Closing date for applications: 15 January 2015

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

If your child was born between 1 September 2010 and 31 August 2011 you MUST apply by 15 January 2015 for a primary school place.

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

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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. The quality of schools in Croydon continues to improve.

We recognise that applying for your child’s primary school is a very important time. We hope the improvements we have made this year to our prospectus will make that process easier for you. 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.

Paul Greenhalgh

Executive director of children, families & learning
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Apply online at: www.croydon.gov.uk/admissions

Large print copy of the prospectus is available upon request.

Email: school.admissions@croydon.gov.uk
or call the admissions team on 020 8726 6400.

The closing date for primary school applications is 15 January 2015
Checklist

If your child was born between 1 September 2010 and 31 August 2011 you **MUST** apply by **15 January 2015** for a primary school place.

If your child is attending a nursery class attached to an infant or primary school, you **MUST** still apply as there is **NO** automatic transfer into reception.

**This checklist is to help you make realistic preferences on time and make sure you get an acceptable primary school place for your child. Ensure you follow each step.**

- **Find out about your local schools and arrange to visit before you complete your application form.**
- **Read the admissions criteria for the schools you are interested in to know how they prioritise applications, and if a Supplementary Information Form (SIF) is required. A summary of schools’ admissions policies can be found in this prospectus; their full policies are available on their websites or by contacting each school.**
- **Make sure you use all six preferences. Consider these carefully before submitting your form.**
- **Check the number of applications each school has received, as many schools receive more applications than have available places.**
- **Find out the furthest distance from a school of someone admitted for entry in 2014. The furthest distance offered in the past three years is listed on pages 8-10. You can also look at the online map on the council’s website.**
- **Visit [www.croydon.gov.uk](http://www.croydon.gov.uk) and then use the find my nearest link on the home page. These straight line distances are provided as a guide only: there is no guarantee that for September 2015 a school will offer to the same distance they did previously. Also this website does not measure to three decimal points from the centre of a house/building to the designated main entrance of a school as does the council’s GIS system used for measuring distances for admissions. Therefore the measurements given by this website will not always be identical to that used for admissions. If there are other criteria under which you could apply for a school, as well as distance, it is recommended that you do so.**
- **Make sure you submit your application by the closing date, **15 January 2015**. If applying using the paper form, you must return it to the address given on the application form.**
- **You can complete your application online at [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions) or by using a paper form. It is preferred that you make your application online. You can submit only one application per child so decide which method you are going to use. Any further application made, whether online or on paper, will make your earlier application invalid.**
- **It is very important you visit as many schools as possible in order to see for yourself the fantastic opportunities schools in Croydon offer. All schools in Croydon are comprehensive, teaching pupils of all abilities. Visiting schools is very important because it gives you a chance to talk to the head teacher and class teachers. You will also be given more information about special requirements and special features.**
A quick step-by-step guide and important dates for your diary

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<th>Date</th>
<th>Description</th>
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<td>1 September 2014</td>
<td>Online application process starts</td>
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<td>15 January 2015</td>
<td>Statutory deadline for receipt of primary applications</td>
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<tr>
<td>16 April 2015</td>
<td>National Offer Day - outcome letters posted to all Croydon parents/carers</td>
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<td></td>
<td>During the evening parents/carers who applied online will receive an email/text alert telling them when they can log on to view the outcome of their application</td>
</tr>
<tr>
<td>17 April 2015</td>
<td>Parents/carers should receive their outcome letters (including those who applied online).</td>
</tr>
<tr>
<td>30 April 2015</td>
<td>Deadline for receipt of acceptances and declines from parents/carers. Parents/carers who applied online can accept or decline their offer online</td>
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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.

**Case study 1**
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.

**Case study 2**
Mrs K listed six preferences from different areas (Croydon and out of borough schools) on her application form. Unfortunately she was not successful for 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 settle for 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.

**Case study 3**
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 would probably have been offered a place at the faith school.

**Case study 4**
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.
The closing date for primary school applications is 15 January 2015

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

**Case study 5**
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.

**Case study 6**
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 admissions criteria 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.

**Case study 7**
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. Had Mr A not been sensible in his list of schools he may have missed the chance of an offer to his nearest school.

**Case study 8**
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. Consequently, 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.
Croydon primary schools at a glance: reception class

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 also 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 your nearest’ 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.

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<th>Applications received for 2013</th>
<th>Applications received for 2014</th>
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Apply online at: www.croydon.gov.uk/admissions
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The closing date for primary school applications is 15 January 2015

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

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*0.467 is the further distance offer to the main school site
**0.732 is the further distance offer to the Brigstock site
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; decisions are made in accordance with the community admissions policy. For full details, read the community and voluntary-controlled admission arrangements in this prospectus on pages 36-37.

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

The closing date for primary school applications is 15 January 2015
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<td>Primary school (infants and juniors)</td>
<td></td>
</tr>
<tr>
<td>306 2068</td>
<td>The Hayes Primary School, Hayes Lane, Kenley, Croydon CR8 5JN</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Philip Mercer</td>
<td>020 8660 4863</td>
</tr>
<tr>
<td></td>
<td>Primary school (infants and juniors)</td>
<td></td>
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</tbody>
</table>
The closing date for primary school applications is 15 January 2015

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 2051</td>
<td>Winterbourne Nursery and Infants, Winterbourne Road, Thornton Heath, Croydon CR7 7QT</td>
<td>150</td>
<td>4 - 7 years</td>
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<tr>
<td></td>
<td>Head teacher: Tony Ahmet  020 8689 7684</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Infant school with nursery unit</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Nursery: 104 part-time places</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 2050</td>
<td>Winterbourne Junior Girls, Winterbourne Road, Thornton Heath, Croydon CR7 7QT</td>
<td>90</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Mary Berkley-Agyepong  020 8684 3532</td>
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<td></td>
<td>Junior school</td>
<td></td>
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<tr>
<td>306 2053</td>
<td>Wolsey Infants, King Henrys Drive, New Addington, Croydon CR0 0PH</td>
<td>90</td>
<td>4 - 7 years</td>
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<tr>
<td></td>
<td>Head teacher: Terry Cefai  01689 842773</td>
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<tr>
<td></td>
<td>Infant school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 3418</td>
<td>Woodcote Primary, Dunsfold Rise, Coulsdon, Croydon CR5 2ED</td>
<td>90</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Timothy Rome  020 8660 9972</td>
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</tr>
<tr>
<td></td>
<td>Primary school (infants and juniors)</td>
<td></td>
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<tr>
<td></td>
<td>Nursery: 45 part-time places</td>
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<tr>
<td>306 2055</td>
<td>Woodside Primary School and Children’s Centre, Morland Road, Croydon CR0 6NF</td>
<td>120</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Claire Howarth  020 8654 8082</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary school (infants &amp; juniors) and children’s centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursery: 104 part-time places</td>
<td></td>
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</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 3420</td>
<td>The Crescent Primary, The Crescent, Croydon CR0 2HN</td>
<td>90</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Jane Fairbourn  020 8684 8283</td>
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<td></td>
<td>Primary school (infants and juniors)</td>
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<tr>
<td>306 2076</td>
<td>Park Hill Juniors, Stanhope Road, Croydon CR0 5NS</td>
<td>90</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Cathy Daniels  020 8666 8623</td>
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<tr>
<td></td>
<td>Junior school</td>
<td></td>
<td></td>
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<tr>
<td>306 5200</td>
<td>Selsdon Primary &amp; Nursery school, Addington Road, South Croydon CR2 8LQ</td>
<td>90</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: S Papas  0208 657 4038</td>
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<tr>
<td></td>
<td>Primary school (infants and juniors) with nursery unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
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</tr>
</tbody>
</table>

**VOLUNTARY CONTROLLED SCHOOLS**
These schools are similar to voluntary-aided schools but are run by the local authority. The governing body set its own denominational admissions criteria and, as with community schools, the council makes the decisions on non-denominational admissions. A summary of each school’s denominational admissions policy is available in this prospectus. For full details of each school’s admissions policy please refer to the school’s website.

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 3007</td>
<td>Parish Church CE Nursery &amp; Infant, Warrington Road, Croydon CR0 4BH</td>
<td>120</td>
<td>4 - 7 years</td>
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<tr>
<td></td>
<td>Head teacher: Wendy Jacobs  020 8688 5844</td>
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<tr>
<td></td>
<td>Infant school with nursery unit</td>
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<td></td>
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<tr>
<td></td>
<td>Nursery: 78 part-time places</td>
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<tr>
<td>306 3006</td>
<td>Parish Church CE Junior, Warrington Road, Croydon CR0 4BH</td>
<td>120</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Wendy Jacobs  020 8688 5844</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Junior school</td>
<td></td>
<td></td>
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</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 3000</td>
<td>All Saints’ CoE Primary, Upper Beulah Hill, Upper Norwood, London SE19 3LG</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Jane Elliott  <strong>020 8771 9388</strong>  Primary school (infants and juniors) Nursery: 52 part-time places</td>
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<tr>
<td>306 3301</td>
<td>Christ Church CoE Primary School (Purley), Montpelier Road, Purley CR8 2QE</td>
<td>30</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Mary Pike  <strong>020 8660 7500</strong>  Primary school (infants and juniors)</td>
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<tr>
<td>306 3300</td>
<td>Coulsdon CoE Primary, Bradmore Green, Old Coulsdon CR5 1ED</td>
<td>30</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Annie Mitchell  <strong>01737 554789</strong>  Primary school (infants and juniors)</td>
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<tr>
<td>306 3400</td>
<td>Good Shepherd Catholic Primary &amp; Nursery School, Dunley Drive, New Addington, Croydon CR0 0RG</td>
<td>30</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Mrs L Fernandes  <strong>01689 841771</strong>  Primary school (infants and juniors) Nursery: 26 part-time places</td>
<td></td>
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<tr>
<td>306 3404</td>
<td>Margaret Roper Catholic Primary, Russell Hill Road, Purley, Croydon CR8 2XP</td>
<td>30</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Dermot Mooney  <strong>020 8660 0115</strong>  Primary school (infants and juniors)</td>
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<tr>
<td>306 3408</td>
<td>Regina Coeli RC Primary, 173 Pampisford Road, South Croydon CR2 6DF</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Mr Frances Hawkes  <strong>020 8668 4582</strong>  Primary school (infants and juniors)</td>
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<tr>
<td>306 3409</td>
<td>St Aidan’s Catholic Primary, Portnalls Road, Coulsdon, Croydon CR5 3DE</td>
<td>30</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Timothy Hallett  <strong>01737 556 036</strong>  Primary school (infants and juniors)</td>
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<tr>
<td>306 3411</td>
<td>St Chad’s RC Primary, Alverston Gardens, London SE25 6LR</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Mrs Joanne Hawthorne  <strong>020 8771 3470</strong>  Primary school (infants and juniors) Nursery: 52 part-time places</td>
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<tr>
<td>306 3003</td>
<td>St John’s CoE Primary, Spring Park Road, Croydon CR0 5EL</td>
<td>30</td>
<td>4 - 11 years</td>
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<td></td>
<td>Head teacher: Martina Martin  <strong>020 8654 2260</strong>  Primary school (infants and juniors)</td>
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<tr>
<td>306 3412</td>
<td>St Joseph’s RC Catholic Infant and Nursery, Crown Dale, London SE19 3NX</td>
<td>60* (see school page)</td>
<td>4 - 7 years</td>
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<tr>
<td></td>
<td>Head teacher: Tamsin Lawlor  <strong>020 8670 2385</strong>  Infant school with nursery unit Nursery: 52 part-time places</td>
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<tr>
<td>306 3401</td>
<td>St Joseph’s Catholic Junior, Woodend, Upper Norwood SE19 3NU</td>
<td>60</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Tamsin Lawlor  <strong>0020 8653 7195</strong>  Junior school</td>
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<tr>
<td>306 3406</td>
<td>St Mary’s RC Infant School, Bedford Park, Croydon CR0 2AQ</td>
<td>60</td>
<td>4 - 7 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Linda O’Callaghan  <strong>020 8688 2891</strong>  Infant school Nursery: 52 part-time places</td>
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</tr>
<tr>
<td>306 3405</td>
<td>St Mary’s RC Junior, Sydenham Road, Croydon CR0 2EW</td>
<td>60</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Anne Pendry  <strong>020 8688 4893</strong>  Junior school</td>
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</tr>
</tbody>
</table>

Apply online at: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions)
**ACADEMIES**

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

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 3417</td>
<td><strong>Aerodrome Primary Academy</strong>, Goodwin Road, Croydon CR0 4EJ</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Zoe Foulsham [phone number]</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Primary school (infants and juniors with nursery unit)</td>
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</tr>
<tr>
<td></td>
<td>Nursery: 52 part-time places (15 hours per week)</td>
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<tr>
<td>306 2016</td>
<td><strong>Applegarth Academy - The STEP Academy Trust</strong>, Bygrove, Fieldway CR0 9DL</td>
<td>60</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Zoe Harris [phone number]</td>
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<tr>
<td></td>
<td>Primary school (infants and juniors with nursery unit)</td>
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<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 2013</td>
<td><strong>ARK Oval Primary Academy</strong>, 98 Cherry Orchard Road, Croydon CR0 6BA</td>
<td>60*</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Sonia Rutherford [phone number]</td>
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<td></td>
<td>Primary school (infants and juniors)</td>
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<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
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<tr>
<td>306 5202</td>
<td><strong>Atwood Primary Academy</strong>, Limpfield Road, South Croydon CR2 9EE</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Head teacher: Rob Veale [phone number]</td>
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<td>Primary school (infants and juniors)</td>
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<td>Nursery: 52 part-time places</td>
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<tr>
<td>306 2005</td>
<td><strong>Beulah Nursery and Infant School - The Pegasus Academy Trust</strong>, Furze Road</td>
<td>90</td>
<td>4 - 7 years</td>
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<tr>
<td></td>
<td>Thornton Heath, Croydon CR7 8NJ</td>
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<tr>
<td></td>
<td>Head teacher: Philippa Mason [phone number]</td>
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<td></td>
<td>Infant school</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 2082</td>
<td><strong>Broadmead Primary Academy</strong>, Sydenham Road, Croydon CR0 2EA</td>
<td>90</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Alex Lundes [phone number]</td>
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<td></td>
<td>Primary school (infants and juniors)</td>
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<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
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<tr>
<td>306 2035</td>
<td><strong>Castle Hill Academy</strong>, Dunley Drive, New Addington, Croydon CR0 0RJ</td>
<td>60</td>
<td>4 - 11 years</td>
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<td></td>
<td>Head teacher: Mr P J Holteen [phone number]</td>
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<td></td>
<td>Primary school (infants and juniors)</td>
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<tr>
<td>306 2064</td>
<td><strong>Chestnut Park Primary School</strong>, 49 St James Road, Croydon CR0 2UR</td>
<td>90</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Mrs Esther Brooks [phone number]</td>
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<td></td>
<td>Primary school (infants and juniors)</td>
<td></td>
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<tr>
<td>306 2057</td>
<td><strong>Chipstead Valley Primary</strong>, Chipstead Valley Road, Coulsdon, Croydon CR5 3</td>
<td>60</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>BW Head teacher: Mark Rosewell [phone number]</td>
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<tr>
<td></td>
<td>Primary school (infants and juniors)</td>
<td></td>
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<tr>
<td>306 2008</td>
<td><strong>David Livingstone Primary Academy - The STEP Academy Trust</strong>, Northwood</td>
<td>30</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Road, Thornton Heath, Croydon CR7 8HX Head teacher: Ms C Slade [phone number]</td>
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<td>Primary school (infants and juniors)</td>
<td></td>
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<tr>
<td>306 3419</td>
<td><strong>Ecclesbourne Primary – The Pegasus Academy Trust</strong>, Atlee Close, Thornton</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Heath, Croydon CR7 7FA Head teacher: Mr P Robins [phone number]</td>
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<td></td>
<td>Primary school (infants and juniors)</td>
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<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
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</tr>
<tr>
<td>306 2103</td>
<td><strong>Fairchildes Primary School</strong>, Fairchildes Avenue, New Addington, Croydon</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>CR9 0AA Head teacher: Ros Sandell [phone number]</td>
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<td>Primary school (infants and juniors)</td>
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<tr>
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<td>Nursery: 25 part-time places</td>
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<tr>
<td>306 2109</td>
<td><strong>Forest Academy</strong>, Bridle Road, Shirley, Croydon CR0 8HQ</td>
<td>90</td>
<td>4 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Head teacher: Lucy Campbell [phone number]</td>
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<tr>
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<td>Primary school (infants and juniors)</td>
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<td></td>
<td>Nursery: 52 part-time places</td>
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<tr>
<td>306 2019</td>
<td><strong>Gonville Academy - The STEP Academy Trust</strong>, Gonville Road, Thornton</td>
<td>60</td>
<td>4 - 11 years</td>
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<tr>
<td></td>
<td>Heath, Croydon CR7 6DL Head teacher: Sarah Mitchell [phone number]</td>
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<td></td>
<td>Nursery: 52 part-time places</td>
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<tr>
<td>DFE Number</td>
<td>School name</td>
<td>Address</td>
<td>Teacher</td>
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<tr>
<td>306 2034</td>
<td>Harris Primary Academy Benson</td>
<td>West Way, Shirley, Croydon CR0 8RQ</td>
<td>Rebecca Williams</td>
</tr>
<tr>
<td>306 2040</td>
<td>Harris Primary Academy Haling Park</td>
<td>50-58 Haling Road, Croydon CR2 6HS</td>
<td>Kate Magliocco</td>
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<tr>
<td>306 2063</td>
<td>Harris Primary Academy Kenley</td>
<td>51 Little Roke Road, Kenley, Croydon CR8 5NF</td>
<td>Kate Magliocco</td>
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<tr>
<td>306 2066</td>
<td>Heathfield Academy - The STEP Academy Trust</td>
<td>*7 Aberdeen Road, Croydon CR0 1EQ</td>
<td>TBC</td>
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<tr>
<td>306 2078</td>
<td>New Valley Primary School</td>
<td>Old Lodge Lane, Purley, Croydon CR8 4AZ</td>
<td>Pete Stewart</td>
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<tr>
<td>306 2111</td>
<td>Oasis Academy Byron</td>
<td>St Davids, Coulsdon, Croydon CR5 2XE</td>
<td>TBC</td>
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<tr>
<td>306 2061</td>
<td>Oasis Academy Fairfield</td>
<td>*20 Katharine Street, Croydon CR0 1YJ</td>
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<tr>
<td>306 2032</td>
<td>Oasis Academy Ryelands</td>
<td>Albert Road, London SE25 4QL</td>
<td>Diana Morgan</td>
</tr>
<tr>
<td>306 9906</td>
<td>Oasis Academy Shirley Park Primary</td>
<td>Long Lane, Croydon CR0 7AR</td>
<td>TBC</td>
</tr>
<tr>
<td>306 2108</td>
<td>Rowdown Primary - Fairchildes Academy</td>
<td>Calley Down Crescent, New Addington, Croydon CR0 0EQ</td>
<td>Miss Jo Hussey</td>
</tr>
<tr>
<td>306 3008</td>
<td>St Cyprian’s Greek Orthodox Primary Academy</td>
<td>Springfield Road, Thornton Heath, Croydon CR7 8DZ</td>
<td>TBC</td>
</tr>
<tr>
<td>306 5201</td>
<td>St James The Great Catholic Primary and Nursery School</td>
<td>Windsor Road, Thornton Heath, Croydon CR7 8HJ</td>
<td>Stephen Beck</td>
</tr>
<tr>
<td>306 3004</td>
<td>St Mark’s C of E Primary Academy</td>
<td>Albert Road, London SE25 4JD</td>
<td>Ursula Salotto</td>
</tr>
<tr>
<td>306 3403</td>
<td>St Thomas Becket Catholic Primary</td>
<td>Birchanger Road, London SE25 5BN</td>
<td>Noel Campbell</td>
</tr>
<tr>
<td>306 2015</td>
<td>The Robert Fitzroy Primary Academy</td>
<td>Brampton Road, Croydon CR0 6JN</td>
<td>Michelle Rosemond</td>
</tr>
<tr>
<td>306 2046</td>
<td>West Thornton Primary Academy</td>
<td>Rosecourt Road, Croydon CR0 3BS</td>
<td>Stuart Roberts</td>
</tr>
</tbody>
</table>

The closing date for primary school applications is 15 January 2015.
Apply online at: www.croydon.gov.uk/admissions

LIST OF SCHOOLS

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 page 40-162 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.

FREE SCHOOLS

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 2048</td>
<td>Whitehorse Manor Nursery and Infant School - The Pegasus Academy Trust</td>
<td>120</td>
<td>4 - 7 years</td>
</tr>
<tr>
<td></td>
<td>Whitehorse Road, Thornton Heath, Croydon CR7 8SB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head teacher: Mrs S Russell 020 8689 7679 / 0208 8684 3929</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary school (infants and juniors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 2047</td>
<td>Whitehorse Manor Junior – The Pegasus Academy Trust, Whitehorse Road</td>
<td>120</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Thornton Heath, Croydon CR7 8SB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head teacher: Ms N Achenbach 020 8689 7679 / 0208 8684 3929</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursery: 52 part-time places</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 2081</td>
<td>Winterbourne Boys’ Academy, Winterbourne Road,</td>
<td>60</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>Thornton Heath, Croydon CR7 7QT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head teacher: Susan Banton (interim) 020 8689 7685</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Junior school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 2036</td>
<td>Wolsey Junior Academy – The STEP Academy Trust, King Henry’s Drive,</td>
<td>90</td>
<td>7 - 11 years</td>
</tr>
<tr>
<td></td>
<td>New Addington, Croydon CR0 0PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head teacher: Alun Evans 01689 843 103</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Junior school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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FREE SCHOOLS

<table>
<thead>
<tr>
<th>DFE Number</th>
<th>School name</th>
<th>Admission number</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 2087</td>
<td>Paxton Academy Sports and Science, *843 London Road, Thornton Heath,</td>
<td>90</td>
<td>4 – 11 years</td>
</tr>
<tr>
<td></td>
<td>Croydon CR7 6AW CR7 6AW</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head teacher: Ms Johnette Barrett 07778 750 350</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary school (infants and juniors)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Schools in other boroughs

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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.
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 preferences, 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 29 to 31.

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 and by contacting each school. To find out the furthest distance a school admitted someone for entry in 2014 see pages 8-10.

Please note, there is no guarantee that for September 2015 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.

Fraudulent applications
Croydon takes very seriously any attempt to gain an advantage in the admissions process by giving false information. The local authority will investigate applications where there are any doubts about information provided by parents/carers or where information has been received from another source.

Make sure that you include the correct information in your application. Your address will be checked by reference to electoral register, council tax record(s) and, if necessary, by a council officer visiting your address.

Submitting your application
The deadline is 15 January 2015. Applications received by this date will be accepted and treated as on-time. For further information on how to complete your application see page numbers 29 - 31.

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 G), Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA
school.admissions@croydon.gov.uk
www.croydon.gov.uk/admissions
How the process works

What are the guidelines for expressing preferences for schools?

Most parents are successful in securing a place at one of their preferred schools but, as there are only a limited number of places available in each school, some parents are disappointed. Please ensure you use all six preferences.

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.

All admissions authorities (i.e. local authorities, academies, voluntary-aided, foundation schools, and free schools) must provide information which explains the criteria they use to decide which children will be offered places if they receive more applications than they have places available.

The admissions criteria will vary from school to school (see pages 40–162 of this prospectus); you can check schools’ websites for policies.

<table>
<thead>
<tr>
<th>YOU</th>
<th>OUR ADMISSIONS TEAM</th>
<th>SCHOOLS &amp; OTHER COUNCILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your application form is submitted</td>
<td>The ‘home’ local authority (in the area you live in) will manage the coordination process to ensure that you receive no more than one offer.</td>
<td></td>
</tr>
<tr>
<td>If you have applied to a community school in Croydon</td>
<td>Applications for community schools within the area of the home local authority will be considered by the home local authority and not the community school itself.</td>
<td></td>
</tr>
<tr>
<td>If you have applied to a foundation, or voluntary aided/controlled, or free school or an academy in Croydon</td>
<td>Only pupil details from the application form for foundation, voluntary aided/controlled, free schools and academies within the area of the home local authority will be passed to the schools concerned.</td>
<td>Schools receive details of applications from the local authority. Schools will have no knowledge of where they are ranked in your list of preferences.</td>
</tr>
<tr>
<td>If you have applied to a school in another borough, i.e. outside Croydon</td>
<td>Pupil details and school preferences on the application form for schools in other boroughs will be sent to the local authorities that maintain those schools (maintaining local authorities). This will be done via a computerised system called the Pan-London Register. These local authorities will ensure that the application details reach the admission authorities for the schools in their areas, making no reference to the rank position the school is listed on your application form.</td>
<td>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.</td>
</tr>
<tr>
<td>Obtaining your highest possible preference</td>
<td>The home local authority will then determine the highest preference offer to be made to its resident pupils from all the schools applied to. Lower-preference offers will be released for allocation to other pupils who are next on the schools’ lists.</td>
<td>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.</td>
</tr>
<tr>
<td>All places are allocated</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

The closing date for primary school applications is 15 January 2015.
How the process works (continued)

**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.

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 preferences and include other schools in your area, as 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.

**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.

Unless stated otherwise in a school’s admissions criteria:

- In the case of infant or primary schools which give priority within their admission criteria to children on roll of their school, this criteria does not include children on the roll of the school’s nursery class, if it has one.
- In the case of junior schools which give priority within their admission criteria to children on roll of the linked infant school, this criteria does not include children on the roll of the infant school’s nursery class, if it has one.

**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.

Where priority in a school’s admissions criteria is given to children with siblings at the school or linked infant school, this criteria 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 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.

**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, should you make an appeal.

**Child’s permanent address**

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’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.

**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/parental-rights-responsibilities.

Looked-after children and previously looked-after children

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 residence 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.

Change of address

Croydon Council must be notified of changes of address by 10 February 2015 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 of completion of contract for the new place of residence 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 2015, 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.

Changing your mind

After the closing date 15 January 2015 it will not be possible for you to add new school preferences to the Croydon Common Application Form. If you do make changes after the closing date, your application will be regarded as late. For a detailed explanation of how late applications will be processed, please read the section on late applications on the next page.
Late applications

Croydon will consider late applications in the initial allocation round only if the application is late for a good reason and it is received no later than 10 February 2015. Examples of what may be considered a good reason include: when a single parent 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). Other similar circumstances may be considered and each case will be decided on its own merits.

If you submit an application or change your existing preferences, or order of preferences, after 15 January 2015, but before 10 February 2015 without a good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at one of your preferred schools.

Applications which are late for no good reason and any that are received after 10 February 2015 but before 17 April 2015 will not be considered in the initial allocation round but will be allocated available places after all on-time preferences have been processed. 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 2015.

Waiting lists

Where a school is oversubscribed and there are more applicants than places available, the school admissions code requires the admission authority to 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 another school or schools, you will automatically be placed on the waiting list for your higher preference school/schools. If, in the normal round of admissions to reception or year 3, you have named a school(s) outside Croydon, we will pass the child’s information to the relevant authority to be put on 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 admissions authority that is responsible for admissions to the school. Details of the different admissions authorities for schools in Croydon are listed in this prospectus. If the school is outside Croydon, the admissions 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 p 163).

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 2015 autumn term, when they had their fourth birthday on or between 1st September 2014 and 31st August 2015).

Parents can request that their child attends part-time until they reach compulsory school age (see below for definition of compulsory school age), at which time the child must attend full-time. This should be discussed and agreed with the head teacher. Parents can also defer their child’s entry to school until their child reaches compulsory school age, and then their child must start full-time school.

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

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.

This means that children with a birthday on or between 1 April and 31 August whose parents do not want them to start school until the September (beginning of the autumn term) following their fifth birthday will be a year 1 pupil when they join, and therefore their parents would need to apply for a year 1 school place for the September following their child’s fifth birthday, using the in-year application form (see section on in-year applications on page 33).
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 discuss 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 make the decision on the basis of the circumstances of each case. The local authority is the admission authority for community and voluntary controlled 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. You would need to complete a form, available from the admissions authority, and provide supporting professional evidence, such as from a GP. Some of the factors that will be considered include:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- whether delayed social, emotional or physical development is adversely affecting their readiness for school.

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 and voluntary controlled schools, you should complain to the local authority.

When will I know the outcome of my application?
If you applied in what is known as the initial allocation round, i.e. by 15 January 2015, an outcome letter will be sent to you on National Offer Day, 16 April 2015. If you have applied online you will also receive an email or text alert telling you when you can log in to find out the result of your application.

Accepting or declining the offer made to you
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.

If you are resident in Croydon and the offer of a place is for a Croydon school, the reply slip must be sent directly to the school. If the offer of a place is for a school outside Croydon, the reply slip must be returned to Croydon Council.

Keep your outcome letter for reference, as this will give you important information 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.

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?
For an aided, free school or an academy, you must contact them for details of their appeal arrangements.

If you wish to appeal for a community school you must contact the appeal team in Croydon Council’s democratic and legal services department (which is independent of the children families and learning department), for an appeal form. You can call ☎️ 020 8726 6400 or email admission.appeals@croydon.gov.uk

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.
Pupils with special educational needs

Primary schools meet the special educational needs of a wide range of pupils and receive funding to do this. A number of children may need some extra help and support and this may involve a referral to additional support services.

For a small number of pupils, there will be a more detailed and formal assessment of their needs, which may then lead to the local authority maintaining a statement of special educational needs or an education, health and care plan. This statement or plan may name a mainstream school, enhanced learning provision (ELP) attached to a mainstream school or a special school.

With effect from September 2014, children who have special educational needs that would normally lead to them being given a statement of special educational need, may instead be given an education, health and care plan. Also those existing children with a statement of special educational need, may, over a three year period, have their statements converted to an education, health and care plan. Therefore, where, in this prospectus, reference is made to statements of special educational needs, these should also be read as referring to education, health and care plans.

A list of special schools and ELPs in Croydon which cater for children within the primary school age range, is included on page numbers 26-27 of this prospectus.

If your child has a statement of special educational needs, do not complete a Common Application Form. Croydon SEN team will organise a place for your child.

Advice: You can seek independent advice from Croydon Parent Partnership Service on 020 8688 8288. If your child has a statement, you can contact Croydon’s SEN team on 020 8686 4433.
The closing date for primary school applications is 15 January 2015.

Apply online at: www.croydon.gov.uk/admissions
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 SEN team on 020 8686 4433

<table>
<thead>
<tr>
<th>Special Schools</th>
<th>School Type</th>
<th>Age Range</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckmead</td>
<td>Special Community School for boys with behavioural, emotional and social difficulties.</td>
<td>7–16</td>
<td>Monks Orchard Road, Beckenham, Kent BR3 3BZ</td>
<td>020 8777 9311</td>
</tr>
<tr>
<td>Chaffinch Brook</td>
<td>Special Community School for girls and boys with autism and challenging behaviour.</td>
<td>5–11</td>
<td>32 Morland Road, Addiscombe, Croydon CR0 6NA</td>
<td>020 8325 4612</td>
</tr>
<tr>
<td>Red Gates</td>
<td>Special Community School for boys and girls with severe learning difficulties and autism.</td>
<td>4–12</td>
<td>Farnborough Avenue, South Croydon CR2 8HD</td>
<td>020 8651 6540</td>
</tr>
<tr>
<td>St Giles</td>
<td>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.</td>
<td>4–19</td>
<td>207 Pampisford Road, South Croydon CR2 6DF</td>
<td>020 8680 2141</td>
</tr>
<tr>
<td>St Nicholas</td>
<td>Special Community School for boys and girls with moderate learning difficulties and autism.</td>
<td>4–11</td>
<td>Old Lodge Lane, Purley CR8 4DN</td>
<td>020 8660 4861</td>
</tr>
</tbody>
</table>
### Enhanced learning provision in Croydon primary schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Support Type</th>
<th>Age Range</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerodrome Primary Academy</td>
<td>Support for pupils with speech, language and communication needs.</td>
<td>4–11</td>
<td>Goodwin Road, Croydon CR0 4EJ</td>
<td>020 8688 4975</td>
</tr>
<tr>
<td>Fairchilde's Primary School</td>
<td>Support for pupils with moderate learning difficulties.</td>
<td>4–11</td>
<td>Fairchilde's Avenue, New Addington, Croydon CR0 0AH</td>
<td>01689 842 268</td>
</tr>
<tr>
<td>Kensington Avenue Primary School</td>
<td>Support for pupils with autism.</td>
<td>4–11</td>
<td>Kensington Avenue, Thornton Heath, Croydon CR7 8BT</td>
<td>020 8764 2923</td>
</tr>
<tr>
<td>Applegarth Academy - The STEP Academy Trust</td>
<td>Support for pupils with speech, language and communication needs.</td>
<td>4–11</td>
<td>Bygrove, Fieldway, New Addington, Croydon CR0 9DL</td>
<td>01689 841528</td>
</tr>
<tr>
<td>Chipstead Valley Primary School</td>
<td>Support for pupils with physical disabilities.</td>
<td>4–11</td>
<td>Chipstead Valley Road, Coulsdon CR5 3BW</td>
<td>01737 553 255</td>
</tr>
<tr>
<td>Courtwood Primary School</td>
<td>Support for pupils with autism.</td>
<td>4–11</td>
<td>Courtwood Lane Addington, Croydon CR0 9HX</td>
<td>020 8657 8454</td>
</tr>
<tr>
<td>Castle Hill Academy</td>
<td>Support for children with autism.</td>
<td>4–11</td>
<td>Dunley Drive, New Addington, Croydon CR0 0RJ</td>
<td>Early years N-R: 01689 842002 / Middle years 1-6: 01689 843148</td>
</tr>
<tr>
<td>Kingsley Primary School</td>
<td>Support for pupils with hearing impairment.</td>
<td>4–11</td>
<td>Thomson Crescent, Croydon CR0 3JT</td>
<td>020 8689 9038</td>
</tr>
<tr>
<td>South Norwood Primary School</td>
<td>Support for pupils with moderate learning difficulties.</td>
<td>4–11</td>
<td>34 Crowther Road, London SE25 5QP</td>
<td>020 8654 2983</td>
</tr>
<tr>
<td>Gilbert Scott Primary School</td>
<td>Support for pupils with moderate learning difficulties.</td>
<td>4–11</td>
<td>Farnborough Avenue, South Croydon CR2 8HD</td>
<td>020 8657 4722</td>
</tr>
<tr>
<td>Oasis Academy Shirley Park</td>
<td>Support for pupils with moderate learning difficulties and a range of needs.</td>
<td>4–11</td>
<td>Long Lane, Croydon CR0 7AR</td>
<td>020 8656 0222</td>
</tr>
</tbody>
</table>
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.

The first table 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 36-37 of this prospectus.

For further information about these schools’ nursery classes and admissions arrangements please visit these schools’ websites or contact the schools direct (contact details are listed on pages 11-17 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 confer ‘sibling priority’ when applying for a place for older children in the primary/infant school.

Table 1: Croydon community schools with nursery classes

<table>
<thead>
<tr>
<th>School</th>
<th>Part-time places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cypress Primary</td>
<td>52</td>
</tr>
<tr>
<td>Downsview Primary</td>
<td>52</td>
</tr>
<tr>
<td>Elmwood Infant</td>
<td>52</td>
</tr>
<tr>
<td>Gilbert Scott Primary</td>
<td>26</td>
</tr>
<tr>
<td>Heavers Farm Primary</td>
<td>52</td>
</tr>
<tr>
<td>Kensington Avenue Primary</td>
<td>52</td>
</tr>
<tr>
<td>Keston Primary</td>
<td>52</td>
</tr>
<tr>
<td>Kingsley Primary</td>
<td>104</td>
</tr>
<tr>
<td>Monks Orchard Primary</td>
<td>52</td>
</tr>
<tr>
<td>Norbury Manor Primary</td>
<td>52</td>
</tr>
<tr>
<td>Purley Oaks Primary</td>
<td>60</td>
</tr>
<tr>
<td>Ridgeway Primary</td>
<td>39</td>
</tr>
<tr>
<td>Rockmount Primary</td>
<td>52</td>
</tr>
<tr>
<td>Smitham Primary</td>
<td>52</td>
</tr>
<tr>
<td>Winterbourne</td>
<td>104</td>
</tr>
<tr>
<td>Woodcote</td>
<td>45</td>
</tr>
<tr>
<td>Woodside</td>
<td>104</td>
</tr>
</tbody>
</table>

The second table 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 these schools’ websites or contacting the schools direct (contact details are listed on their school page in this prospectus, as well as on the schools’ websites).

It is important to emphasise 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

<table>
<thead>
<tr>
<th>School</th>
<th>Part-time places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerodrome Academy</td>
<td>52</td>
</tr>
<tr>
<td>All Saints Infant</td>
<td>52</td>
</tr>
<tr>
<td>Applegarth Academy - The STEP Academy Trust</td>
<td>52</td>
</tr>
<tr>
<td>ARK Oval Academy</td>
<td>52</td>
</tr>
<tr>
<td>Atwood Primary</td>
<td>52</td>
</tr>
<tr>
<td>Beulah Infants</td>
<td>52</td>
</tr>
<tr>
<td>Broadmead Primary</td>
<td>52</td>
</tr>
<tr>
<td>Ecclesbourne Primary</td>
<td>52</td>
</tr>
<tr>
<td>Fairchiles Academy</td>
<td>25</td>
</tr>
<tr>
<td>Forest Academy</td>
<td>52</td>
</tr>
<tr>
<td>Gonville Academy</td>
<td>52</td>
</tr>
<tr>
<td>Good Shepherd Catholic Primary</td>
<td>26</td>
</tr>
<tr>
<td>Harris Primary Academy Benson</td>
<td>52</td>
</tr>
<tr>
<td>Harris Primary Academy Kenley</td>
<td>52</td>
</tr>
<tr>
<td>Parish Church Infants</td>
<td>78</td>
</tr>
<tr>
<td>Oasis Ryelands Primary Academy</td>
<td>52</td>
</tr>
<tr>
<td>Oasis Academy Shirley Park</td>
<td>52</td>
</tr>
<tr>
<td>Selsdon Primary</td>
<td>52</td>
</tr>
<tr>
<td>St Chads RC Primary</td>
<td>52</td>
</tr>
<tr>
<td>St Cyprians Greek Orthodox Primary Academy</td>
<td>52</td>
</tr>
<tr>
<td>St James the Great RC Primary</td>
<td>52</td>
</tr>
<tr>
<td>St Marys Catholic Infant</td>
<td>52</td>
</tr>
<tr>
<td>St Josephs Catholic Infant</td>
<td>52</td>
</tr>
<tr>
<td>Whitehorse Manor Infants</td>
<td>52</td>
</tr>
</tbody>
</table>

Croydon schools with nursery classes

The closing date for primary school applications is 15 January 2015

Apply online at: www.croydon.gov.uk/admissions
Apply for your child’s school place online

Parents are strongly encouraged to use the online application process explained below. There are many benefits:
- it is quick and easy - and you can complete your application form over several sessions
- the medical form, where required to support your application, is available online at: www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/school-place-home so you can complete and submit this online too
- 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 will receive email and text message updates to let you know how your application is progressing
- you can make changes to your application once you have submitted it, prior to the closing date
- you have up to 11:59 pm on 15 January 2015 to submit your application
- you can see the results of your application from the evening of 16 April 2015 rather than waiting for your letter to arrive in the post
- you will also receive an email with the results of the application later that day.

If, however you still would prefer to submit a paper application, please contact Croydon Council on 020 8726 6400.

Applying online for a school place is quick and easy. Follow the steps set out below to make your child’s online application.

• 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. Getting started
- Before you start your online application, you will need to do some research.
- See your local authority’s website for details about how applications are processed.
- Visit schools.
- Check schools’ websites.
- Read the admissions criteria for the schools you are interested in.
- Check how places were offered in previous years.
- You should check transport policies for local authorities (outside London).

Step 2. What to do if this is the first time you are applying online using eAdmissions

If you have used the eAdmissions system before to apply for a school place for any of your children you do not need to register again. Instead please go to Step 3.

• If this is the first time you are using the eAdmissions website you must register to apply online.
• You will need an email address to register, but don’t worry if you do not have one. You can sign up for a free Google mail email account on the eAdmissions site.
• It is important that you register well before the deadline, in case there are any problems making your application. The closing dates are:
  15 January for reception and junior applications

• We recommend Google Mail. However, if you already have an email address you should set your junk mail filter to ‘Standard’ so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from eAdmissions team are not sent there by mistake.
• Once you have registered on the eAdmissions site, we will send you an email with your username and instructions to follow.
• Follow the instructions and you will be sent a second email with your password.
• Please keep these safe as you will need them to login and apply for any other children you have, and to see the outcome of your application.
• The email will also contain a link which will take you to the eAdmissions login page to start your application.
Apply for your child’s school place online (continued)

Step 3. What to do if you have applied before using eAdmissions or you have just registered and received your user name and password

- On the home page select ‘login to an existing account’ and enter your username and password.
- If you have forgotten your username or password we can re-send them to you when you select the ‘Forgotten your user name or password?’ link.
- We will send you an email with your username and a new password. Use these to login to your account.
- You must check your personal details – your home address, email, telephone numbers. To make any changes select ‘Edit your details’ and enter the new details but make sure you press the ‘Save and continue’ button to record these changes.

Step 4. 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. This button will only be available for children whose date of birth falls within a relevant age range.

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.

- Fill in all the questions on this page and press the ‘save and continue’ button at the end of the page.

Please remember

- Twins or triplets: If you have twins or triplets you must make an application for each child and tick the multiple birth box.

Step 5. Adding school preferences

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

- Add your preferences 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.
- If you would like your child to be considered under medical or social criteria for any of the schools you have applied for, you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion. For community/controlled schools in Croydon you must complete and submit a medical form which is available online at: www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/school-place-home.
- Some schools ask you to fill in extra forms called Supplementary Information Forms (SIF). If you do not fill in these forms and send them direct to the relevant school, you risk your chance of getting a place at these schools.
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example ‘sibling’ box) your application will not be considered under that criterion.
- Each time you fill in the information on a page, make sure that you select ‘Save and continue’ button or the information will not be registered.
Step 6. Submitting your application

- 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.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 123-2015-09-E-123456. 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.

Step 7. 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 prospectus 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?

- If you submitted your application by the closing date, you will be sent the outcome of your application on the published offer day.
- You should respond within 14 days. To accept or decline your offer you should log back in to your eAdmissions account and select the ‘View outcome of application and respond’ button.
If your child is in year 2 in an infant school during the school year 2014/2015, you will need to apply for a Year 3 place in a junior school for September 2015. There is no automatic transfer from an infant school to a junior school, and you have to complete an ‘Application for Transfer’ form. This form is available for completion online at [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions). If wishing to use the paper version, please contact the council on 020 8726 6400.

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 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:

- Children with a statement of special educational need that names the school have been admitted, and;
- Looked-after children and previously looked-after children.

For more detailed information about the junior schools’ oversubscription criteria please refer to:

- The council’s policy for community and controlled 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 ‘Application for Transfer’ form allows you to express up to six preferences for junior schools, including for 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. However, a SIF on its own is not a valid application. You must also submit the ‘Application for Transfer’ form.

Applications are considered 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).

The closing date for online submission of the ‘application for transfer’ form is **15 January 2015**.

If completing a paper version of the application for transfer form, please return your completed application form to: Croydon Council school admissions team, 4th floor (Zone G), Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA so that is received by the closing date for submission: **15 January 2015**.

You will be sent a notification of a school place on **16 April 2015**.
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: http://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/in-year-admissions/ as set out below
- Any other primary 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 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 complete online at: www.croydon.gov.uk/education/schools-new/in-year-admissions. The iCAF must be fully completed for it to be treated as a valid application. When an iCAF is received, Croydon’s school admission team will check it to ensure it has been completed properly. They also validate the address and then:

- For applications for community schools, the authority considers each application and, if a place(s) is available at a community school named on the application, makes its decision in accordance with its published admissions criteria, as set out in this prospectus and on the website, taking into account any waiting list held for that school.

- For applications for other schools, the admissions team forward the child’s name to the Croydon schools named on the form. If the school has a place(s) available, it considers each application and makes a decision in accordance with its published admissions criteria, as set out in this prospectus and on their website, taking into account any waiting list.

Other in-year applications forms

Where schools use their own In-year application forms, these should be completed and returned to that school. If the school has a place(s) available, it considers each application and makes a decision in accordance with its published admissions criteria, as set out in this prospectus and on their website, taking into account any waiting list.

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.

Waiting lists

The waiting list arrangements for unsuccessful applicants to community/controlled schools is described on page 38 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.

Appeals

There is a right of appeal if unsuccessful in an in-year application. The appeals process is described in this prospectus and on the council/school websites.

The closing date for primary school applications is 15 January 2015.
Community schools

Beaumont Primary School
Beulah Junior School
Courtwood Primary School
Cypress Primary
Davidson Primary School
Downsvie Primary and Nursery School
Elmwood Infant School
Elmwood Junior School
Forestdale Primary School
Gilbert Scott Primary School
Greenvale Primary School
Gresham Primary School
The Hayes 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
Rockmount Primary School
Smitham Primary School
South Norwood Primary School
St Peter’s 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 pages 36-37.
Admissions criteria for community and voluntary controlled schools 2015/16

The criteria outlined below apply only to Croydon community and voluntary controlled schools.

Voluntary controlled schools also have their own denominational criteria, and therefore these schools have their own pages in this prospectus setting out their full admissions criteria.

Should any community/controlled school convert to academy status prior to September 2015, their admissions arrangements will apply as published below or otherwise in their funding agreement.

If the number of applications for a community or voluntary controlled school is higher than the number of places available then, after admitting to that school the children with a 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. In the case of Beulah Junior, Elmwood Junior and Parish Church CE 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: 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 statement 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.

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.

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

**Linked Infant School** | **Linked Junior School**
---|---
Beulah Infants | Beulah Junior
Elmwood Infants | Elmwood Junior
Parish Church C of E Infants | Parish Church C of E Juniors
Winterbourne Infants | Winterbourne Junior Girls

**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.
ADMISSIONS CRITERIA

The closing date for primary school applications is 15 January 2015

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 from your local Croydon primary school or 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 2015. 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.

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 will not be considered if submitted after a decision on the original application has been made.

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 16 April 2015. If evidence is received after the closing date of 15 January 2015, it will not be taken into account until after places have been offered on the 16 April 2015.

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/carer have tried to use false addresses to obtain a place at a school. To prevent this happening, the Croydon school admissions team undertakes random checks on (all) addresses against the Croydon Council tax register. If after checking council tax records, 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.

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 be 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.

With regards to how the information provided by parents/carers is handled, the following statement is detailed on their application form:

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 help 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.
Admissions criteria for community and voluntary controlled schools 2015/16 (continued)

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.

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

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 or schools, you will automatically be placed on the waiting list for your higher preference school/schools. Waiting lists for community/controlled 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.
School admission policies for:

**Academies**
- Aerodrome Primary Academy
- Applegarth Academy - The STEP Academy Trust
- ARK Oval Primary Academy
- Atwood Primary Academy
- Beulah Nursery and Infant School - The Pegasus Academy Trust
- Broadmead Primary Academy
- Castle Hill Academy
- Chestnut Park Primary School
- Chipstead Valley Primary School
- David Livingstone Primary Academy - The STEP Academy Trust
- Ecclesbourne Primary - The Pegasus Academy Trust
- Fairchildes Primary School
- Forest Academy
- Gonville Academy - The STEP Academy Trust
- Harris Primary Academy Benson
- Harris Primary Academy Haling Park
- Harris Primary Academy Kenley
- Heathfield Academy - The STEP Academy Trust
- New Valley Primary School
- Oasis Academy Byron
- Oasis Academy Fairfield
- Oasis Academy Ryelands
- Oasis Academy Shirley Park Primary
- Rowdown Primary - Fairchildes Academy
- St Cyprian’s Greek Orthodox Primary Academy
- St James the Great Catholic Primary and Nursery School
- St Mark’s CofE Primary Academy
- St Thomas Becket Catholic Primary School
- The Robert Fitzroy Primary Academy
- West Thornton Primary Academy
- Whitehorse Manor Nursery and Infant School - The Pegasus Academy Trust
- Whitehorse Manor Junior - Pegasus Academy Trust
- Winterbourne Junior Boys’ Academy
- Wolsey Junior Academy – The STEP Academy Trust

**Foundation Schools**
- The Crescent Primary School
- Park Hill Junior School
- Selsdon Primary and Nursery School

**Voluntary Aided**
- All Saints C of E Primary School
- Christ Church C of E Primary School (Purley)
- Coulsdon C of E Primary School
- Good Shepherd Catholic Primary School
- Margaret Roper Catholic Primary School
- Regina Coeli Catholic Primary School
- St Aidan’s Catholic Primary School
- St Chad’s Catholic Primary School
- St John’s C of E Primary School
- St Joseph’s RC Catholic Infant and Nursery
- St Joseph’s Catholic Junior
- St Mary’s RC Infant School
- St Mary’s RC Junior School

**Voluntary Controlled**
- Parish Church C of E Junior School
- Parish Church C of E Nursery & Infant School

**Free schools**
- Paxton Academy

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

The closing date for primary school applications is 15 January 2015
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 their schools reception class.

**Enhanced Learning Provision (ELP)**
Our school has ELP for children with speech, language and communication needs. 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 24 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 is lower 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:

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.

   *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 Aerodrome 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 Goodwin Road or the school gate in Violet Lane (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 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.

Waiting lists
We will hold a waiting list for reception class places in our school for one academic year. This period will start once the local authority admissions process for reception places has finished and the waiting list is handed over to the school. 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 held for one year from September to August and applicants are asked 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
We will admit all of the children of a multiple birth providing it does not take us over PAN by more than 1. If it would, then we will use the tiebreaker to decide who is offered a place.

This is a summary. Please see school’s website for the full policy.
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. 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 school has 12 Foundation places and 48 open places.

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 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 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 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.
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.

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.
The closing date for primary school applications is 15 January 2015

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

2. ADMISSION POLICIES

Applegarth Academy - The STEP Academy Trust
Bygrove Fieldway, New Addington CR0 9DL
DfE school number: 306 2016
Head teacher: Miss Zoe Harris

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. Please check each academy’s prospectus for more details.

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. 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 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 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 24 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 academy is oversubscribed, priority will be given to students with a statement of special educational need, where the academy is named on the statement. The remaining places will then be offered in the order of priority 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 – Siblings: Children with a brother or sister who are reasonably expected to be in attendance at the 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 3 – Medical: Children with serious medical reasons for needing to attend the particular 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. 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 taken by The STEP Academy Trust.
Priority 4 – Distance: 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.

This is a summary. Please see school’s website for the full policy.
Proposals to permanently expand the academy with an additional form of entry (FE) are currently under consideration. If this proposal were approved, it would provide an extra 210 places at the school, and give a published admission number of 90 for 2015. Parents are recommended to check the school's website, and the council’s website, which will be updated as soon as the decision is taken.

**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 where the academy is named on the statement, the academy will consider all applications for places. Where fewer than 60 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, 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.

**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.
The closing date for primary school applications is 15 January 2015

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

2. ADMISSION POLICIES

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 building in which the flats are located. 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 the academy 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.

Parents will have a right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy.

**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.

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

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 School. 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.

This is a summary. Please see school’s website for the full policy.
The closing date for primary school applications is 15 January 2015
Apply online at: www.croydon.gov.uk/admissions

2. ADMISSION POLICIES

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 32, 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.

**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:

<table>
<thead>
<tr>
<th>Linked infant and junior schools/sites</th>
<th>Linked with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitehorse Manor Infant School (Whitehorse Road site)</td>
<td>Whitehorse Manor Junior School (Whitehorse Road site)</td>
</tr>
<tr>
<td>Whitehorse Manor Infant School (Brigstock site)</td>
<td>Whitehorse Manor Junior School (Brigstock site)</td>
</tr>
<tr>
<td>Beulah Infant School</td>
<td>Beulah Junior School</td>
</tr>
</tbody>
</table>

**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.
The closing date for primary school applications is 15 January 2015

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

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
Child’s permanent address. 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
Shared custody. 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
Change of address. 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.

This is a summary. Please see school’s website for the full policy.
Broadmead Primary Academy

Sydenham Road, Croydon, Surrey, CR0 2EA
DfE school number: 306 2082
Head Teacher: Alex Lundie

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

Broadmead Primary Academy is a nurturing, supportive school with a commitment to ‘Excellence and Enjoyment for Everyone’. It is part of the Croydon 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, (where Broadmead Primary Academy 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*: 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.

This is a summary. Please contact school for the full policy.
Supplementary Information Form (SIF)

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

Enhanced Learning Provision (ELP)

Our school has ELP for children with Autistic Spectrum Disorder (ASD). There are 30 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 24 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.

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 or linked junior 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. 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 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

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.

This is a summary. Please see school’s website for the full policy.
Glyn Learning Foundation (GLF Schools) is the admission authority for Chestnut Park Primary School, which is a new academy opening in September 2015.

Our children will make outstanding progress in both their academic and personal development so that they succeed in their education and become the 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 2015/2016 and for subsequent years. The PAN will be 90 for Reception. The school will only admit to reception in 2015, and the operational year groups for future years 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.

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, where a school is named on the statement, 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 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 at oversubscribed community schools or voluntary controlled schools. Parents of children attending the nursery class at an infant or primary school must apply in the usual way. These children are not guaranteed reception class place at the school.

This is a summary. Please see school’s website for the full policy.
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 24 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 a school is higher than the number of places available, the allocations will be made 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 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. 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 applications. Where distance is the same for two or more applicants the authority will use random allocation. This will be independently verified.

Waiting lists
Waiting lists are held 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, 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.
The closing date for primary school applications is 15 January 2015

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, 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. 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. 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
‘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
Childminding arrangements cannot be taken into account when allocating places.
Our mission is to be a school with high standards in the classroom, the playground and throughout the school, encouraging each child to achieve his or her maximum potential in all areas of life – by learning and by developing and growing into the person that God intends each one to become.

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.

**Supplementary Information Form (SIF)**

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 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. Without this form the application will be considered under criteria 7 or 8 of the admissions policy.

**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 2014, priority being given in the following order:
   2.1 Children 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 whose parent/s or legal guardian/s have normally attended one of the churches within appendix one on a weekly basis for at least the two years before the closing date of this application.
   2.3 Children whose parent/s or legal guardian/s have normally attended a church within appendix two on a monthly basis for at least the two years before the closing date of this application.
   2.4 Children whose parent/s or legal guardian/s have normally attended one of the churches within appendix one or a church within appendix two on a monthly basis for at least the two years before the closing date of this application.
2.5 Children living nearest to the school.
The closing date for primary school applications is 15 January 2015

3. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in appendix one 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 one and whose parent/s or legal guardian/s have normally attended one of the churches listed within appendix one 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 one and whose parent/s or legal guardian/s have normally attended a church within appendix two 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 one and whose parent/s or legal guardian/s have normally attended a church within appendix one or appendix two 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 one 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.

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 excluded.

Clergy references

Clergy references will be sought by the school for categories three, four, five and six and may be sought for category two 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 one or appendix two, and attendance is continuous.

Tiebreaker

Drawing lots will be used to decide between applications which are equidistant, when to admit these would exceed the school’s admissions limit. 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 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.
**Admission of twins/triplets or children of multiple births**

The school will not admit all the children of a multiple births if this would cause the admissions number to be exceeded. In such cases, the school will use the tiebreaker system of drawing lots to decide which of these children is offered a place. This will be independently verified.

**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 of admissions policy for the appeals timetable.

Definitions for the purpose of these criteria are as follows:

**‘Looked-after children or 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 (see definition in section 22(l) of the Children Action 1989).

**A previously looked-after child** is a child who as adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. If an application is made under the ‘looked after’ criterion, it must be supported by a letter from the relevant local authority.

**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 three times per month

**Monthly** – refers to one or more times a month

A map showing parish boundaries for churches within appendix one is available for viewing at the school office.

**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
- Emmanuel, South Croydon
- All Saints, Sanderstead

Governors have asked the schools adjudicator to agree to a change to the admissions policy so that this appendix may include the CofE parishes for the whole of Sanderstead, Selsdon, Croydon Emmanuel and All Saints Kenley. If agreed, the school will publish this change on its website.

**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.churches-together.net](http://www.churches-together.net)
- Evangelical Alliance: [www.eauk.org](http://www.eauk.org)

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

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, for all three categories, have done so for at least 2 years prior to the 1st 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. ‘Home’ is defined as the address where the child normally resides as their only or principal residence. If parents have shared responsibility due to a break up in their relationship and the child lives for part of the week with each parent, this should be indicated on the application form.

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 the children of a multiple birth would mean exceeding the infant class size limit of 30, the tiebreaker will be used to decide who is offered a place.

This is a summary. Please see school’s website for the full policy.
The closing date for primary school applications is 15 January 2015

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

2. ADMISSION POLICIES

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

Admissions criteria

If the academy is over-subscribed, priority will be given to students with statements of special educational needs, where the academy is named on the statement. The remaining places will then be offered in the order of priority 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 become 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 – Siblings: Children with a brother or sister who are reasonably expected to be in attendance at the 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 3 – Medical: Children with serious medical reasons for needing to attend the particular 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. 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 taken by The STEP Academy Trust.

Priority 4 – Distance: 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 oversubscription 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 local authority 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.

This is a summary. Please see school’s website for the full policy.
The closing date for primary school applications is 15 January 2015
Apply online at: www.croydon.gov.uk/admissions

2. ADMISSION POLICIES

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. If oversubscribed for nursery places, PAT uses the following criteria to prioritise applications. Ecclesbourne Primary 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 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.
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:

<table>
<thead>
<tr>
<th>Linked schools/sites</th>
<th>Whitehorse Manor Infant School (Whitehorse Road site)</th>
<th>Whitehorse Manor Junior School (Whitehorse Road site)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitehorse Manor Infant School (Brigstock site)</td>
<td>Linked with Beulah Infant School</td>
<td>Linked with Beulah Junior School</td>
</tr>
</tbody>
</table>

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 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 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. Child’s permanent address. 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. Shared custody. 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. Change of address. 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.

This is a summary. Please see school’s website for the full policy.
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 25 part-time places, morning session only. 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: Looked-after children, Statemented 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 24 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, 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 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.

This is a summary. Please see school’s website for the full policy.
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, 26 in the morning and 26 in 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 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, where the school is named on the statement of special educational needs, 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 over-subscription criterion. Where distance is the same for pupils, Forest Academy will use random allocation. This will be independently verified (see Note 6).

Note 1
Children in public care at the date on which the application is made. If an application is made under the ‘child (ren) looked-after’ criterion, it must be supported by a letter from the relevant local authority’s 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 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 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
Unsuccessful applicants will be offered a formal right of appeal.

Children of multiple births
Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, the places will be offered to the children as the ‘ranked’ position allows. The parent must then decide whether to accept or reject those places on individual basis.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be accorded sibling priority on the waiting list. A vacancy or vacancies must have arisen before an offer can be made.

This is a summary. Please see school’s website for the full policy.
Apply online at: www.croydon.gov.uk/admissions

The closing date for primary school applications is 15 January 2015

Gonville Academy – The STEP Academy Trust

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

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. Please check each academy’s prospectus for more details.

Supplementary Information Form (SIF)

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

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

If the academy is oversubscribed, priority will be given to students with a statement of special educational need, where the academy is named on the statement. The remaining places will then be offered in the order of priority 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 – Siblings: Children with a brother or sister who are reasonably expected to be in attendance at the 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 3 – Medical: Children with serious medical reasons for needing to attend the particular 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. 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 taken by The STEP Academy Trust.

Priority 4 – Distance: – 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 oversubscription and the number and location of applicants.

The academy’s DfE school number is 306 2019. The headteacher is Sarah Mitchell.

www.gonvilleacademy.croydon.sch.uk and www.stepacademytrust.org

gonneoffice@gonvilleacademy.croydon.sch.uk

020 8684 4006

Year R admission number: 60
**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.

This is a summary. Please see school’s website for the full policy.
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 CAF 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 a voluntary aided school, 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 body. 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 body.

Where the number of applications exceeds the planned admission number of 30, after the admission of children with a statement of special educational need 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 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.

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

The closing date for primary school applications is 15 January 2015
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.

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.
- If an application is made under the ‘looked-after’ criterion, it must be supported by a letter from relevant local authority children’s services department.
- 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.
The closing date for primary school applications is 15 January 2015
Apply online at: www.croydon.gov.uk/admissions

2. ADMISSION POLICIES

HARRIS PRIMARY ACADEMY BENSON

West Way, Shirley CR0 8RQ
DfE school number: 306 2034
Head teacher: Mrs R Williams

www.harrisprimarybenson.org.uk
info@harrisprimarybenson.org.uk
020 8777 1572
Year R admission number: 60

Supplementary Information Form (SIF)
A Supplementary Information Form is not required.

Nursery class
The academy has a nursery class for 3/4 year olds, providing for 26 part time places in the morning and 26 part time places in 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, 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 children with a statement of special educational where the school is named in the statement, 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.

(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 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.

Waiting lists
Waiting lists are held 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/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
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.
This is a summary. Please see school’s website for the full policy.
Supplementary Information Form (SIF)

A Supplementary Information Form is not required.

Harris Haling 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 2015/2016. 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.

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Admissions criteria

After the admission of pupils with statements of special educational needs, 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 central 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.

This is a summary. Please see school’s website for the full policy.
Supplementary Information Form (SIF)

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

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.

This is a summary. Please see school’s website for the full policy.
Heathfield Academy

*7 Aberdeen Road, Croydon, CR0 1EQ
DfE school number: 306 2066
Head teacher: TBC

www.heathfieldacademy.org
enquiries@heathfieldacademy.org
TBC
Year R admission number: 60

*This will be the permanent address for our new academy, but in the first year of opening (2015/16), it may be 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 school does not require a supplementary Information form to be completed.

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

Heathfield Academy has the following published admission number (PAN) for the year 2015/2016 and for subsequent years:

The PAN will be 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.

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Admissions criteria

Heathfield Academy is to be a non-selective school. Where there are fewer applicants than places, all applicants will be accepted. If the number of applications 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, where the academy is named on the statement, the criteria will be applied in the order set out 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 – Siblings: Children with a brother or sister who are reasonably expected to be in attendance at the 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 as the child for whom the school place application is being made.

Priority 3 – Medical: Children with serious medical reasons for needing to attend the particular 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. 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 taken by The STEP Academy Trust.

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

The closing date for primary school applications is 15 January 2015
The closing date for primary school applications is 15 January 2015

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

Priority 4 – Distance: Priority will be given to pupils living nearest to the academy as measured in a straight line. ‘Home’ is defined as 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. Parents may 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 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 oversubscription and the number and location of applicants.

Tiebreaker

Where distance is the same for two or more applications, the academy will use random allocation. Heathfield Academy will ensure that someone independent of the academy supervises the random allocation processes.

Waiting lists

The local authority will keep waiting lists which are used to fill casual vacancies occurring if students leave during the year, or withdraw from a place that has been offered.

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

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 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.

Children of multiple births

Applications from sets of twins or other children from multiple births will be treated as individual applicants. This may result in one child being allocated a place under random allocation and another not.

This is a summary. Please see school’s website for the full policy.
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 Catholic primary school attached to the parish of Purley.

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.

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 11, 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.
**Other applicants**

If, following the allocation of places in accordance with criteria one to three above, places still remain available, then these will be allocated in accordance with the following criteria:

6. Baptised Roman Catholic children, resident in the Parish of St John the Baptist, Purley, who attend Mass less than once a week.

7. Baptised Roman Catholic children, not resident in the Parish of St John the Baptist, Purley, who attend 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. Those not fulfilling criteria 1-8, 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.

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 not resident in the parish of St John the Baptist Church, Purley.

11. Any other children.

**Tiebreaker**

1. In the application of criteria 1-11, priority will be given to those children who have a sibling in Margaret Roper School when the child is due to enter. Priority will not be given where admission is sought to a class other than reception and where that class is already full.

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 independently verified.

**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.
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, step-brothers 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 or special guardianship order) immediately following having been looked after. See DfE Admissions Code para 1.7

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 see school’s website for the full policy.
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:

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. 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 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 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, 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.
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
‘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 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
Childminding arrangements cannot be taken into account when allocating places.

This is a summary. Please see school’s website for the full policy.
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, where the academy is named on the statement, 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 as it applies to foundation and voluntary aided schools.

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

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 on the basis of recommendations of the authority’s 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 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 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
Childminding arrangements cannot be taken into account when allocating places at oversubscribed community or voluntary-controlled schools. 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.

This is a summary. Please see school’s website for the full policy.
Oasis Academy Fairfield

*20 Katharine Street, Croydon CR0 1YJ
DfE school number: 306 2061
Head teacher: TBC

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

www.oasisacademyfairfield.org
info@oasisfairfield.org
020 7921 4263 Fax: 020 7921 4201

Year R admission number: 90

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.

Supplementary Information Form (SIF)

A Supplementary Information Form is not required.

Operational year groups

The academy has the following published admission number (PAN) for the year 2015/2016 and for subsequent years. The PAN will be 90 for reception. The academy will only admit to reception in 2015, and 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 2021.

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Admissions criteria

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 statements of special educational needs where the academy is named on the statement, the criteria will be applied in the order in which they are set out below:

*This will be the permanent address for our new Academy but, in the first year of opening (2015/16), it may be necessary to use a temporary site whilst the building works are completed.

Oasis Academy Fairfield is a non-selective school open to pupils of all religious faiths or those of no faith.
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. The LA should be notified of changes of address immediately.

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**

Where in any year the academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. London Borough of Croydon will operate a waiting list for the academy for the first term in reception year. 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 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.

**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.

This is a summary. Please see school’s website for the full policy.
Oasis Academy Ryelands is a non-selective school open to pupils of all religious faiths or those of no faith. Our school has a nursery class for 3/4 year olds, providing for 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](http://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 statements of special educational needs where the academy is named on the statement, 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.
The closing date for primary school applications is 15 January 2015

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

**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.

**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.

**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.

**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.

This is a summary. Please see school’s website for the full policy.
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 where the academy is named on the statement, 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 for children being given a place within an ELP.

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 24 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 where the academy is named on the statement, 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 for children being given a place within an ELP.
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. 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 adhere to the statutory infant class size limit of 30 students per class.

This is a summary. Please see school’s website for the full policy.
Parish Church CE Nursery and Infant School is a Church of England voluntary controlled 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 Parish Church CE Nursery & Infant School do not automatically transfer to Year 3 in Parish Church CE Junior School. Parents of Year 2 children on the roll of our Infant school must complete an ‘application for transfer’ form, naming Parish Church CE Junior school, as described in this prospectus on page 32, and submit it by the deadline given, if they wish their child to be considered for a place at Parish Church CE Junior school. However, children on the roll of Parish Church CE Nursery & Infant School at the time of application are given priority for admission to Parish Church CE 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.

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: www.parishchurchinfants.com

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 3/4 year olds, providing for 78 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 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 Parish Church CE Nursery and Infant School or Parish Church CE Junior School at the beginning of the Autumn Term 2015, 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 Parish Church CE 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, as described in the admission to primary school prospectus 2015-2016. The application must be supported by a letter from the hospital consultant and/or the family’s GP. These are then forwarded to the LA 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).

**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. 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.

**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 Croydon Council’s appeal form. A governors’ representative will attend all denominational 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 change in their circumstances.

To obtain an appeal form please contact the Croydon independent appeal service Tel: 020 8726 6400 Email: admission.appeals@croydon.gov.uk

**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.

**Notes for clarification**

**Note 1**

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 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.

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

The closing date for primary school applications is 15 January 2015
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 www.parishchurch-jun.croydon.sch.uk

This form must be completed in addition to the local authority application form in order to be considered under criteria below.

A values school

Parish Church CE Junior School is a Church of England voluntary controlled 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 Parish Church (CE) 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 Parish Church CE 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 Parish Church CE 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 that names the school, and applications for looked-after/previously looked-after children.

Admissions criteria

120 children will be admitted with an extra 4 foundation places, one in each class in the Year group.

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, if oversubscribed:

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 become 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. Children on the roll of Parish Church CE 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 Parish Church CE Nursery & Infant School or Parish Church Junior School at the beginning of the Autumn Term 2015. 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 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.

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.

Third priority may be given to children of parents of other denominations which are full members of the Churches Together in Britain and Ireland (see www.ctbi.org.uk or ask your parish clergy).
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.

6. Distance

After the allocation of places under 1, 2, 3, 4 and 5 above, decisions will be taken on the basis of two geographical measurements. First, the distance from the centre of the child’s home to the school, based upon the straight line measurement ‘as the crow flies’; second, the distance from the centre of the child’s home to the nearest alternative school. If necessary, those farthest from that alternative school may have priority for a place. (In determining the shortest route, short-cuts which pass along unlit or unmade footpaths will not normally be taken into account).

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

A waiting list is maintained when the school becomes over-subscribed. Priority in the allocation of places is accordance with the admissions policy above, therefore 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. Parents may request to be put on the waiting list. The school may write periodically to ask whether you still require a place 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.

This is a summary. Please see school’s website for the full policy.
Year 2 children on the roll of Park Hill Infant School do not automatically transfer to Year 3 in Park Hill Junior School. If parents of Year 2 children on the roll of Park Hill Infant 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 this 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**

Children with a statement of special educational need that names this school who are admitted during the normal admission round are counted towards the admission number when considering the number of places available for other children.

In the event that the number of applications 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 and 4.

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 means their child needs to attend Park Hill Junior School will also be relevant (see Note 3).
5. **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. The school will hold its waiting list for three terms. 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.
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

This is the address of the academy’s permanent site from September 2016. Between September 2014 and July 2016, 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 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 2015/2016 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.

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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:

a) Children looked-after or children who were previously looked-after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

b) Children attending the nursery at Paxton Academy (once established).

c) 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.

*This is the address of the academy’s permanent site from September 2016. Between September 2014 and July 2016, the academy will be located at 159 Brigstock Road, Thornton Heath, Croydon CR7 7JP.

The closing date for primary school applications is 15 January 2015.
d) 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, 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.

e) Up to 80% of the remaining places available after the children fulfilling the higher criteria have been admitted will be awarded to children living in one of the following priority postcodes: CR7, CR0, SE19-SE27.

f) Up to 20% of children living outside the priority postcodes outlined above in criteria ‘e’

Where there are more applications in categories ‘e’ and ‘f’ above than there are places, we will operate a lottery system where names are randomly drawn by an independent witness.

g) Children of staff in the following circumstances where the higher criteria is not met:

- During 2015/16 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.

h) After places have been filled under any of the first seven criteria above, offers will be made for the remaining places, determined by a lottery system from children on the waiting list.

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 directly to the school.

In-year applications

For in-year admissions to Reception (after the autumn term) or any other year groups, parents should apply direct to the school. 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.

This is a summary. Please see school’s website for the full policy.
Regina Coeli Catholic Primary School 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.

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 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.

Supplementary Information Form (SIF)
The SIF is available directly from the school, and seeks information which is not collected on the CAF, but which is needed by the school to reach a decision on applications. 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. A CAF must also be completed, naming this school as one of your preferences. Without a completed SIF, the application will be considered under the ‘any other children’ category.

Admission criteria
All applications for admission to Regina Coeli Catholic Primary School will be judged in accordance with the following admission criteria. The governing body will allocate places in accordance with the following categories in the order set out below. Children with a statement of special educational needs that names the school 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.

1. Looked-after Catholic children or adopted Catholic children who were previously looked-after or looked-after children in the care of Catholic families or adopted children who were previously looked-after and are in the care of Catholic families (see definition below),

2a) Baptised Catholic children (see definition below) being brought up in accordance with the teaching and practices of the Catholic Church*, where the child and one or both Catholic parents reside in and attend Sunday Mass or the Saturday Vigil Mass every week (except for periods of illness or family holiday) at either St. Gertrude’s Parish, South Croydon; St. Dominic’s Parish, Waddon; Holy Family Parish, Sanderstead; St. Columba’s Parish, Selsdon. 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. 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 (see definition below) being brought up in accordance with the teaching and practices of the Catholic Church*, where the child and one or both Catholic parents reside in the four named parishes and attend Sunday Mass or the Saturday Vigil Mass every week (except for periods of illness or family holiday) in another parish or Ethnic chaplaincy. 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. 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.

2c) Baptised Catholic children (see definition below) being brought up in accordance with the teaching and practices of the Catholic Church*, 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 or family holiday) in one of the four named parishes. 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. 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.

* 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 closing date for primary school applications is 15 January 2015.
3) Baptised Catholic children (see definition below) being brought up in accordance with the teaching and practices of the Catholic church*, where one or both Catholic parents reside outside the four named parishes and attend Sunday Mass every week (except for periods of illness or family holiday) in other Catholic parishes or Ethnic Chaplaincy. 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. 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.

4) Children baptised in the Catholic faith (see definition below) whose parents may not be practising at the time of admission, defined by less than weekly Mass attendance except for periods of family holiday and sickness. The governors of the school will require parents to produce a baptismal certificate.

5) Other Looked-after and previously looked-after children (see definition below)

* This would include the child having made their First Holy Communion as appropriate (Year 3 & above).

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 in school (see definition below) at the time of admission.

B. Pastoral benefit to be derived by a particular pupil, resident in the four named parishes, from his or her education in a Catholic school on the grounds of exceptional medical or social factors. The governors of the school will require written evidence in such cases from a priest, minister, doctor, social worker or relevant professional at the time when the application is being considered by the governors.

C. 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

Parents are advised that the criteria A to C above refer to each of the categories 1 – 5 listed above. Consequently, if a family has ceased to practice the Roman Catholic faith since the older sibling was admitted, the application in respect of the younger child will be regarded as falling within 4 above.

In the event of places still being available after places have been accepted, the school may consider other applications from the following categories:

a) 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.

b) 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.

c) Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worship will be required.

d) Any other children.

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.

Parish maps

Note: Please call the school office, if you would like a copy of the parish boundaries to be sent to you. Alternatively, you can download a copy from the school’s website at: www.reginacoelischool.co.uk

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.
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. Applications remain on the waiting list until we are informed by the parent/guardian that the place is no longer required.

In-year applications

Applications for a place at the school in-year should be made to the school directly, the school will inform the local authority (LA) where the child resides. 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. Any offer of a place at the school will be made by the governors and the LA will be informed. 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. Parents have the 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. 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.

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.

Definitions

Looked-after children and adopted children who were previously looked-after by a local authority.

Looked-after children are 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, children baptised or received into the Eastern Churches in union with the See of Rome and children of members of the Ordinariate.

Brother/sister

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.

‘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.
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, 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 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.

This is a summary. Please see school’s website for the full policy.
The closing date for primary school applications is 15 January 2015

Supplementary Information Form (SIF)
Selsdon Primary & Nursery 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 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 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 2015.

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 a statement of special educational needs 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 over-subscription 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.

This is a summary. Please see school’s website for the full policy.
St Aidan’s Catholic Primary School

Portnalls Road, Coulsdon CR5 3DEE
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

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.

(Mission statement)

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 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 of St Aidan’s Church, Coulsdon or St. Mary’s Old Coulsdon.
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.

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.
It is essential that the Catholic character of the school’s education is fully supported by all the families in the school.

Nursery class

There are 52 part time places for 3/4 year olds. 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.

Admission to the nursery does not guarantee admission to reception, and parents must complete the council’s Common Application Form to apply for a place in the reception class.

Supplementary Information Form (SIF)

To apply for a place at St Chad’s you should complete 2 separate forms:

1. The Common Application Form from Croydon LA, naming this school as one of the preferences, to be returned to them.
2. The SIF to be returned to St Chad’s School.

The school will require a reference from your parish priest and a copy of baptism certificate is required.

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. A SIF is available from school or the LA’s website. Please enclose 2 utility bills or council tax bill as proof of residency.

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 children and previouslylooked-after children (see note 1).
2. Baptised Roman Catholic children of practising Catholic parents (attending Sunday Mass weekly) who have siblings in St Chad’s School when the applicant is due to enter who are:
   2a Resident in St Chad’s parish and worshipping at St Chad’s Church or other Roman Catholic Church within the parish.
   2b Resident in St Chad’s parish but worshipping at another Catholic Church outside the parish.
   2c Not resident in St Chad’s parish but worshipping at St Chad’s Church or other Roman Catholic Church within the parish.
   2d Not resident in St Chad’s parish but worshipping at another Catholic Church outside the parish.
3. Baptised Roman Catholic children of practising Catholic parents (attending Sunday mass weekly) who are:
   3a Resident in St Chad’s parish andworshipping at St Chad’s Church or other Roman Catholic Church within the parish.
   3b Resident in St Chad’s parish but worshipping at another Catholic Church outside the parish.
   3c Not resident in St Chad’s parish but worshipping at St Chad’s Church or other Roman Catholic Church within the parish.
   3d Not resident in St Chad’s parish but worshipping at another Catholic Church outside the parish.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Baptised Roman Catholic children resident in St Chad’s parish whose Catholic parents practice is intermittent (three times a month or less).
6. Baptised Roman Catholic children not resident in St Chad’s Parish whose parents practice is intermittent (three times a month or less).
7. Children who are baptised members of Eastern Orthodox Churches. (Evidence of baptism required). List available on request.
8. 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.
9. 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.
10. 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:
The closing date for primary school applications is 15 January 2015

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

2. ADMISSION POLICIES

(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 pupils’ 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.

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 Croydon Common Application Form. 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 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 (c) 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.

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 available.

The Parish - Parish boundaries are laid down by the Archdiocese of Southwark. A map is available in the school office and on the school website.

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.

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

If a child with a statement of special educational need that names the school is admitted during the 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. 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 regularly worship at a Greek Orthodox Church.

3) Children with one or more parents whose Greek Orthodox religion has lapsed or who do not regularly worship.

4) Children with one or more parents who regularly worship at other Christian Orthodox churches.

5) Children with one or more parents who regularly worship at a Catholic church.

6) Children with one or more parents who regularly worship at a Christian church.

7) Any other children.

8) Children with one or more parents who regularly worship at a Christian church.

9) All 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
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.

**Children of multiple births**

Random allocation, independently verified, will be used to decide which child is offered a place in such cases where the admission of all children of a multiple birth would otherwise cause the the infant class size limit to be exceeded.

**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 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.

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

**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.

**Admissions criteria**
Where applications for admission exceed the number of places available, after the admission of children with a statement of special educational need 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 seek 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 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;
The closing date for primary school applications is 15 January 2015. Apply online at: www.croydon.gov.uk/admissions

2. ADMISSION POLICIES

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;

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;

g All other children falling within the relevant category, with those living nearer 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.

Parents are advised that:

• Criteria a to f above will be applied to each of the categories in one to seven 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(i) 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.

This is a summary. Please see school’s website for the full policy.
St John’s Church of England Primary School

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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 whose statements 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 23 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 stated above.

(b) Children who satisfy the general criteria for the award of foundation places stated above 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 have a sibling (NOTE 3) in the school at the time of admission, living at the same address, whose parents/carers are still 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 (NOTE 1) 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 (NOTE 1) at another Anglican church or at Shirley Methodist Church.

(h) Any other children whose parents/carers are weekly faithful and regular worshippers (NOTE 1) 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 7 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 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.

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
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 care function (see definition in section 22(1) of the Children Act 1989); a previously looked-after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked-after. Written evidence will be required from a social worker or the local authority.

Note 3
Qualifying siblings are brothers and sisters, half-brothers and -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 their home to the main entrance of the school building in the Octagon 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.

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

*Proposals to permanently expand the school with an additional form of entry (FE) are currently under consideration. If this proposal were approved, it would give the school a published admission number of 90 for 2015 (currently it is 60). Parents are recommended to check the school's website, and the council's website, which will be updated as soon as the decision is taken.

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 32, 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 over subscribed: the governors therefore observe the following criteria precisely; they are in order of priority. Children with statements 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.

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.
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.

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 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 community 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 an ‘application for transfer’ form, naming St Joseph’s Catholic Junior school, as described in this prospectus on page 32, 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 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.

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.


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. 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.
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 became an academy in September 2014. Our school 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 school, 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 school’s education is fully supported and that all parents and families respect the Christian ethos of our school 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 school 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 admission criteria. Without this form, the application will be considered under criteria four above.

Clergy references will be sought by the school for categories three, four, five and six and may be sought for category two 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 one or appendix two, and attendance will be considered under criteria four above.

Admissions criteria
To apply for a place at St Mark’s CofE 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 CofE Primary Academy as one of the preferences.

2. St Mark’s Supplementary Information Form, if applying for a place under criterion three (to be returned to the academy). 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. Where applications exceed the number of places available, the following oversubscription criteria for admission to St Mark’s CofE Primary Academy will be used in the order in which they appear numerically, except for criteria 3.d.

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. 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. Sibling priority is as follows:

a. Children of parents/guardians who are committed, regular worshipping members of St. Mark’s Church and have attended weekly for at least the two years before the closing date of this application.

b. Children of parents/guardians who are committed, regular worshipping members of Anglican churches in adjoining Anglican parishes in the Diocese of Southwark who have attended weekly for at least the two years before the closing date of this application.

c. Children of parents/guardians who are committed, regular worshipping members of other Christian churches and have attended weekly for at least the two years before the closing date of this application.

d. Children whose parent/s or legal guardian/s have normally attended church on a monthly basis for at least the two years before the closing date of this application.

e. Children of parents/guardians who are committed members of other faiths.

f. Children living nearest to the school.

3. Religious reasons

a. Children of parents/guardians who are committed, regular worshipping members of St. Mark’s Church and have attended weekly for at least the two years before the closing date of this application.

b. Children of parents/guardians who are committed, regular worshipping members of Anglican churches in adjoining Anglican parishes in the Diocese of Southwark and have attended weekly for at least the two years before the closing date of this application.

The closing date for primary school applications is 15 January 2015.
c. Children of parents/guardians who are committed, regular worshipping members of other Christian Churches for whom St. Mark’s is the nearest Church of England school and have attended weekly for at least the two years before the closing date of this application.

d. Children (up to three) of committed members of other faiths.

Parents and/or carers must declare their request for a place for religious reasons on the school’s Supplementary Information Form. Please give the name, address and telephone number of your parish priest, vicar, pastor or religious leader as the school will seek written references from them to confirm your commitment.

4. Geographical location

Any other children in order of nearness of home to St Mark’s Cof E Primary Academy, including those who have not completed a Supplementary Information Form for St Mark’s Cof E Primary Academy.

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. This will be independently verified.

Clergy references

Clergy references will be sought by the school for category three applications and may be sought for category two 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 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 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.

Please note: The academy is usually oversubscribed with category C children.

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 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 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.

Children of multiple births

The Academy will not exceed 30 children per class and in the event of two or more candidates being ranked equally, places will be allocated by drawing lots. This will be independently verified.

This is a summary. Please see school’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 a voluntary aided school in the trusteeship of the Diocese 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 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.

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 RC 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 32, 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 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 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 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 irregularly.

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 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 oversubscription, 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.

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 Easter 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 Ukranian, 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

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.
The closing date for primary school applications is 15 January 2015
Apply online at: www.croydon.gov.uk/admissions

2. ADMISSION POLICIES

ST MARY’S CATHOLIC INFANT SCHOOL

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.

Children of 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 sued to determine who can be offered a place(s).

This is a summary. Please see school’s website for the full policy.
The closing date for primary school applications is 15 January 2015.

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

2. ADMISSION POLICIES

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 St Mary’s Infant School must complete an ‘application for transfer’ form, naming St Mary’s Junior School, as described in this prospectus on page 32, 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 R. C. Junior School 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 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 R.C. 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 way.

2. Baptised Catholic children of committed Catholic parent(s) who have a sibling in St Mary’s R.C. Junior School when the applicant is due to enter 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 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).
The closing date for primary school applications is 15 January 2015

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

2. ADMISSION POLICIES

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 sibling at St Mary’s R.C. Junior School when the applicant is due to enter.
   (b) do not have a sibling in St Mary’s R.C. 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 R.C. Junior School when the applicant is due to enter.
   (b) do not have a sibling in St Mary’s R.C. 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 order.

7. Baptised children of other Christian denominations who:
   (a) have a sibling at St Mary’s R.C. Junior School when the applicant is due to enter.
   (b) do not have a sibling in St Mary’s R.C. 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 R.C. 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 the appendix at the end of 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.

This is a summary. Please see school’s website for the full policy.
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
- 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 before the normal admissions round, where the school has been consulted with regard to being named in the statement, 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 children, or looked-after children and previously looked-after children in the care of Catholic families.

2. Baptised 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 children of practising Catholic parent(s) 
   *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 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 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 children of Catholic parent(s) whose religious practise is occasional. Allocation of priority within this category will be in accordance with the criteria as defined in A2 – A6 above.

8. Baptised children of Catholic parent(s) whose religious practise 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).

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 oversubscription, 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 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 applications
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 (Common 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.
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.


Previously looked-after children: means 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 made under this category must be supported by a letter from the relevant local authority’s children’s department (social services). If applying under the previously looked-after criterion a copy of the adoption or special guardianship order must also be supplied.

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: Ms Jane Fairbourn

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

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:

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.
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. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the authority’s 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. 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 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 oversubscribed community or voluntary controlled 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.

This is a summary. Please see school’s website for the full policy.
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. We invite you to visit our new provision; 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 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, where a community or voluntary-controlled school is named on the statement, 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. 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 2).
3. Medical: Pupils 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 be 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 reason must be verified by a GP or consultant and declared at the time of the 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 Notes 4 and 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, 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.

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

**Note 3**
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, 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 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. The school would expect that the parents/carer with whom the child is normally resident receives the child benefit for the child.

**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 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 closing date for primary school applications is 15 January 2015

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

Following consultation, the proposed expansion of the academy to have an additional 2FE (forms of entry) - 420 places - with effect from September 2015, has been approved. The academy will therefore have a published admission number of 150 for reception in 2015/16. The additional places will be provided at Canterbury Road, with one year group, reception (two classes), operational on this site in 2015/16. Each following year the new site will have an additional year group, until it reaches the full primary age range (years R to 6).

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, where a community or voluntary-controlled school is named on the statement, 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
Distance will be used as a tiebreaker for each over-subscription 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.
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 at oversubscribed community or voluntary controlled 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.

This is a summary. Please see school’s website for the full policy.
The closing date for primary school applications is 15 January 2015

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

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 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).

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 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
The closing date for primary school applications is 15 January 2015

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

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 (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.
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. An ‘application for transfer’ 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:

<table>
<thead>
<tr>
<th>Linked infant and junior schools/sites</th>
<th>Linked with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitehorse Manor Infants School (Whitehorse Road site)</td>
<td>Whitehorse Manor Junior School (Whitehorse Road site)</td>
</tr>
<tr>
<td>Whitehorse Manor Infant School (Brigstock site)</td>
<td>Whitehorse Manor Junior School (Brigstock site)</td>
</tr>
<tr>
<td>Beulah Infant School</td>
<td>Beulah Junior School</td>
</tr>
</tbody>
</table>

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. 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
Child’s permanent address. 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
Shared custody. 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
Change of address. 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.

This is a summary. Please see school’s website for the full policy.
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 an ‘application for transfer’ form, naming Whitehorse Manor Junior school, as described in this prospectus on page 32, 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 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, with 90 places being on the Whitehorse Road site and 30 places on the Brigstock site. There will be no places for Years 4, 5 and 6 on the Brigstock site in the 2015/2016 school year, and therefore there will be no admissions to this site for these three year groups during 2015/16. In the following school years the operational year groups on the Brigstock site will be as follows:

2016/2017 - Years 3 and 4
2017/18 - Years 3, 4 and 5
2018/19 - Years 3, 4, 5 and 6

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 linked 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 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 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 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 (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. 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.

**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:

<table>
<thead>
<tr>
<th>Linked infant and junior schools/sites</th>
<th>Linked with</th>
<th>Linked with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitehorse Manor Infant School (Whitehorse Road site)</td>
<td>Whitehorse Manor Junior School (Whitehorse Road site)</td>
<td>Whitehorse Manor Junior School (Brigstock site)</td>
</tr>
<tr>
<td>Whitehorse Manor Infant School (Brigstock site)</td>
<td>Linked with</td>
<td>Whitehorse Manor Junior School (Brigstock site)</td>
</tr>
<tr>
<td>Beulah Infant School</td>
<td>Linked with</td>
<td>Beulah Junior School</td>
</tr>
</tbody>
</table>

**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.
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. 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
Child’s permanent address. 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
Shared custody. 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
Change of address. 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.

This is a summary. Please see school’s website for the full policy.
The academy is a Junior School providing for the admission of 60 pupils into Year 3 each year if sufficient applications for entry are received. Where fewer than 60 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 that names the school, and applications for looked-after/ previously looked-after children.

**Supplementary Information Form (SIF)**

This school 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, where the school is named on the statement, 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 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**

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 school days of the date of the refusal letter.
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, step-brother, 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 if the academy is oversubscribed.

This is a summary. Please see school’s website for the full policy.
Wolsey Junior Academy –
The STEP Academy Trust

King Henry’s Drive, New Addington,
Croydon CR0 0PH
DfE school number: 306 2036
Head Teacher: Alun Evans

The STEP Academy Trust is the admissions authority for Wolsey Junior Academy. The Wolsey Junior Academy is a non-selective school for local children. 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.

Year 2 children in Wolsey Infant School do not automatically transfer to Year 3 in Wolsey Junior School. Parents of children attending Wolsey 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 Wolsey 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 that names the school, and applications for looked-after/previous looked after children.

Supplementary Information Form (SIF)
This school does not require a Supplementary Information Form to be completed.

Admissions criteria
If the academy is oversubscribed, priority will be given to students with statements of special educational needs, where the academy is named on the statement. The remaining places will then be offered in the order of priority below.

Priority in the allocation of Year 3 places will be given to those children in attendance at Wolsey Infant School at the time of application. In the event that the number of applications from children in the attached infant school 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 listed 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 – Children in attendance at Wolsey Infant School at the time of application

Priority 3 – Siblings: Children with a brother or sister who is reasonably expected to 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 or adopted brother or sister whose main residence is at the same address.

Priority 4 – Medical: Pupils with serious medical reasons for needing to attend the particular academy. For primary-age pupils, a serious medical condition of a parent which would prevent them taking their child to school will 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. 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 taken by The STEP Academy Trust.

Apply online at: www.croydon.gov.uk/admissions
Priority 5 – Distance: 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 oversubscription 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 list
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 admissions 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.

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
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, 1998.

A service level agreement has been taken out with Croydon local authority to carry out the role of clerk to administer appeals hearings. 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.

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

Bromley Council
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH
☎ 020 8313 4044

Lambeth Council
International House
Canterbury Crescent
London SW9 7QE
☎ 020 7926 9503

Lewisham Council
Laurence House
1 Catford Road
London SE6 4RU
☎ 020 8314 8282

Merton Council
Merton Civic Centre
London Road
Morden Surrey SM4 5DX
☎ 020 8545 3262

Southwark Council
Southwark Children Services
PO Box 64529
London SE1P 5LX
☎ 020 7525 5337

Surrey County Council
Conquest House
Wood Street
Kingston-upon-Thames KT1 1AB
☎ 0300 200 1004

Sutton Council
School Admissions
Civic Offices
St Nicholas Way
Sutton SM1 1EA
☎ 020 8770 6080

Wandsworth Council
Children’s Services Department
Town Hall
Wandsworth High Street
London SW18 2PU
☎ 020 8871 7316

The closing date for primary school applications is 15 January 2015
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 form issued to a parent by the admissions team of the local authority in which they live and to which they pay council tax. The parent will need to complete this form to indicate their preferences for schools, and it must be returned to the issuing local authority 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). A parent will be asked to enter this unique number on their application against the preferences to avoid confusion between schools.

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.

Statement of special educational needs
Statement prepared for children who have special educational needs.
The closing date for primary school applications is 15 January 2015

Apply online at: www.croydon.gov.uk/admissions
Notes
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 Anglishja nuk është gjitha juaj e parrë dhe ju keni nevojë për ndihmë për të kuptuar përmbytjet e kësaj broshure, ju lutem telefononi Zyrën e Pranmeve (Admission Team) në Departamentin e Edukimit (Education Department) në numrin 0208 726 6400. Ne më pas do të gjejmë një perkthyes për t’ju ndihmuar.

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.

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.

Jestëže anglîtina nenë Vës pruvni jazyk a potrebovali byste pomoc s porozuměním obsahu této brožury, zatelefonujte, prosím, Příjemné skupinu (Admission Team) ve Školském oddělení (Education Department) na čísle 0208 726 6400, S pomocí tlumočníka Vám potom můžete být poskytnuta pomoc.

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Contact Information

**For online applications**
You can apply online at [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions)
Online applications close at midnight on 15 January 2015
If you have any questions or problems regarding the online admissions website, 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,
4th floor (Zone G), Bernard Weatherill House,
8 Mint Walk, Croydon CR0 1EA
The closing date for return of form is 15 January 2015

**School admissions team telephone number:**
**020 8726 6400**
Available 9am – 5pm, 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 2015**

**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 G),
Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA.