

Warren Road Primary School
Admission Arrangements for 2019-2020

The admission authority for Warren Road Primary School, as an academy school, is the academy trust. However, all applications will be received and offers made individually by the Local Authority in common with other Bromley Primary Schools.

Warren Road Primary School will comply with the timetable and procedures laid down in the Local Authority's Co-ordinated Admissions' Scheme.

The Published Admission Number (PAN) for admissions to Warren Road Primary School is 120, and this is inclusive of students with an Education Health Care plan (EHC) in accordance with the relevant statutory requirements.

Age of Admission

In line with legislation, all children are entitled to start in reception in the September following their fourth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the school year. Where entry is deferred, the admission authority will hold the place not offer it to another child.

Once a place has been offered, the parent will not be able to defer entry beyond the point at which the child reaches compulsory school age (the beginning of the term after the child's fifth birthday), nor beyond the beginning of the summer term of the school year for which the original application was accepted. Children born between 1 April and 31 August 2015 and offered a place for admission in the 2019- 20 academic year will be expected to start school by the start of the 2020 Summer term.

Where Parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Admission of children outside their normal age group - Parents of Summer born; gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the head teacher of the school concerned must also be taken into account.

Summer born children

Warren Road Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Views of the head teacher of the school concerned **must** also take be into account.

Twins, triplets and other multiple births: where twins, triplets or children from other multiple births qualify for the last school place to be allocated at Warren Road Primary School will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as "excepted pupils".

All applications should be made using the Local Authority standard application process on line. The link to this can be found on the Bromley Local Authority website.

a) Oversubscription Criteria

After children with an Education Health Care Plan have been admitted, if there are more applications than places available, then any remaining places will be allocated according to the criteria shown below:

(i) Children Looked After and all previously looked after children. (Children in Public Care)
(See note 1.)

(ii) Medical and Social. In exceptional circumstances, there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, 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 in consultation with sub groups of the Admissions Forum which includes teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

(iii) Siblings – children who will still have a brother or sister on the school roll at the beginning of their first term (See note 2.)

(iv) Children of staff at the school

Warren Road Primary School may give priority to children of staff in where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

(v) Distance from the school, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4).

Note 1: A child looked after is a child who is:

- (a) in the care of a Local Authority, or being provided with accommodation by a Local Authority in the exercise of their social services functions. These children must still be "looked after" when the child starts school unless (b) applies.
- (b) or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.

Note 2: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Note 3: "Home" is 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. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Places may be withdrawn if the family moves out of the area covered by the school

Note 4: Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school will receive the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority.

Random allocation will be used as a final tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. In these circumstances, lots will be drawn. This process will be independently verified.

b. Offers

Offers of places for Reception will be made by the Local Authority on Tuesday 16 April 2019 for the whole of the academic year. Children who are not offered a place immediately will remain on a waiting list. Children on the waiting list will be offered places, when they come available, in order according to the criteria above.

c. Fair Access

Warren Road Primary School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

d. Waiting lists

Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order, according to the criteria above. Warren Road Primary School will maintain a clear, fair and objective waiting list until the 31 December 2019 for reception applicants at which point a further application must be made to the London Borough of Bromley (Local Authority). These applications and any further applications after that date should be directed to the (Local Authority) using their in year application form. The waiting list will be maintained in the order of the over subscription criteria until the end of the Summer Term 2020. However, children directed via the Fair Access Protocol will take precedence over any child already on the waiting list and this includes admitting children over the published number. Pupils who are not offered a place will have the statutory right of appeal.

In year applications

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All applications should be directed to the London Borough of Bromley using their in year application form. The Local Authority holds all waiting lists for places that may become

available throughout the year. Any child not offered a place will be placed on the waiting list. Parents have the statutory right of appeal.

f. Appeal procedure

Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school's decision not to offer a place. Although Warren Road Primary School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.

Starting in Reception

Once your child has been offered a place in Reception at Warren Road Primary School, you will be invited to an evening meeting where we will explain your child's induction into school life. For more information, click on the link "New Starters Booklet" to download a booklet.

In-year admissions

To apply for a school place other than for reception transfer, i.e. for current Reception to current Year 6, you need to complete the primary in-year application form, which can be downloaded from the Bromley Website, or collected from main reception at Bromley Civic Centre.

Waiting Lists for all year groups are maintained by the Admissions Department of the London Borough of Bromley, and are held in proximity order.

Admissions officer contact details

Please contact Martine Wright to find out more information about our school or to organise a visit and tour. Please send an email to office@warrenroad.bromley.sch.uk for her attention.