, the likelihood of success in securing a place does not take account of the length of time the pupil's name has been on the waiting list.

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 who are not offered a place for their child have a right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the clerk to the appeal panel, c/o the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Admission of children outside their normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this.

Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

This is a summary. Please see school's website for the full policy.

The Robert Fitzroy Primary Academy



80 Brampton Road, CR0 6JN

DfE school number: 306 2015

Head teacher: Michelle Rosemond

www.robertfitzroyacademy.com

admin@robertfitzroyacademy.com

020 8662 9700

Year R admission number: 90

The Robert Fitzroy Academy is an exciting place to learn. We think and dream big for our pupils, encouraging and supporting them along the way. Our mission statement is to create resilient, focused and aspirational learners. We invite you to visit our growing school where a warm welcome awaits you.

Supplementary Information Form (SIF)

This school does not require a supplementary Information form to be completed.

Admissions 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 education needs or Education, Health & Care plan (EHCP), where the school is named on the statement/plan, the criteria will be applied in the order in which they are set out below.

1. Looked-after children and children who were looked-after (see Note 1).
2. Medical: Pupils with serious medical reasons for needing to attend this particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should be provided setting out particular reasons why this school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reason must be verified by a GP or consultant and declared at the time of the application if known at the time (see Note 2).
3. Children of Members of Staff employed by REAch2 Academy Trust at The Robert Fitzroy Academy (See Note 3).
4. 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 4).
5. Children who are registered at and attend The Robert Fitzroy Academy's nursery school at the date that the application is submitted (see Note 5).
6. Distance. Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 6 and 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 between applications. Where distance is the same for two or more applications the school will use random allocation, which will be independently verified.

Waiting lists

A waiting list is held for the first term of 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.

Children of 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, i.e. all siblings from a multiple birth. The government's school admissions code does state that infant classes must not contain more than 30 pupils with a single schoolteacher, but the code considers multiple births to be an 'exceptional circumstances' and they can be admitted in excess of the published admission number.



Admissions Outside of the Normal Age Group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the academy office.

Notes for clarification

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

If you feel there are exceptional reasons for your child to be considered for a priority placement at this school on medical grounds, you must indicate this in the section provided in your application, giving reasons to support your case. All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant. It must be made clear 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.

Note 3

Children of members of staff who are employed by REAch2 Academy Trust will be admitted under this category, subject to meeting the necessary conditions. Please refer to the full policy for details.

Note 4

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 the same address as the child for whom the school place application is being made. A full list of the sibling definitions is provided in the admissions policy on the school website.

Note 5

Children who are registered at and attend The Robert Fitzroy's nursery school at the date that the application is submitted, and who continue to attend for the remainder of the academic year prior to Reception Year, will be admitted under this category.

For the avoidance of doubt, at the time of determination of this policy, The Robert Fitzroy Academy does not have a nursery school in existence. In the event that the nursery school is not open at the time that applications are due to be submitted, this category will not apply.

Note 6

'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. The school would expect that the parents/carer with whom the child is normally resident receives the child benefit for the child.

Note 7

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

This is a summary. Please see school's website for the full policy.

The South Norwood Academy



34 Crowther Road, South Norwood, SE25 5QP

DfE school number: 306 2099

Head teacher: Mr Stephen Schwartz

www.thesouthnorwoodacademy.org.uk

office@thesouthnorwoodacademy.org.uk

020 8654 2983

Year R admission number: 60

The South Norwood Academy has a published admission number of 60.

All places are allocated according to the admissions criteria below and distance (Category 4) is measured in a straight line from the applicant's home address to the main school gate located in Gresham Road as before.

Enhanced Learning Provision (ELP)

Our school has an ELP for children with moderate learning difficulties. There are 14 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's special educational needs (SEN) team (please see page 173 in this prospectus which tells you more about the council's SEN provision, and the process for children being given a place within an ELP). The places in the ELP are additional to those provided in the main school, and do not impact on the places available in the main school (as determined by the school's published admission number).

Supplementary Information Form (SIF)

This school does not require a supplementary Information form to be completed.

Admissions criteria

If the number of applications for a 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 education needs or Education, Health & Care plan (EHCP), where this school is named on the statement/plan, the criteria will be applied in the order in which they are 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 ongoing medical condition of a parent which would prevent them taking their child to school will also be relevant (see Note 3).
- 4. Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line from the main gate located in Gresham Road to the applicant's home address. (see Note 4 and Note 5).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applicants, random allocation will be used, which will be independently verified.

Waiting lists

A waiting list is held for the first term of 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.

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.

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.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child all children will be admitted. If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list, i.e. the school to which the successful child has been admitted.



Admission of children outside their normal age group

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

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, made in the best interest of the child, will take 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher.

Notes for clarification

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.

Note 3

The medical reasons must be verified by a GP or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. The application must be supported by a letter from a hospital consultant and/or the family's GP.

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 local 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 pupils 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, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Child minding arrangements cannot be taken into account when allocating places at this school.

Parents of children attending the nursery class must still apply in the usual way. These children are not guaranteed a reception class place at the school.

This is a summary. Please see school's website for the full policy.

West Thornton Primary Academy



Rosecourt Road, Croydon, Surrey CR0 3BS

DfE school number: 306 2046

Head teacher: Mrs Di Pumphrey

www.westthorntonacademy.org.uk

office@westthorntonacademy.org.uk

020 8684 3497

Year R admission number: 150

West Thornton Primary Academy is based over two sites. This school has a published admission number of 150, with 90 places being on the Rosecourt Road site and 60 places on the Canterbury Road site.

All places are allocated according to the admissions criteria below and distance (Category 4) is measured in a straight line from the applicant's home address to the main school gate located in Rosecourt Road as before.

Supplementary Information Form (SIF)

This school does not require a supplementary Information form to be completed.

Admissions criteria

If the number of applications for a 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 education needs or Education, Health & Care plan (EHCP), where this school is named on the statement/plan, the criteria will be applied in the order in which they are 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 ongoing medical condition of a parent which would prevent them taking their child to school will also be relevant (see Note 3).
- 4. Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line from the main gate located in Rosecourt Road to the applicant's home address. (see Note 4 and Note 5).

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applicants, random allocation will be used, which will be independently verified.

Waiting lists

A waiting list is held for the first term of 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.

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.

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.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child all children will be admitted. If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list, i.e. the school to which the successful child has been admitted.



Admission of children outside their normal age group

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

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, made in the best interest of the child, will take 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
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher.

Notes for clarification

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.

Note 3

The medical reasons must be verified by a GP or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. The application must be supported by a letter from a hospital consultant and/or the family's GP.

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 local 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 pupils 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, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Child minding arrangements cannot be taken into account when allocating places at this school.

Parents of children attending the nursery class must still apply in the usual way. These children are not guaranteed a reception class place at the school.

This is a summary. Please see school's website for the full policy.

Whitehorse Manor Infants and Nursery - The Pegasus Academy Trust



Whitehorse Road, Thornton Heath CR7 8SB

Whitehorse Manor has an annexe at Brigstock:

129/133 Brigstock Road, Thornton Heath, CR7 7JN

DfE school number: 306 2048

Head of School: Mrs S Russell

www.pegasusacademytrust.org

whinfadmin@pegasusacademytrust.org

0208 689 7679 / 020 8684 3929

Year R admission number: 120

The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

The Pegasus Academy Trust (PAT) is the admissions authority for Whitehorse Manor Infant School. This school has a published admission number of 120, with 90 places being on the Whitehorse Road site and 30 places on the Brigstock site. Therefore, after places have been allocated according to the admissions criteria (please see below), the successful applicants will be allocated to either the Whitehorse Road site or the Brigstock site by applying the following criteria in the order set out:

- The child will have a sibling who will be attending either or both the infant or junior school on the site at the date of enrolment.
- The distance between the centre of the child's home and the main entrance to the school site, with those living nearest given higher priority.

In this way, it should maximise those children who will be able to attend:

- The same site as their siblings who will still be on roll of the infant/junior school when they start infant school
- The nearest site to their home address.

It should be emphasised that, even with our best endeavours, it will not always be possible to offer parents their preferred or nearest site. **You cannot appeal if you have been offered a place at the school, but have been unsuccessful in obtaining your site preference.**

The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

Supplementary Information Form (SIF)

This school does not require a SIF to be completed.

Nursery classes

A number of schools within the Pegasus Academy Trust have nursery classes. If oversubscribed for nursery places, PAT uses the following criteria to prioritise applications. Whitehorse Manor Infants and Nursery has a nursery class providing 52 part-time places for 3/4 year olds.

If your child is attending a nursery class attached to an infant or primary school, you **MUST** still apply for a reception class place. There is **NO** automatic transfer from a school's nursery class to its reception class(es). An application form must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place.

Year 2 children in Whitehorse Manor Infant & Nursery

School do not automatically transfer to Year 3 in Whitehorse Manor Junior School. Parents of Year 2 children on the roll of Whitehorse Manor Infant & Nursery School must complete the 'Infant to Junior transfer application', naming Whitehorse Manor Junior school, as described in this prospectus, and submit it by the deadline given, if they wish their child to be considered for a place at this school. However, children on the roll of Whitehorse Manor Infant & Nursery School at the time of application are given priority for admission to our junior school, after the admission of children with a statement of special educational need or Education, Health & Care plan (EHCP) that names the school, and applications for looked-after/ previously looked-after children.

Admissions criteria

If the number of applications for a school is higher than the number of places available, after the admission of children with a statement of special education needs or Education, Health & Care plan (EHCP) where this school is named on the statement/plan, the allocations will be made by applying the following criteria in the order in which they are set out below:

- 1. Children looked-after (CLA) or children previously looked-after** (see Note 1).
- 2. In the case of a junior school, children on roll at the linked infant school:** At the point of transfer from Year 2 to Year 3, priority for allocation of places at a junior school is given to those children on roll at the linked infant school at the time of application.

Parents of children in Year 2 of an infant school need to complete a separate application form for a Year 3 place in a junior school. (see Note 2).

- 3. Siblings:** Children with a brother or sister who will be in attendance at the school or, in the case of an infant/junior school, also at the linked infant or junior school, at the time of enrolment of the new pupil (see Note 3).
- 4. Medical:** Pupils with serious medical reasons for needing to attend the school. A serious medical condition of a parent which would prevent them taking their child to another school may also be relevant (see Note 4).
- 5. Children of staff at the school** (see Note 5).
- 6. Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 6 and 7), except in the case of Whitehorse Manor Infants and Nursery and Whitehorse Manor Junior, where it is proposed that criterion 7 below applies.
- 7. Distance for Whitehorse Manor Infants and Nursery and Whitehorse Manor Junior Schools only:** distance will be measured from the centre of the child's home address to the designated entrance of the Whitehorse Road site and also to the designated entrance of the Brigstock site – the shorter distance of these two measurements will be used to prioritise applications, with priority given to those applicants with the shortest distance.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, then lots will be drawn. This will be independently verified.

Waiting lists

Waiting lists for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. Parents should contact the admission team directly about their child's current position on the waiting list. Please note that your child's position on a school's waiting list can move up or down and placement on the list is no guarantee of a place at any school within the trust.

In-year applications

In-year applications for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. In-year application forms are available at any of the schools within the trust or can be completed online.

Appeals

Appeals against admission decisions for places in-year and for reception are held in accordance with The Admissions Code. They are co-ordinated for The Pegasus Academy Trust by Croydon's independent appeals service.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings, then provided there is a place for at least one of the siblings the remaining siblings will be offered places at the school.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head of school and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office.

Notes for clarification

Note 1

'Children looked-after' are children in public care at the date on which the application is made. If an application is made under the children looked-after criterion, it must be supported by a letter from the relevant local authority children's services department. Children previously looked-after are children who were looked after but ceased to be so because they were adopted or subject to a residence order or a special guardianship order.

Note 2

There is no automatic transfer from Year 2 in an infant school to Year 3 in a junior school. A Common Application Form must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place. Linked schools are described in the table below:

Linked infant and junior schools/sites		
Whitehorse Manor Infant School (Whitehorse Road site)	Linked with	Whitehorse Manor Junior School (Whitehorse Road site)
Whitehorse Manor Infant School (Brigstock site)	Linked with	Whitehorse Manor Junior School (Brigstock site)
Beulah Infant School	Linked with	Beulah Junior School

Note 3

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.

Note 4

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the trust's nominated medical advisor. The application must be supported by a letter from a hospital consultant and/ or the family's GP. 'Parent' is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent will only be taken into account where the school is the nearest school to the child's home, where 'Home' is defined in Note 6 and distance is defined in Note 7

Note 5

The teaching or non-teaching member of staff must have been employed by PAT at the school for a continuous period of two years prior to the application date on which the child would be admitted to the school. It may also include a member of staff who is recruited by PAT at the school to fill a vacant position for which there is a demonstrable skill shortage identified and minuted by the Academy Trust. The child(ren) of the staff member would have a priority under this criterion ONLY for the school at which their parent works.

Note 6

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The trust and local 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 7

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 (e.g. flats) the centre will be taken from the centre of the building. In the case of Whitehorse Manor Infants and Nursery and Whitehorse Manor Junior schools only: distance will be measured from the centre of the child's home address to the designated entrance of the Whitehorse Road site and also to the designated entrance of the Brigstock site – the shorter distance of these two measurements will be used to prioritise applications, with priority given to those applicants with the shortest distance.

Note 8

Child minding factors cannot be taken into account when allocating places at PAT schools.

Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Note 9

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carer's address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/ parental responsibility i.e. a court order must be supplied.

Note 10

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.

Note 11

Changes of address will only be considered where PAT receives the following, independent evidence: A letter from a solicitor confirming the exchange and completion of contract for the new place of residence or a tenancy agreement stating commencement date, together with evidence of residence, for example a utility bill.

This is a summary. Please see school's website for the full policy



Whitehorse Manor Junior – Pegasus Academy Trust



Whitehorse Road, Thornton Heath CR7 8SB

DfE school number: 306 2047

Head teacher: Ms N Achenbach

www.pegasusacademytrust.org

whjunadmin@pegasusacademytrust.org

020 8684 3929

Year R admission number: 120

The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

Year 2 children in Whitehorse Manor Infant & Nursery School do not automatically transfer to Year 3 in Whitehorse Manor Junior School. Parents of Year 2 children on the roll of Whitehorse Manor Infant & Nursery School must complete the 'Infant to Junior' transfer application', naming Whitehorse Manor Junior school, as described in this prospectus and submit it by the deadline given, if they wish their child to be considered for a place at this school. However, children on the roll of Whitehorse Manor Infant & Nursery School at the time of application are given priority for admission to our junior school, after the admission of children with a statement of special educational need or Education Health & Care plan (EHCP) that names the school, and applications for looked-after/previously looked-after children.

The Pegasus Academy Trust (PAT) is the admissions authority for Whitehorse Manor Junior School. This school has increased its published admission limit from 90 to 120 for admissions to year 3 in 2015, and will do for year 4 in 2016, with 90 places being on the Whitehorse Road site and 30 places on the Brigstock site. There will be no places for years 5 and 6 on the Brigstock site in the 2016/2017 school year, and therefore there will be no admissions to this site for these year groups during 2016/17. In the following school years the operational year groups on the Brigstock site will be as follows:

2017/18 - Years 3, 4 and 5

2018/19 - Years 3, 4, 5 and 6

In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the admissions criteria set out below.

After places have been allocated according to these admissions criteria, the successful applicants will be allocated to either the Whitehorse Road site or the Brigstock site by applying the following criteria in the order set out:

- The child is on the roll of the infant school at the site at the time of application.
- The child will have a sibling who will be attending either or both the infant or junior school on the site at the date of enrolment.
- The distance between the centre of the child's home and the main entrance to the school site, with those living nearest given higher priority.

In this way, it should maximise those children who will be able to attend:

- The same site as they have attended the infant school.
- The same site as their siblings who will still be on roll of the infant/junior school when they start infant school.
- The nearest site to their home address.

It should be emphasised that, even with our best endeavours, it will not always be possible to offer parents their preferred or nearest site. **You cannot appeal if you have been offered a place at the school, but been unsuccessful in obtaining your site preference.**

The following admissions policy is for schools within The Pegasus Academy Trust, namely: Beulah Infants, Ecclesbourne Primary, Whitehorse Manor Infants (Brigstock site and Whitehorse Road site), and Whitehorse Manor Juniors (Brigstock site and Whitehorse Road site).

Supplementary Information Form (SIF)

This school does not require a SIF to be completed.

Admissions criteria

If the number of applications for a school is higher than the number of places available, after the admission of children with a statement of special education needs or Education, Health & Care plan (EHCP) where this school is named on the statement/plan, the allocations will be made by applying the following criteria in the order in which they are set out below:

- 1. Children looked-after (CLA) or children previously looked-after** (see Note 1).
- 2. In the case of a junior school, children on roll at the linked infant school:** At the point of transfer from Year 2 to Year 3, priority for allocation of places at a junior school is given to those children on roll at the linked infant school at the time of application. Parents of children in Year 2 of an infant school need to complete a separate application form for a Year 3 place in a junior school. (see Note 2).
- 3. Siblings:** Children with a brother or sister who will be in attendance at the school or, in the case of an infant/junior school, also at the linked infant or junior school, at the time of enrolment of the new pupil (see Note 3).
- 4. Medical:** Pupils with serious medical reasons for needing to attend the school. A serious medical condition of a parent which would prevent them taking their child to another school may also be relevant (see Note 4).
- 5. Children of staff at the school** (see Note 5).
- 6. Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 6 and 7), except in the case of Whitehorse Manor Infants and Nursery and Whitehorse Manor Junior, where it is proposed that criterion 7 below applies.
- 7. Distance for Whitehorse Manor Infants and Nursery and Whitehorse Manor Junior schools only:** distance will be measured from the centre of the child's home address to the designated entrance of the Whitehorse Road site and also to the designated entrance of the Brigstock site – the shorter distance of these two measurements will be used to prioritise applications, with priority given to those applicants with the shortest distance.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils, then lots will be drawn. This will be independently verified.

Waiting lists

Waiting lists for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. Parents should contact the admission team directly about their child's current position on the waiting list. Please note that your child's position on a school's waiting list can move up or down and placement on the list is no guarantee of a place at any school within the trust.

In-year applications

In-year applications for places at all schools within the Pegasus Academy Trust are co-ordinated by Croydon's admissions team and not the individual schools. In-year application forms are available at any of the schools within the trust or can be completed online.

Appeals

Appeals against admission decisions for places in-year and for reception are held in accordance with The Admissions Code. They are co-ordinated for The Pegasus Academy Trust by Croydon's independent appeals service.

Children of multiple births

Where a parent applies for entry into the same year group for more than one child and there are not enough places available for all the siblings, then provided there is a place for at least one of the siblings the remaining siblings will be offered places at the school.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head of school and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office.

Notes for clarification

Note 1

'Children looked-after' are children in public care at the date on which the application is made. If an application is made under the children looked-after criterion, it must be supported by a letter from the relevant local authority children's services department. Children previously looked-after are children who were looked after but ceased to be so because they were adopted or subject to a residence order or a special guardianship order.



Note 2

There is no automatic transfer from Year 2 in an infant school to Year 3 in a junior school. A Common Application Form must be submitted by the closing date and your child must meet the published admissions criteria of the school to be considered for a place. Linked schools are described in the table below:

Linked infant and junior schools/sites		
Whitehorse Manor Infant School (Whitehorse Road site)	Linked with	Whitehorse Manor Junior School (Whitehorse Road site)
Whitehorse Manor Infant School (Brigstock site)	Linked with	Whitehorse Manor Junior School (Brigstock site)
Beulah Infant School	Linked with	Beulah Junior School

Note 3

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.

Note 4

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the trust's nominated medical advisor. The application must be supported by a letter from a hospital consultant and/ or the family's GP. 'Parent' is defined as the father, mother, foster father, foster mother, legal guardian or the person who has full parental responsibility for the child. The medical needs of the parent will only be taken into account where the school is the nearest school to the child's home, where 'Home' is defined in Note 6 and distance is defined in Note 7.

Note 5

The teaching or non-teaching member of staff must have been employed by PAT at the school for a continuous period of two years prior to the application date on which the child would be admitted to the school. It may also include a member of staff who is recruited by PAT at the school to fill a vacant position for which there is a demonstrable skill shortage identified and minuted by the Academy Trust. The child(ren) of the staff member would have a priority under this criterion ONLY for the school at which their parent works.

Note 6

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental

responsibility. The trust 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 7

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 (e.g. flats) the centre will be taken from the centre of the building. In the case of Whitehorse Manor Infants and Nursery and Whitehorse Manor Junior schools only: distance will be measured from the centre of the child's home address to the designated entrance of the Whitehorse Road site and also to the designated entrance of the Brigstock site – the shorter distance of these two measurements will be used to prioritise applications, with priority given to those applicants with the shortest distance.

Note 8

Child minding factors cannot be taken into account when allocating places at PAT schools.

Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Note 9

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carer's address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a court order must be supplied.

Note 10

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where child benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by PAT.

Note 11

Changes of address will only be considered where PAT and the local authority receives the following, independent evidence: A letter from a solicitor confirming the exchange and completion of contract for the new place of residence or a tenancy agreement stating commencement date, together with evidence of residence, for example a utility bill.

This is a summary. Please see school's website for the full policy.

Winterbourne Boys' Academy, A Platanos Trust School - *Attitude Determines Altitude*



**Winterbourne Road, Thornton Heath
Croydon CR7 7QT**

DfE school number: 306 2081

Head teacher: Michelle Smith

www.winterbourneboysacademy.com

info@winterbourneboysacademy.com

020 8689 7685

Year 3 admission number: 90

The Academy is a Junior School providing for the admission of 90 pupils into Year 3 each year if sufficient applications for entry are received. Where fewer than 90 applications are received, the Academy Trust will offer places at the academy to all those who have applied.

Year 2 boys in Winterbourne Nursery & Infant School do not automatically transfer to Year 3 in our school. Parents of children attending Winterbourne Nursery & Infant School must complete and submit an "application to transfer" form by the date given in this prospectus, naming our junior academy, if they want their child to be considered for a Year 3 place here.

However, children on the roll of Winterbourne Nursery & Infant School at the time of application are given priority for admission to our junior school, after the admission of children with a statement of special educational need or Education, Health & Care plan (EHCP) that names the school, and applications for looked-after/ previously looked-after children.

Supplementary Information Form (SIF)

This academy does not require completion of a Supplementary Information Form.

Admissions criteria

If the number of applications for the academy 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 education needs or Education, Health & Care plan (EHCP), where the school is named on the statement/ plan, the criteria will be applied in the order in which they are set out below.

- 1. Looked-after children and previously looked-after children** (see Note 1 below).
- 2. Boys attending Winterbourne Nursery and Infants School** at the time of application.
- 3. Siblings:** boys with a brother who is in attendance at Winterbourne Boys' Academy or brother/sister at Winterbourne Nursery and Infants School at the time of enrolment of the new pupil (see Note 2).

- 4. Medical:** children with serious medical reasons for needing to attend the academy. Supporting evidence should set out particular reasons why the academy 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).

- 5. Distance:** priority will be given to pupils living nearest to the academy as measured in a straight line (see Note 4 and Note 5).

Tiebreaker

Where the last remaining place(s) is to be allocated between two or more applicants that are equidistant, the school will use random allocation. This will be independently verified.

Waiting lists

The academy will operate a waiting list for each year group. 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 academic year. This will be maintained by the local authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In-year applications

Applications for in-year admissions should be made via the London Borough of Croydon in-year admissions application procedure.



Appeals

Appeals against admission decisions are heard by an independent admissions appeal panel and will be in accordance with the school admission appeals code. An appeal against a refusal of a place must be made within 20 schooldays of the date of the refusal letter.

Admission of children outside their normal age group

Parents/carers may, under certain circumstances, request that their child be admitted to a year group outside of their normal age group (e.g. children born in the summer term admitted to reception a year later after their fourth birthday). The Academy Trust is the admission authority for considering such requests and will decide whether the individual circumstances make it an appropriate arrangement on educational grounds.

Parents must consider the impact this may have and may submit evidence of support from a relevant professional. Once a year group has been identified, the same oversubscription criteria will be applied.

Please contact the school for the full policy and further information.

Notes for clarification

Note 1

'Looked-after children' are defined as children in public care at the date on which the application is made. '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

Winterbourne Boys' Academy is a boys' school. A sibling is therefore defined as a brother, half-brother, stepbrother, foster-brother or adopted brother whose main residence is at the same address.

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. All requests for priority consideration must be supported in writing by a doctor or consultant. It must be made clear in the professional support the reason why it is necessary for the child to attend this school in particular.

Note 4

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses of child minders, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The academy should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at the academy.

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 academy, with those living closer to the academy receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.

Note 6

Child-minding arrangements cannot be taken into account when allocating places.

This is a summary. Please see school's website for the full policy.

Wolsey Junior Academy – STEP Academy Trust



**King Henry's Drive, New Addington,
Croydon CR0 0PH**
DfE school number: 306 2036
Executive Head Teacher: Mr J Halliwell
Head Teacher: Mr R Ardé

www.wolsey-junior.croydon.sch.uk
admin@wolsey-junior.croydon.sch.uk
01689 843103
Year 3 admission number: 90

Published Admission Number (PAN)

Wolsey Junior Academy will admit 90 children into Year 3.

Supplementary Information Form (SIF)

This Academy does not require a supplementary Information form to be completed. However, if applying for a place under Medical Priority - a Priority 2 Form must be completed and returned to the Academy office by the closing date for applications. Please contact the Academy office for information.

STEP Academy Trust is the admission authority for Wolsey Junior Academy. If a parent would like to view the Academy and meet the Headteacher before applying, please see above for contact details.

Children who currently attend Wolsey Infant School

Wolsey Infant School and Wolsey Junior Academy are independent of each other with their own Governing Bodies.

Where a child is currently in Year 2 at Wolsey Infant School, an application for admission into Year 3 at Wolsey Junior Academy must still be submitted. There is no automatic transfer from Wolsey Infant School to Wolsey Junior Academy.

Children who attend do, however, receive a higher priority than children attending other schools who do not have a sibling at the academy.

Admissions criteria

Children with a Statement of Special Educational Needs/Education Health and Care Plan

Children with a Statement of Special Educational Needs/Education Health and Care Plan where the Academy is named within the statement/plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

Oversubscription Criteria

All children applying for a place at the Academy will be offered a place, unless more applications are received than there are places available, in which case places will be offered in accordance with the following order of priority:

Priority 1 – Looked-after children and previously looked-after children:

Looked after and previously looked after children will be admitted under this priority.

A "Looked after child" is a child in public care at the date on which the application is made. A "Previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately after being in public care.

An application under this priority must be supported by the relevant Local Authority Children's Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also be supplied.

Priority 2 – Children with Medical Need requiring Admission to This Academy Only:

Children with serious medical reasons for needing to attend Wolsey Junior Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the Academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will not be considered in cases where the completed, signed and stamped Priority 2 Form is received after the closing date for applications.

Priority 3 – Children with a Sibling at the Academy:

Children with a sibling at Wolsey Junior Academy who will be on the roll at the Academy at the date of admission will be admitted under this priority.



A sibling will include a full brother or sister (with the same two parents), a half brother or sister (with one parent in common), a step brother or sister (with different parents but with one parent of each child who are married to the other), an adopted brother or sister, a foster brother or sister, the children of a parent's partner where the parent and their partner are co-habiting, or any other child of the family, but in all cases the sibling must be being brought up with the applicant child as a sibling within the same core family unit, and their main residence must be at the same address as the child for whom the application is made.

For the avoidance of doubt, other children within the family (for example, cousins) who live at the same address because several members of the child's extended family (for example, aunts and uncles) also live there, will not be regarded as siblings for the purpose of this priority.

A parent will include the natural or adoptive father or mother, the foster father or mother, or the legal guardian or person with parental responsibility for the child and with whom the child lives.

Places under this priority will be allocated according to proximity of the child's main home address to the Academy, with those living closest to the Academy receiving higher priority.

Priority 4 – Children who attend Wolsey Nursery and Infant School:

Children who are currently in Year 2 at Wolsey Nursery and Infant School will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

Priority 5 – All Other Children:

All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to the Academy, with those living closest to the Academy receiving higher priority.

The Child's Main Home Address

The address given on the application form must be the child's main home address, which will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. A business address or the address of a parent with whom the child does not live, a relative or a child minder must not be given.

Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term

times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

Distance from the Academy

Distance will be measured in a straight line from the centre of the child's main home address to Wolsey Junior Academy's main entrance which will be on Aberdeen Road using the Local Authority's computerised measuring system. For multiple properties with the same entrance, for example blocks of flats, distance will be measured from the centre of the ground floor of the building regardless of which floor the child lives on.

Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the Academy, with those living closest to the Academy receiving higher priority.

Where distance from the Academy is equal for two or more applications, places will be allocated by independently verified random allocation.

Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the Academy will admit the twin or siblings from a multiple birth over and above the Academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

Children of UK Service Personnel and other Crown Servants

The Academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the Academy's area, or from a crown servant family returning from overseas to live in the Academy's area, as if they live in the area of the Academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the Academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

Applications for Admission of Children Outside their Normal Age Group

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

Waiting Lists

Once all places have been filled, the Academy will maintain a waiting list for each year group.

The names of all children who are unsuccessful in achieving a place in Reception Year will be automatically added to the waiting list for the first term of the academic year until 31 December. After that date, the children's names will be removed unless parents notify the Academy that they would like their child's name to be kept on the waiting list until the end of the academic year.

Appeals

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the **School Standards and Framework Act, 1998**. The appeal panel will be independent of the Academy. A service level agreement has been taken out by STEP Academy Trust with Croydon Independent Appeals Service to carry out the role of clerk to administer appeals hearings. The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process can be requested from the Academy office.

In-year applications

In year admissions (those that take place to all other year groups) are made as places become available. In recent years there have been very few places available for 'in-year' admissions at our academies. However, you may still make a formal application to the local authority and your child's name will be added to the waiting list for the Academy.

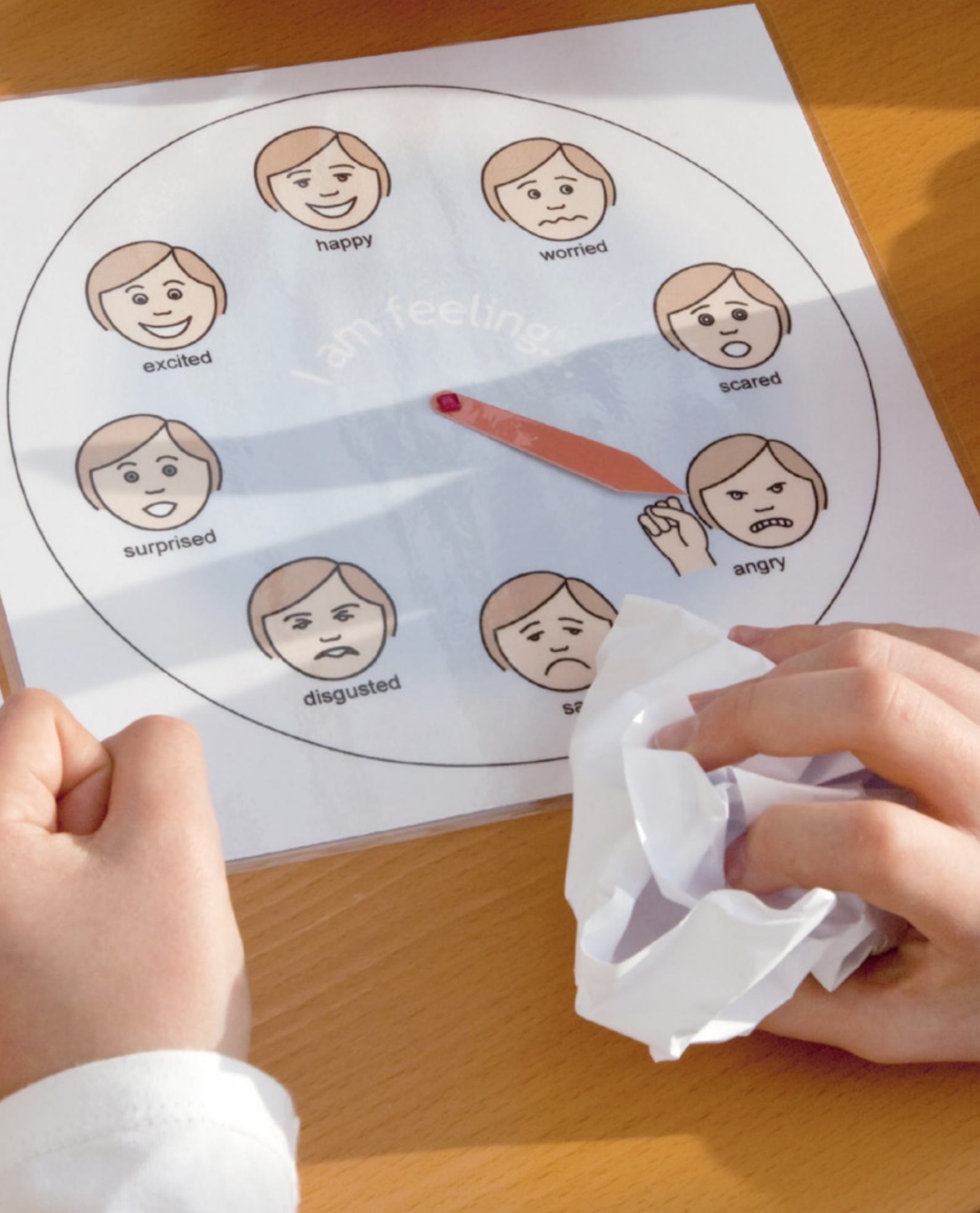
This is a summary. Please see www.wolsey-junior.croydon.sch.uk for the full policy.

SECTION THREE
SPECIAL EDUCATIONAL
NEEDS (SEN)

3



SECTION
three
SECTION
three





Additional information for children with special educational needs or disability (SEND)

SEN Support in Mainstream Schools

All mainstream primary schools have a statutory duty to make additional provision for children who have been identified as having SEND.

From funding paid directly to the school, each school is able to plan and deliver a range of additional interventions and use alternative strategies and resources to meet the needs of the majority of children with SEND.

If you want to find out more about the support and arrangements in place in a primary school you should contact the Special Needs Coordinator (SENCO).

The SENCO has day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support children with SEND.

The name and contact details of each school's SENCO should be on the school website.

On the school website you will also be able to look at their SEND policy and SEN information report which will give more details of the arrangements in place to support children with SEND.

If your child has SEND but does not have an EHCP (see below) an application for a school placement must be made through the normal admissions process.

If you are in the process of requesting an assessment for an EHCP or an assessment for an EHCP has been agreed but not finalised an application for a school placement must be also be made through the normal admissions process.

Children with Education Health and Care Plans (EHCPs)

For a small number of children with the most severe and complex special needs resources available directly to the school may not be enough to make appropriate provision to meet these needs and to support good progress.

In these cases a more detailed assessment of needs may lead to an issue of an EHCP.

This plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

If your child has an EHCP the Croydon 0-25 SEND team will work with you to ensure that a suitable placement is organised for your child. This may include working with you to identify and arrange a specialist placement if required.

The specialist provision may be an enhanced learning provision (ELP) or a special school.

Enhanced Learning Provisions (ELPs)

ELPs provide specialist provision for specific types of special needs as part of mainstream school. Children who are placed in ELPs do not require full time specialist provision but who require some additional specialist support to access the curriculum. Their time is split between mainstream lessons and activities and in the ELP.

A list of special schools and ELPs in Croydon which cater for children within the primary school age range, is included on pages 174-175 of this prospectus.

Further details about both primary age special schools and ELPs can be found on the Croydon SEND Local Offer:

Croydon's Local Offer for Special Educational Needs

Further Advice and Guidance:

Croydon's 0-25 SEND Team will be able to offer advice and support if your child has a statement, or EHCP.

Contact: **020 8604 7263**.

KIDS SENDIAS (Special Education Needs Independent Advice Service) can give independent advice for your child with or without a statement or EHC plan.

Contact: **0208663 5630**.

Directory of special schools and enhanced learning provisions

Admission to these special schools and enhanced learning provisions are through Croydon Council's special educational needs (SEN) team. For further information please contact Croydon's SEND team on 020 8604 7263

Special Schools

Beckmead: A special community school for boys with behavioural, emotional and social difficulties.

Age range: 7–19

Address: Monks Orchard Road, Beckenham, Kent BR3 3BZ

☎ 020 8777 9311

✉ office@beckmead.croydon.sch.uk

🌐 <http://beckmeadschool.co.uk>

Chaffinch Brook: A special community school for girls and boys with autism and challenging behaviour.

Age range: 5–14

Address: 32 Morland Road, Addiscombe, Croydon CR0 6NA

☎ 0208 325 4612

✉ office@chaffinchbrook.org.uk

Head: Judith Azzopardi

Red Gates: A special community school for boys and girls with severe learning difficulties and autism.

Age range: 4–11

Address: Farnborough Avenue, South Croydon CR2 8HD

☎ 020 8651 6540

✉ admin@redgates.croydon.sch.uk

🌐 <http://webfronter.com/croydon/redgates>

St Giles: A special community school for boys and girls with physical disabilities and complex medical needs across the ability range from profound and multiple learning difficulties to mild learning difficulties.

Age range: 4–19

Address: 207 Pampisford Road, South Croydon CR2 6DF

☎ 020 8680 2141

✉ office@st-gilesschool.co.uk

🌐 <http://st-gilesschool.co.uk>

St Nicholas: A special community school for boys and girls with moderate learning difficulties and autism.

Age range: 4–11

Address: Old Lodge Lane, Purley CR8 4DN

☎ 020 8660 4861

✉ sue@st-nicholas.croydon.sch.uk

🌐 www.st-nicholas.croydon.sch.uk/croydon/primary/stnicholas



Enhanced learning provision in Croydon primary schools

Aerodrome Primary Academy:

Support for pupils with speech, language and communication needs.

Age range: 4-11

Address: Goodwin Road,
Croydon CR0 4EJ

☎ 020 8688 4975

✉ office@aerodrome.croydon.sch.uk

🌐 www.aerodromeprimary.co.uk

Applegarth Academy – STEP

Academy Trust: Support for pupils with speech, language and communication needs.

Age range: 4-11

Address: Bygrove, Fieldway, New Addington, Croydon CR0 9DL

☎ 01689 841528

✉ office@applegarth-academy.croydon.sch.uk

🌐 www.applegarth-academy.croydon.sch.uk

Castle Hill Academy: Support for children with autism.

Age range: 4-11

Address: Dunley Drive, New Addington, Croydon CR0 0RJ

☎ Early years N-R: 01689 842002 /
Middle years 1-6: 01689 843148

✉ office@castlehill.croydon.sch.uk

🌐 www.castlehillacademy.co.uk

Fairchildes Primary: Support for pupils with moderate learning difficulties.

Age range: 4-11

Address: Fairchildes Avenue, New Addington, Croydon CR0 0AH

☎ 01689 842 268

✉ office@fairchildes.croydon.sch.uk

🌐 <http://webfronter.com/croydon/fairchildes/menu/mnu7.shtml>

Chipstead Valley Primary: Support for pupils with physical disabilities.

Age range: 4-11

Address: Chipstead Valley Road,
Coulsdon CR5 3BW

☎ 01737 553 255

✉ office@chipstead.croydon.sch.uk

Courtwood Primary: Support for pupils with autism.

Age range: 4-11

Address: Courtwood Lane Addington, Croydon CR0 9HX

☎ 020 8657 8454

✉ admin@courtwood.croydon.sch.uk

Gilbert Scott Primary: Support for pupils with moderate learning difficulties.

Age range: 4-11

Address: Farnborough Avenue, South Croydon CR2 8HD

☎ 020 8657 4722

✉ admin@gilbertscott.croydon.sch.uk

🌐 www.gilbertscott.croydon.sch.uk

Kensington Avenue Primary:

Support for pupils with autism.

Age range: 4-11

Address: Kensington Avenue,
Thornton Heath, Croydon CR7 8BT

☎ 020 8764 2923

✉ office@kaps.croydon.sch.uk

🌐 www.kensingtonavenueprimary.co.uk

Kingsley Primary: Support for pupils with hearing impairment. (This provision is managed directly by the LA Croydon Sensory Support Service)

Age range: 4-11

Address: Thomson Crescent,
Croydon CR0 3JT

Contact:

Croydon Sensory Support Service

☎ 020 8760 5783

✉ sensorysupportservice@croydon.gov.uk

🌐 www.kingsley.croydon.sch.uk

The South Norwood Academy:

Support for pupils with moderate learning difficulties.

Age range: 4-11

Address: 34 Crowther Road, London SE25 5QP

☎ 020 8654 2983

✉ office@southnorwood.croydon.sch.uk

🌐 www.southnorwoodprimaryschool.co.uk/

Oasis Academy Shirley Park:

Support for pupils with moderate learning difficulties.

Age range: 4-11

Address: Long Lane,
Croydon CR0 7AR

☎ 020 8656 0222

✉ primaryadmin@oasisshirleypark.org

🌐 www.oasisacademyshirleypark.org

Neighbouring local education authorities for information

For information about primary schools which are situated outside Croydon's boundary, you can contact the offices of the following local education authorities:

London Borough of Bromley

Bromley Civic Centre
Stockwell Close, Bromley
BR1 3UH

☎ **020 8313 4044**

London Borough of Merton

Merton Civic Centre
London Road, Morden, Surrey
SM4 5DX

☎ **020 8274 4906**

London Borough of Sutton

St Nicholas Way,
Sutton
SM1 1EA

☎ **020 8770 5000**

London Borough of Lambeth

10th Floor, International House
Canterbury Crescent, London
SW9 7QE

☎ **020 7926 9503**

London Borough of Southwark

Southwark Children Services
PO Box 64529, London
SE1P 5LX

☎ **020 7525 5337**

London Borough of Wandsworth

Education & Social Services
Department, Town Hall Extension
Wandsworth High Street, London
SW18 2PU

☎ **020 8871 7316**

London Borough of Lewisham

Laurence House
1 Catford Road, London
SE6 4RU

☎ **020 8314 8282**

**(open from 9.00am to 12.00pm,
Monday to Friday)**

Surrey County Council

Quadrant Court
Guildford Road, Woking
GU22 7QQ

☎ **0300 200 1004**



Glossary

Admissions criteria

The conditions set out by the school governing body or local authority to decide whether a place can be offered to a child if the school is oversubscribed.

All-ability school

A school that admits pupils regardless of academic ability.

Common Application Form (CAF)

The parent will need to complete this form to indicate their preferences for schools, and it must be submitted by the closing date.

Local authority/LA/home LA

Local borough council. Your child's home local authority is the borough where you live and pay council tax.

Looked-after children

Children in the care of a local authority (foster children).

Maintained school

A general term for a school that is not independent and does not charge fees. It is funded by local and central government.

Mixed school

A school that admits both boys and girls.

Out of borough

Boroughs other than Croydon.

Parent/carer

A term used in this prospectus to describe the person/s with legal parental responsibility and principal day-to-day care and control of the child.

Published admissions number (PAN)

The maximum number of places a school can offer.

Reception

The first year of primary education.

School DfE number

A unique identification number allocated to a school by the Department for Education (DfE).

Selective school

A school that selects pupils using specific criteria, usually aptitude and ability, the result of an entrance examination or the parent/carer's commitment to a particular faith.

Sibling

Siblings are defined as being a full brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner. The older sibling must still be attending in September 2015 and in every case this child, together with the younger sibling and applicant parent, must be proven to be living permanently in the same family unit at the same address. This needs to be reflected in proof of parental responsibility through official documentation including child benefit entitlement.

Supplementary Information Form (SIF)

Schools that require a SIF are indicated in this prospectus. The parent will need to complete this form and return it to the relevant school(s).

Special school

A school that caters for children with a statement of special educational needs – whose needs are such that a specialist provision is agreed to be the best option.

Education Health and Care Plan (EHCP) or statement of special educational needs

Plans or statement prepared for children who have special educational needs.



If English is not your first language and you need help to understand the information contained in this prospectus, please contact the school admissions team. Telephone 020 8726 6400, ext 61884. We will then arrange for an interpreter to help you.

Nëse Anglishtja nuk është gjuha juaj e parë dhe ju keni nevojë për ndihmë për të kuptuar përmbajtjen e kësaj broshure, ju lutem telefononi Zyrën e Pranimëve (Admission Team) në Departamentin e Edukimit (Education Department) në numrin **0208 726 6400**. Ne më pas do të gjejmë një përkthyes për t'ju ndihmuar.

Albanian

ইংরেজী যদি আপনার প্রথম বা মাতৃভাষা না হয় এবং এই পুস্তিকার বিষয়বস্তু বুঝবর জন্য আপনি সাহায্য চান, এডুকেশন ডিপার্টমেন্ট বা শিক্ষা বিভাগের আডমিশনস্ টিম (ভর্তির দায়িত্বপ্রাপ্ত দল)-কে 0208 726 6400 - কে এন্টেনশন 1884 - এই নম্বরে টেলিফোন করবেন। আপনাকে সহায়তাদানের জন্য এখনিম্ন মোড়ায়ীর ব্যবস্থা করা হবে।

Bengali

Jestliže angličtina není Váš první jazyk a potřebovali byste pomoc s porozuměním obsahu této brožury, zatelefonojte, prosím, Příjímací skupinu (Admission Team) ve Školském oddělení (Education Department) na čísle **0208 726 6400**, S pomocí tlumočnicka Vám potom může být poskytnuta pomoc.

Czech

Si l'anglais n'est pas votre première langue et vous avez besoin d'aide afin de comprendre le contenu de cette brochure, téléphonez à l'Équipe des Admissions ("Admissions Team") au Service de l'Enseignement ("Education Department") au **0208 726 6400**. On demandera ensuite à un interprète de venir vous aider.

French

જો અંગ્રેજી તમારી પ્રથમ ભાષા ન હોય અને આ પુસ્તિકાની વિગતો સમજવામાં તમને મદદની જરૂર હોય તો, કૃપયા એજ્યુકેશન ડિપાર્ટમેન્ટના એડમિશન્સ ટીમને, ટેલિફોન નંબર: **0208 726 6400** , એક્સટેન્શન **1884** પર ફોન કરો. અમે તમારા માટે ગુજરાતી દુભાષિયાની વ્યવસ્થા કરી આપીશું જે તમને મદદ કરશે.

Gujerati

ਜੇਕਰ ਅੰਗਰੇਜ਼ੀ ਤੁਹਾਡੀ ਪਹਿਲੀ ਬੋਲੀ ਨਹੀਂ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਕਿਤਾਬ ਦੇ ਵਿਚ ਲਿਖੀ ਜਾਣਕਾਰੀ ਸਮਝਣ ਵਿਚ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਐਜੂਕੇਸ਼ਨ ਡਿਪਾਰਟਮੈਂਟ ਵਿਚ ਅਡਮਿਸ਼ਨ ਟੀਮ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਫੋਨ ਕਰੋ: **0208 726 6400** ਅਸੀਂ ਤੁਹਾਡੇ ਲਈ ਕਿਸੇ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰਾਂਗੇ।

Panjabi

Haddii af Ingiriisduu aanay ahayn luqadaada koowaad caawimana aad u baahantahay si aad u fahamto waxa uu ka koobanyahay buugyarahan, fadlan kala soo hadal kooxda ogolaanshaha ee qaybta waxbarashada telifoonka **0208 726 6400**. Intaa ka dib waxa lagu diyaarin doonaa inuu ku caawiyo turjumaan.

Somali

ஆங்கிலம் உங்களுக்கு முதல் மொழியாக இல்லை எனில், மற்றும் இச்சிறு புத்தகத்தில் கொடுக்கப்பட்டுள்ளவற்றை விளங்கிக் கொள்ள உங்களுக்கு உதவி தேவை எனில், தயவு செய்து எஜுகேஷன் டிபார்ட்மென்ட்டிலுள்ள ஆட்மிஷன்ஸ் டிபார்ட்மென்ட் **0208 726 6400** என்ற தொலைபேசி எண்ணுடன் தொடர்பு கொள்ளவும். உங்களுக்கு உதவி செய்ய மொழி பெயர்ப்பாளருக்கு சமயப்படும்.

Tamil

İngilizce ana diliniz değilse ve bu kitapçığın içeriğini anlamakta yardıma ihtiyacınız varsa lütfen Eğitim Dairesinden (Education Department) Kayıt Ekibine (Admission Team) **0208 726 6400** telefon ediniz. Böylelikle size yardımcı olması için bir tercüman sağlanacaktır.

Turkish

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور اس کتابچے کو سمجھنے کے لئے آپ کو مدد کی ضرورت ہے تو براہ کرم ایجوکیشن ڈیپارٹمنٹ میں "ایڈمیشن ٹیم" کو اس نمبر پر فون کیجئے۔ **0208 726 6400**۔ لئے انٹرپرائٹر کی سروس کا انتظام کیا جائے گا۔

Urdu

Contact Information

For online applications

You can apply online at eAdmissions:

www.croydon.gov.uk/admissions

Online applications close at midnight on 15 January 2017

If you have any questions or problems regarding the online admissions website please call London Grid for Learning on 020 8255 5555



Postal Address - for paper applications

Return your completed Common Application Form (CAF) to:

Croydon Council School Admissions Team

People Department

4th Floor (Zone C), Bernard Weatherill House

8 Mint Walk, Croydon CR0 1EA

The closing date for return of your form is 15 January 2016



School admissions telephone number:

020 8726 6400

Available from 9am – 4pm Monday to Friday



Customer Services

Access Croydon

Bernard Weatherill House, 8 Mint Walk,

Croydon CR0 1EA



Dont forget the deadline!

The closing date for your primary school applications is 15 January 2017

Feedback welcome

If you would like to provide feedback relating to the layout and/or content of this prospectus, please contact the school admissions team by email at **school.admissions@croydon.gov.uk** or by post:

School Admissions Team, 4th Floor (Zone C),

Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA