



ADMISSIONS CRITERIA FOR ENTRY TO COURTWOOD PRIMARY SCHOOL IN SEPTEMBER 2019

[Courtwood Primary School joined The Collegiate Trust on 1st September 2018. The criteria set out here are those approved previously by the London Borough of Croydon]

The Collegiate Trust (TCT) is the admissions authority for *Courtwood Primary School* (the Academy) and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body* (LGB) of *Courtwood Primary School* operates the agreed procedures of TCT and participates in the coordinated admission arrangements operated by Croydon Council.

During September in any year, information about the arrangements for applying for the intake in September of the following calendar year will be available; this will include details of *Open Mornings*, and other opportunities to visit the school.

Entry to Reception

The Planned Admission Number (PAN) for *Courtwood Primary School* is 30

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live.

In the event of applications exceeding the number of available places, the following criteria will be applied.

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 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.

2. **Siblings:**

Children with a brother or sister who will be in attendance at the Academy 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 the same address as the child for whom the application is being made. In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

3. **Medical:**

Pupils with serious medical reasons for needing to attend the Academy. Supporting professional evidence must provide specific reasons why this Academy is the only school that can meet your child's needs, and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or consultant.

For primary age children, their need to attend the Academy 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/in-year-admissions/in-year-admissions-primary> and both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application. By submitting your evidence to the local authority, you consent to this information being shared with TCT.

4. **Distance:**

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

“Home” is defined as the address where the child normally resides Monday to Friday as their only or principal residence. The distance will be measured in a straight line from the child’s home address to the designated entrance of the Academy using a computerised measuring system (GIS) and geographical reference points as provided by the *National Land and Property Gazetteer*. Those living closer to the Academy will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

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.

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

If you are applying 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.

Admission of children below compulsory school age deferred entry to school

Parents can defer the date their child is admitted to the Academy 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.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. TCT will work with each family to determine whether it is in the best interests of their child to be educated outside their chronological year group.

All requests to educate a child outside their normal year group should 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 based on 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 year group, if it were not for the child being born prematurely
- Views of the Principal at Courtwood Primary School