



Admissions Policy 2019/2020

Document Detail	
Category:	Pupils
Authorised By:	REAch2 Academy Trust Board Noted by: Full Governing Body
Author:	Office and Administration Manager
Version:	1
Approval date:	February, 2018
Next Review Date:	2024 (unless changes are to be made to criteria)
<i>The school is part of REAch2 Academy Trust. REAch2 Trustees have determined a Trust-wide admissions policy for 2019/20, following a public consultation in line with the national admissions code.</i>	

Tidemill Academy admission arrangements for 2019/20

Tidemill Academy is a primary academy in Deptford in Lewisham and is part of REAch2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REAch2 is available on our website: www.reach2.org

Tidemill Academy is a two form entry school with a specialist resource base (see 'admission number and process'). Detailed information, regarding our ethos and values, is available on our website: www.Tidemill.net

Admission number and process

The school has a published admission number (PAN) of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for places from the beginning of the school year) are administered on behalf of the Academy Trust by Lewisham Local Authority as part of the local coordinated scheme.

Admissions to the Speech and Language Resource Base are managed separately by Lewisham's Special Educational Needs Team and are not covered by this policy.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. In exceptional circumstances, and at the discretion of the governors, children with acute social and/or medical needs or whose parent/carer has such needs, where only Tidemill can cater for those needs, and where they are unlikely to qualify under home-to-school distance
4. Children of school staff fulfilling a skills shortage role
5. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

Definitions relating to the criteria

1. 'Looked after children' are (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(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as "blood or adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required". The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. Such applications are considered where there is professional evidence of the acute medical/social needs of the child or their parent/carer – written by e.g. a hospital consultant for medical needs and/or a social worker for social needs; this evidence must be provided at the time of the application, must outline the medical/social needs in some detail and explain why only this school, rather than any other, is able to meet those needs. The final decision on such applications will be made by the school's governors.
4. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. 'Home-to-school distance' is defined/measured as "to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in 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". 'Home address' is defined as "the applicant's permanent home address. Parents who share parental responsibility and where the child shares their time 50/50 with each parent will need to decide which of them will make an application for their child.". Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

Tie-breaker and multiple births

On the rare occasion where two or more children qualify for the last available place, it will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family tied for the final place. We will admit them all and exceed our admission number, as permitted by the national infant class size rules set by the Department for Education.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for places than there are places available, a waiting list will operate until 31 December 2019. The waiting list will be maintained by the school and it will be open to any parent or carer 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. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should submit an appeal by 10th May 2019 by first contacting the school for the appeals form. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

Fair Access Protocol

Tidemill Academy is committed to taking its fair share of pupils who are 'hard to place' in accordance with the locally agreed Fair Access Protocol – information about which is available at <http://www.lewisham.gov.uk/myservices/education/schools/school-admission/Pages/Fair-access-policy.aspx> .

Tidemill specific additional guidance

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.

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.

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.

Appeal hearing will be held during June/July 2019

Appeals submitted after the closing date may not be heard until the start of the academic year in September 2019

SPEECH & LANGUAGE RESOURCE BASE

Applications for the Speech & Language Resource Base (S&LRB) are *not* covered within this policy. Tidemill pupils do *not* have automatic access to the S&LRB. All pupils must apply through the Local Authority to be considered at panel (special needs). If you would like information about applying to the S&LRB, please ask your school Special Needs Co-ordinator about the process.