



ADMISSION CRITERIA OF PARK HILL JUNIOR SCHOOL

The admissions authority for Park Hill Junior School is the Governing Body of the school.

CRITERIA FOR ADMISSIONS 2017

1. Admission Number

- The Governing Body of the School is responsible for the admission of pupils to Park Hill Junior School.
- Park Hill Junior School will admit up to a total of 90 boys and girls into Year 3 without reference to ability.
- The Admission Number for Park Hill Junior School is 90.

2. Admission Criteria

Transfer from Infant to Junior School

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 attached Park Hill 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 criteria listed at paragraphs 2.1-2.6 of this document.

Year 2 children on roll at Park Hill Infant School do not automatically transfer to Year 3 in Park Hill Junior School. If parents of Year 2 children on roll at Park Hill Infant School 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 the Croydon Admissions 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.

If the number of applications for the school is higher than the number of places available, after allowing for places allocated to children with a statement of special educational needs or Education, Health & Care plan naming the school, allocations will be made in the following order:

2.1 Looked after Children and Previously Looked after Children (see Note 1).

2.2 Children on roll at Park Hill Infant School: at the time of application.

2.3 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).

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 would prevent them taking their child to school will also be relevant (see Note 3).

2.5 Children of Staff: children of staff in either or both of the following circumstances:

- a) 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/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

2.6 Distance: priority will be given to pupils living nearest to the school (see Note 4 and Note 5).

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 or 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 G.P.

Note 4

'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.

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 tie break. 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.

Appendix

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2010. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Special Educational Needs

Children with Special Educational Needs sit outside the normal admission process. However, if admitted during a normal admission round, they are taken into account when determining and applying the admission number. This means that children with statements already admitted to the school are counted towards the admission number when considering whether there is still a place available for another child without a statement.

Late Applications

Applications which are late for no good reason will not be considered in the initial application round but will be considered after all on-time applications have been processed. For further detail please see the LA document on the Co-ordinated Admission Scheme for the current year.

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 an LA waiting list. The LA hold the Year 3 waiting list open for the first term and thereafter applicants are required to reapply on an in-year application. The in-year waiting lists are closed at the end of each academic year and parents are required to reapply if they wish to remain on the waiting list for a further academic year. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria listed in paragraphs 2.1 – 2.6 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.

Tiebreak

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.

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. Parents/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.

In year Applications (for Admission other than at the normal point of entry)

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 the time, the process of prioritising applications will be as described above.

Admission of Children outside their Normal Age Group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation of the Governors of Park Hill Junior School that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include a written explanation of why this is necessary and, where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of Park Hill Junior School