



Admissions Policy 2022 – 2023

Nursery Phase Admissions

Application for a place in Nursery is not made through the Local Authority. All applications must be made directly to the Academy by 15th January. Application forms can be found [here](#).

Children will be eligible for consideration for entry to nursery from the term after their third birthday. Therefore, if a place becomes available in Nursery, for a child who turns three after 1st September 2022, he/she would remain in Nursery the following school-year and apply for entry to Reception for September 2024.

Our Nursery will offer 39 morning (a.m) places, between the hours of 08.45am – 11.45am.

When the Academy is oversubscribed, priority for admission will follow the oversubscription criteria of the primary phase admissions criteria as detailed 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 Academy as one of their preferences if they would like their child to be considered for admission to the Academy's reception class.

Reception Phase Admissions

The Academy has an admission number of 60 in Reception.

Children will be considered for entry to Harris Primary Academy Croydon's Reception from the September before their fifth birthday.

Applications for admission to Reception Year in September are known as applications made 'in the normal admission round'.

Applications in the normal admission round are coordinated by the Local Authority for all schools in its area. This includes late applications (i.e. applications received before the first day of term September, but not made in time to enable the Local Authority to offer a place on National Offer Day). Applications should be made through the applicant's home local authority by mid-January the academic year before.

The academy will provide for the admission of this number of pupils each year if sufficient applications for entry are received. Where fewer than the published admission number for Reception are received, the academy will offer places for all those who have applied.

After the admission of children with a statement of special educational needs or Education Health Care Plans, which names the academy, have been admitted, the criteria for oversubscription will be applied.

When the Academy is oversubscribed, priority for admission will be given to children who have applied for a place in the 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case

- 2) Children who the Harris Federation accepts have an exceptional medical or social need for a place at the academy. 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 professionals. The information must confirm the exceptional medical or social need and demonstrate how the specified academy is the only school/academy that can meet the defined needs of the child.
- 3) Children with a brother or sister already attending the academy 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) Children living closest to the academy, measured in a straight line from a point within the child's home address to the main entrance of the academy building, using the Local Authority's computerised measuring system. Children living in flats with a communal entrance will be measured from a single point within the block of flats. If a child lives part of the week with more than one parent or carer, the home address will be the address at which the child spends the majority of nights of the week. The tie break for two or more applications that live exactly the same distance from the academy will be random allocation using a computerised system.

If there are more applicants than places, within the criteria 1-3 above, then the last remaining places shall be awarded to the children living closest to the academy using the process set out in 4 above.

Tie-Breaker

Distance will be used as a tiebreaker in categories 1 to 3 above if there are more applicants qualifying under any of those criteria than places available. Random allocation will be used as a tiebreaker where there are two or more applicants who have equal ranking/are equal distance from the academy, but there is only one academy place available. If random allocation is used, this will be independently verified.

Children of Multiple Birth

In Reception Year, where at least one child achieves an offer of a place at the Academy within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place, the Academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools, even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out above.

In Years 1 and 2, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, and without breaching the statutory maximum infant class size, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. These additional children will be 'excepted pupils' as set out above.

In Years 3 to 6, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools.

These additional children are not 'excepted pupils' because the statutory maximum infant class size does not apply to these year groups.

Deferred Entry for Infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. Children become of compulsory school age on the first prescribed day following their 5th birthday: that is 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday). However, places cannot be deferred until the next academic year.

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 their 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, head teacher 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 view 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 academy will consider each case on its merits, taking in 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.

In-Year Admissions

An in-year admission application is one for admission to Reception Year submitted after the first day of term in September, or for admission to any other year group. This is also known as admission 'outside the normal admission round'. Parents should note that the PAN set for Reception Year only applies for the duration of the school year of entry (i.e. to applications both in and outside of the normal admission round to Reception Year only). Such applications may be refused where there are no places remaining with the PAN set for that intake.

Where applications are made for admission to any year group other than Reception Year, the child will be admitted to the Academy unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources. Where there are multiple applicants for a year group other than Reception Year, and the Academy has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the Academy will apply the oversubscription criteria to determine which of the children are offered a place.

The admission arrangements that will apply will be those determined for Reception Year that school year. Applications for in-year admission must be made directly to the Academy by completing and submitting an In-Year Application Form. This form and further guidance on the process is available on the Academy's website.

Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

It is hoped that parents will be notified in writing of the outcome of applications for in-year application within 10 school days of receipt of the application. In any event, parents will be notified of the outcome in writing within 15 school days of receipt of the application. Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school.

Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others, and/or the efficient use of resources, so that they can properly consider whether to exercise their right to appeal (as set out further below).

Appeals

Applicants who are not offered a place will be offered a statutory right of appeal.

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 academy for the first half term. After this, parents may write to the academy 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.

Admissions Officer: Julie Lehmann

Approved by the governing body on January 2021.

Chair of Governors : Ron St Louis

Principal : Lee Robertson