



# Admissions Policy 2017/2018

Document Detail	
<b>Category:</b>	Pupils
<b>Authorised By:</b>	Full Governing Body
<b>Author:</b>	Office and Administration Manager
<b>Version:</b>	1
<b>Approval date:</b>	17/3/2016
<b>Next Review Date:</b>	2022 (unless changes are to be made to criteria)

## **ADMISSIONS POLICY 2017/2018**

This policy will apply to all admissions from 1 September 2017, including all in-year admissions. Tidemill Academy will comply with Lewisham's Fair Access policy wherever necessary to secure the admission of vulnerable pupils from specific groups. It will be used during 2016/2017 for allocating places for September 2017 as part of the main admission rounds for Reception. It does not apply for those being admitted to Nursery provision.

### **APPLYING FOR A PLACE AT TIDEMILL ACADEMY**

In line with all other schools and academies in Lewisham applications for Reception places and other year groups at Tidemill Academy must be made through the applicant's home Local Authority. Parents who would like to apply for a place at Tidemill Academy will need to apply online, [www.eadmissions.org.uk](http://www.eadmissions.org.uk) For those who are unable to apply online complete a paper application form which can be downloaded from Lewisham's website at [www.lewisham.gov.uk](http://www.lewisham.gov.uk). Residents of other boroughs should apply through their home borough. Our published admission number (PAN) is 60 for each year group from Reception to Year 6.

### **RECEPTION CLASS ADMISSIONS**

To apply for a primary school place you need to either:-

- apply online on the eAdmissions website.
- complete a Common Application Form (CAF), which is available from your home Local Authority. Tidemill Academy or any primary/ nursery school in the borough will be able to provide a copy of Lewisham's Common Application Form. If you are resident in another borough, you must complete your own borough's CAF or apply online.

It is very important that you list the schools in your order of preference. So, if Tidemill Academy is your first choice, please make sure you list us as your first preference.

Please ensure you add documentary evidence to support your application if you are asking for consideration under the exceptional medical or social criterion. If applying for medical priority, you are required to provide a letter from a hospital consultant. If applying for social priority, please supply a letter from a social worker or a professional of equivalent standing. Your evidence must demonstrate why Tidemill Academy is the only school to meet your child's or your family's specific needs. The Governors of Tidemill School will consider your reasons and notify the Local Authority of our decision but your application will not necessarily be given priority over those of other children.

Proof of permanent home address will be requested. This will be checked against Council records before an offer is confirmed. Suitable proof of your permanent home address includes current council tax statement, tenancy agreement, mortgage statement and utility bills. You will also need a letter from the Child Benefit Agency to show that the child lives at the address. A residence or court order may be requested if there is a query about where the child lives.

In the case of children who reside equally between parents, the permanent home address will be considered as the address where the child spends the majority of the time and with the parent who is in receipt of any benefits for the child.

### **IN YEAR ADMISSIONS - RECEPTION TO YEAR 6**

If you have moved into the borough or would like to move your child to Tidemill Academy, you will need to apply for an In-Year admission. You will need to complete the In-year Common Application Form and return it to the Lewisham Admissions and Appeals Team. You can collect the form from Tidemill Academy, any Lewisham primary schools, the AccessPoint in Catford or by downloading the [Primary In Year Admission Form](#) from Lewisham's website. A start date will be mutually agreed between the parents and Tidemill Academy and the child's current school.

### **NURSERY ADMISSIONS**

The admissions for the Tidemill Academy nursery are handled directly by the school. There is no set closing or decision date and decisions will be made separately for both the September and January intakes. Applications need to be made directly to the school.

We have both full-time and part-time places available. Full-time places require parents to pay for the additional hours on top of the 15 hours of free childcare supported by the Government.

Waiting lists will be held in the same order as the admission criteria. Please note that children attending the Tidemill Academy nursery are not guaranteed a Reception place at the school and parents will still need to apply using the Common Application Form as detailed above.

### **ADMISSIONS CRITERIA AND ALLOCATION OF PLACES**

When there is over-subscription, places are offered to:

#### **Priority 1**

Looked After Children. A looked after child is a child who is (a) in the care of a local authority in England or Wales or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions and children who were looked after, but ceased to be so because they were adopted from December 2005 (or become subject to a residence order or special guardianship order).

#### **Priority 2**

In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for a place at the school even though they would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered by the governors of Tidemill Academy. Medical professionals are expected to provide advice on applications made under medical conditions and social workers are expected to

advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

### **Priority 3**

Children whose brother or sister is on roll at Tidemill Academy on the closing date for applications and are expected to be on the roll of the school at the intended date of admission. Children with older siblings in Year 6 who will have transferred to secondary school by the time the younger child is admitted do not receive sibling priority. If the school is over-subscribed entirely with siblings, priority will be given to those with an exceptional social or medical need (see 2 above), children of teaching or support staff (see 4 below) and then to those who are permanently living nearest to the school (see 5 below). Siblings include all blood siblings, adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required.

### **Priority 4**

Children of teaching or support staff who have been employed at Tidemill Academy for 2 or more years at the time at which the application for admission to the school is made, and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (Staff are defined as full-time teaching or support staff on the payroll of the school)

### **Priority 5**

Children living nearest to the school. All distances will be measured in a straight line, using digitised mapping software of the area, from the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Proof of permanent home address will be required and will include current Council tax statements, utility bills, residence orders or other court orders. In some circumstances, Lewisham Authority will rely on other information held or accessed by the Council to confirm the permanent home address.

**Twins, triplets and other multiple births** - Wherever possible the Governors of Tidemill Academy will offer places to all the children at the same school.

**Tie break** - On the rare occasion where two or more children qualify for the last available place, lots will be drawn to decide which child is offered the place.

**Waiting Lists** - The parents or carers of any child not offered a place at Tidemill Academy may apply to the Local Authority to stay on the waiting list. The Local Authority will maintain this list until the end of the school year for which admission is sought. If a vacancy occurs, the admission criteria will be used to decide which child is admitted.

**Timing of Admission** - Tidemill Academy will offer all successful children a full-time Reception place in the September following their 4<sup>th</sup> birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Parents can *request* that their child takes up the place part-time until the child reaches compulsory school age.

Parents may not defer their child's admission beyond Reception year or after the beginning of the term after their child's fifth birthday.

## **NOTIFICATION**

In accordance with the co-ordinated admissions policy, the Local Authority will write to you in April to make a formal offer of a place for your child on behalf of the Governing Body of Tidemill Academy. Parents should contact the Local Authority in writing by the stipulated deadline to either accept or decline the offer or a place.

Tidemill Academy will also send an offer letter asking you to provide proof of address and Parental Responsibility.

## **UNSUCCESSFUL APPLICATIONS**

If your child is not offered a place at Tidemill Academy but is offered a place at a school that was lower on your priority list, the Governors of Tidemill Academy will write to you explaining why your child did not receive a place. You may request that your child's name is held on a waiting list should a vacancy arise during the application year only. The admissions criteria will be followed when allocating places from the waiting list.

## **APPEALS**

Parents who want to appeal against the Governors decisions not to offer a place at Tidemill Academy should write to the Independent Appeal Committee c/o Tidemill Academy. Consideration should however be given to the legislation on 'class size' and the limited powers of the appeal panel. Infant classes are restricted by law to a maximum of 30 children and the Tidemill Governors have a legal responsibility to follow the admissions criteria so if you live a long way away from the school and are not contesting whether the admissions criteria have been applied correctly, making an appeal may not serve any purpose. Further advice and guidance is available from Tidemill Academy - please feel free to contact the Office Manager on 0208 692 3470 to book an appointment.

Closing date for lodging an appeal - TBC May 2017

Appeal hearing will be held during June/July 2017

Appeals submitted after the closing date may not be heard until the start of the academic year in September 2017