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## **The Synaptic Trust Admissions Policy**

### **The South Norwood Academy Admissions Policy September 2018**





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The South Norwood Academy has a published admissions number of 60.

All places are allocated according to the admissions criteria below and distance (Category 5) is measured in a straight line from the applicants home address to the main school gate located in Gresham Road as before.

### **Enhanced Learning Provision (ELP)**

The school has an ELP for children with moderate learning difficulties. Places are allocated by Croydon's special education needs (SEN) team for children with EHCPs. Pupils allocated to the ELP by Croydon's SEN team are included within the PAN of 60.

### **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 and 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 Children of staff :** 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, and/or



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 from the main gate to the applicant's home address (see Note 5 and Note 6).

## 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 admission 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 a child may have naturally fallen into a lower age if the child has not been 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. 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' 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 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**

Children of staff must be based at the Academy at which the member of staff is employed.

### **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 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 6**

Distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school 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.

### **Note 7**

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.



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