

## **Admissions Policy**

### **Admissions for September 2020 and In-Year Admissions for 2019-2020**

#### **Reception Admissions**

**Published Admission Number (PAN):** The Published Admissions Number for Goldfinch Primary for Reception year admissions is 75.

#### **Children with an Education, Health and Care Plan (EHCP)**

Children with an EHCP are not required to submit a Common Application Form. Applications are made through consultation with Goldfinch Primary via your home Local Authority's Special Educational Needs (SEN) department. Where Goldfinch Primary is then named in a child's EHCP, they will be admitted as part of the year group's PAN.

Where there are more applicants than places available, the remaining places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** applicants who are in the care of a Local Authority or provided with accommodation by a Local Authority and 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).

"Looked after child": in the care of the Local Authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989. "Adopted child": as defined in section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. "Residence order": as defined by section 8 of the Children Act 1989. "Child arrangement order": as defined by section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. "Special Guardianship order": as defined by section 14A of the Children Act 1989.

2. **Medical and/or social reasons:** applications must be professionally supported. An application made for medical reasons **must** be supported by a current letter from a specialist health professional. An application made for social reasons **must** be supported by a current letter from a social worker or other care professional working with the family. Medical or social applications **must** give reasons why the child's condition or circumstances make it necessary for the child to attend Goldfinch Primary, and the difficulties that would be caused if the child had to attend an alternative school. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence. Any such applications will be considered objectively by the Governing Body and they may request professional advice, from within or outside Wandsworth Council, before reaching a decision.

3. **Siblings:** applicants with another child from the same family already at the school who is expected to be on roll in September 2020.

"**Sibling**" is defined as a full, half or step brother or sister living at the same home address (see definition below). It also includes a child who is living as part of the family by reason of a court order, or an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

4. **Distance:** proximity of the child's home address (see definition below) to the school. It is measured using a straight line from the home address to the central point of the school site (as identified by Wandsworth Council's Geographical Information system) with those living nearest accorded the highest priority. Distance measurements are calculated using Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances.

"**Home address**" is the permanent address of the parent/guardian with whom the child is living on the closing date for applications. This must be the address where the family normally lives. It does not include short term rental or lease and does not include a business address, a childminder's address, or the address of a relative or carer, unless that is the child's permanent address and they have legal custody of the child.

Where parents have **shared custody/responsibility** for a child and the child lives for part of the week with each parent, the address where the child spends the majority of the week should be used by parents for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be reached between the parents and Child Benefit is claimed, the address that is registered for this claim will be used. Additional proof may be requested, for example, a court order or solicitor's letter to confirm the arrangements.

If there are more applications than places within any criterion, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System.

**Tie-breaker:** In the event that applicants have identical distance measurements, priority amongst them will be determined at random by drawing lots.

## **Admissions Policy**

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Please note, there is no automatic right of transfer from the nursery class to the infant Reception class at Goldfinch Primary. If there are more applications than places available, priority will be based on the oversubscription criteria alone.

**Application Method:** Goldfinch Primary participates in the coordinated admission arrangements administered by Wandsworth Borough Council. Applications to the school must be made using the Common Application Form for your home Local Authority (the Local Authority where you live). The closing date for Reception class applications will be **15 January 2020**.

**In all the above criteria, documentary proof of residence will be required at the time of offer. Normally this will be a current Council Tax Bill. Any change in your application details during the process, including change of address, must be notified your Local Authority as soon as possible. Any false or deliberately misleading information given may render the application invalid or lead to the offer of a place being withdrawn.**

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#### **Late Applications**

Applications received after the set closing date will be accepted, but will not normally be considered for a place at the school until after National Offer Day.

#### **Waiting List**

Any child not offered a place (including any applications received after the closing deadline) will be added to the waiting list. Following National Offer Day the waiting list is maintained with applicants ranked in order according to the admissions oversubscription criteria, without regard to the date that the application was received. Please note, a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves home, the waiting list will need to be revised and ranked again in line with the published oversubscription criteria. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

#### **Appeals**

Any child not offered a place at the school will have the statutory right of appeal. Appeals against an admissions decision are heard by an Independent Admissions Appeals Panel established under the School Admissions Appeals Code. An appeal against a refusal of a place must be made within 20 school days of the date of the refusal letter. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

#### **Date of Admission/Deferred Entry**

Where a child is offered a place at Goldfinch Primary in Reception:

1. this is a full-time place from the September following the child's fourth birthday;
2. the child's parent/guardian 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 it was made;
3. where the parents wish, children may attend part-time 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**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/guardians may seek a place outside their child's normal age group (in line with the School Admissions Code). The decision of the school will be made on the basis of the circumstances of each case and in the best interests of the child. Such requests would normally apply to children that are summer born (for Admissions purposes summer born is defined as born between 1 April and 31 August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

It is recommended that you discuss this with the school before making a formal request. If parents/guardians wish to proceed with the request, an application **must be received in the correct year in the relevant admissions round**. Parents/guardians applying for an out-of-year group place must include a written request with their application and we ask them to provide information in support of this request. Without this information the Governing Body are unlikely to be able to make a decision on the basis of the circumstances of the case. Any evidence/information should demonstrate why it would be in the child's best interests to be admitted to a different year group (for example, to Reception rather than Year 1). The Governing Body along with the Headteacher will then decide whether the out-of-year group request will be granted.

If the request is granted, then the child's application will be processed for a place in the year group agreed by the Governing Body. For Reception entry applications, it will be necessary to reapply for the following year and the application will be subject to the school's admissions oversubscription criteria. Please note that there can be no guarantee that there will be a place available at Goldfinch Primary nor is it possible to reserve places for the following year.

**Admissions Policy**  
**Admissions for September 2020 and In-Year Admissions for 2019-2020**

If a place is NOT offered and no offer is made for the child to attend the school in any other year group, then the parents/guardians will be given the right of appeal. However, if a place is offered in the school, regardless of year group, then there is no right of appeal.

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**In-Year Admissions**

Families who seek admission other than through the Reception co-ordinated admission process, are able to make In-Year Applications. You must apply to the school using the Wandsworth In-Year Common Application Form. Applications will be considered in accordance with the above oversubscription criteria.

In the event that it is not possible to offer a place, applications will be placed on the waiting list and you will have the statutory right of appeal. If a place becomes available the known applicants for that year group are sorted using the criteria given above. **Each In-year Application made to the school is only valid for the academic year in which it is made.**

**Children with an Education, Health and Care Plan (EHCP)**

Children with an EHCP are not required to submit an In-Year application form to the school. Applications are made through consultation with Goldfinch Primary via your home Local Authority's Special Educational Needs (SEN) department. Where Goldfinch Primary is then named in a child's EHCP, they will be admitted to the school.

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**Fair Access Protocol**

Children who are the subject of a direction by a Local Authority to admit or who are allocated in accordance with the Fair Access Protocol must take precedence over those on the waiting list.