

**LONDON BOROUGH OF BROMLEY**  
**PRIMARY ADMISSION**  
**DETERMINED POLICY AND ARRANGEMENTS**  
**2018/2019**

The proposed policy in the Community and Voluntary Controlled is shown below and will operate within the framework, and timetables, of the agreed schemes to co-ordinate admission to schools in Bromley, as required by the Education Act 2002 and Amended Admissions Code 2014.

**Nursery Admissions (admission to nursery is not covered by Statute but is the policy for London Borough of Bromley)**

Children are normally considered for admission to Bromley maintained nursery classes a calendar year before they are due to enter Reception. For admission to nursery in admission year 2017/18:

Where spaces are available younger children will be considered and offered places.

Admission criteria for allocating places are as follows:

Children living within the London Borough of Bromley using the following criteria: -

- a. Looked after children (Children in Public Care)
- b. Children with siblings in the mainstream school;
- c. Proximity from home to the nursery class as measured in a straight line.

Then:

Children living outside the London Borough of Bromley using the following criteria:-

- a. Looked after children (Children in Public Care)
- b. Children with siblings in the mainstream school
- c. Proximity from home to the nursery class as measured in a straight line

NB:

1. To be eligible under criterion (b) the sibling must still be attending the mainstream school when the younger child takes up a place in the nursery. Any remaining places will be offered on the basis of the proximity criterion.
2. A place in the nursery does **NOT** guarantee a place in the Reception class of the mainstream school. Therefore a separate application **MUST** be made for admission to Primary School.

Applications should be made directly to individual nurseries.

## Primary School Admissions

### **Age of Admission**

Bromley's primary admissions policy is to admit children to reception classes twice a year. Children born between 1 September and 28 (or 29) February inclusive are admitted at the beginning of the Autumn term (September) and those born between 1 March and 31 August at the start of the Spring term (January) before their fifth birthday.

However, in line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred in that school year, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born between 1 April and 31 August 2014 and offered a place for admission in the 2018-19 academic year will be expected to join the school by the start of the 2019 Summer term.

### **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**

London Borough of Bromley 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 into account the. When informing a parent of the decision on the year group the child should be admitted to, London Borough of Bromley will set out clearly the reasons for their decision.

Process for this request is outlined in "London Borough of Bromley Admission of Summer born children outside of their normal age group".

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

### **Application Procedure**

Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/guardians with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

## Oversubscription Admission Criteria

Where schools are oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Looked after Children or previously Looked after (see note 1).
- (ii) 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 and 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. Applications received without supporting documents will not be considered by the panel. The admission decision will be considered in consultation with 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 by the closing date for applications as this criterion is only for admission to reception and will refer to 1<sup>st</sup> preference only.
- (iii) Siblings - Children who will still have a brother or sister at the preferred school at the beginning of their first term (see note 2).
- (iv) Proximity – proximity as measured in a straight line from the home address to the main entrance of the school (see note 3 and 4).

## Notes

1. A 'looked after child' definition:
  - a) A looked after child 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.
2. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be registered as 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. Younger siblings of children transferring from Mead Road Infants to feeder school Red Hill Primary, and Dorset Road Infants to feeder school Castlecombe Primary will only qualify for the reception child to be considered as a sibling for admission to the feeder schools after the elder sibling has accepted the place. If the yr3 places are subsequently declined by the parent at the linked school before the older child starts the reception offer will be withdrawn. The sibling criteria operates across linked infant and junior schools as they are deemed as Primary Schools that provide primary education (section 5 of Education Act 1996) if at the time of admission their older sibling will be on roll of the Junior School or will transfer from Year 2 into the Junior School in the September.
3. "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. 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 move out of the proximity area covered by the school.

4. Distance will be measured (in a straight line) from 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 receiving 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. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.
5. Where a Bromley Community school has a Special Opportunity Unit, and the children in the unit integrate at times into the mainstream school, then the siblings of children attending the unit will be treated as siblings when applying for places in the mainstream school. Please note however that where such places are accepted then **NO** assistance towards the transport of the child in the mainstream school can be considered unless the normal rules of the transport policy apply.

### **Offer of Reception Places**

Places will be offered in line with the agreed scheme to co-ordinate admissions to primary schools in Bromley. Please see the Primary Co-ordinated Admission Arrangements 2018.

### **Late Reception Applications**

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme.

### **Reception Waiting Lists**

Waiting lists will be maintained and kept in the order of the published admissions criteria until 31 December 2018. Lists will be disbanded on this date and applicants wishing to remain on waiting lists will be required to re-apply.

### **Infant to Junior**

#### **Application Procedure for Admission from Infant to Junior School**

Applications for admission to year 3 in a junior school are to be made to the Local Authority by 15 January 2018. Please see the Co-ordinated Scheme for Infant to Junior Transfer 2018.

Parents of children in the Infant school will be required to complete the Infant to Junior transfer form available on line. Applications from parents not attending the Infant school will be dealt with at a later date through the In year process.

All Infant and Junior Schools are included in the Co-ordinated Application process:

Mead Road Infants (Academy) to Red Hill Primary (Academy) 20 places  
 Dorset Road Infants (Community) to Castlecombe Primary (Academy) 30 places  
 Alexandra Infant and Junior Schools  
 Crofton Infant and Crofton Junior Schools  
 Darrick Wood Infant and Junior Schools  
 Hawes Down Infant and Junior Schools  
 Highfield Infant and Junior Schools  
 Pickhurst Infant and Junior Schools

## Offer of Infant to Junior Places

Places will be offered in line with the agreed scheme to co-ordinate admissions to junior schools in Bromley.

## In year Applications

Places will be offered in line with the agreed In year Scheme.

## Fair Access Protocol

All schools in Bromley, including Academies (Free Schools); Voluntary Aided and Foundation, will admit pupils referred under the Fair Access 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.

## Appeals

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. Unsuccessful applicants must be advised of their right of appeal to an independent admission appeals panel, under the School Standards and Framework Act 1998.

Appeals for reception places will be considered in light of the class size regulations that require infant class sizes to not exceed 30. The legislation will only permit class sizes above 30 in limited, specified, circumstances.

## Children with a Statement of Special Educational Needs or Education, Health and Care Plan

Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley schools is inclusive of students with a statement of special educational needs or Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.

Appeals for Children with a Statement of special educational needs and Education, Health and Care Plan (EHC) are dealt with by a SEN Tribunal.

## BROMLEY COMMUNITY SCHOOLS ADMISSIONS NUMBER 2018/19

This relates to Admission Arrangements for admission to Bromley Maintained Community and Voluntary Controlled Primary Schools for admission in 2018-19 Academic Year. This includes the Admission arrangements for Schools that were previously Community or Voluntary Controlled and converted to Academy status on or after 1 January 2017 as they were outside of the 8 week mandatory time for consulting the 2018-19 arrangements. They therefore have to retain the Bromley Admission Arrangements for admission in September 2018.

School	Published	Nursery Places	School	Published	Nursery Places
Name	Number		Name	Number	
Bromley Road Primary	30		Bickley Primary	60	
Churchfields Primary	60	26	Blenheim Primary	30	
Clare House Primary	30		Poverest Primary	60	
			Southborough Primary	60	
Downe Primary	9				
			St Paul's Cray Primary	60	26
Edgebury Primary	60				