



## **Admissions policy**

To go further than I thought.  
To reach higher than I dreamed.  
To become the person I need to be.'

Reviewed policy agreed by Governors:	Spring term 2016
Reviewed policy shared with staff on:	Spring Term 2016
Policy to be reviewed again:	Summer Term 2020

Admissions from Reception Class to Year 6 at Cherry Orchard Primary School are made by the Admissions Team at the Royal Borough of Greenwich. The Royal Borough of Greenwich is responsible for making placements within the authority for all maintained schools.

### **Admissions priority – Reception to Year 6**

First priority will go to children with a statement of special educational needs (SEN) or an education, health and care (EHC) plan naming the school.

Remaining places will be given in the following order:

1. Looked after children and previously looked after children who have been adopted or become subject to a residence or special guardianship order immediately after having been looked after.

A looked after child is a child who is in the care of an English or Welsh local authority in accordance with section 22 (a) of the Children Act 1989.

2. Children with a sibling living at the same address who already attends the school at the time the child will be admitted.

Sibling means a full, half, step brother or sister, or a child living as part of the family unit. This does not include siblings who attend a school's nursery provision.

3. Children with an acute medical or social need for a particular school.

This may also apply to an immediate family member. The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one that can meet the child's needs and the implications for the child if they are not offered a place at the school.

Travel, work or childcare arrangements are not considered as being an acute medical or social need and will not be taken into account when deciding which applicants should be offered a place.

4. Other children based on home to school distance.

The distance from home to school is measured as a straight line from the centre of the home address to the main entrance of the school.

If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

### **Admissions priority – Nursery**

Cherry Orchard Primary School is responsible for offering Nursery placements. The admission limit for nursery will be 45 places – (15 morning/15 afternoon/10 fulltime).

Children will usually be admitted into Nursery in the term after their third birthday subject to availability of places. There are three intakes into nursery – September, January and Easter, and places will be offered in July of the academic year before the children start Nursery. Documentation will be required to support

applications including children's birth certificate or passport and proof of address. This will consist of Council Tax statement, Council Tax Benefit letter, or Council Tax exemption certificate.

If there are more applicants than places available, the school will give priority in the following order.

**1) Looked after children and previously looked after children who have been adopted or become subject to a residence or special guardianship order, immediately following having been looked after.**

A 'looked after child' is a child who is in the care of an English or Welsh local authority in accordance with section 22(a) of the Children Act 1989.

**2) Children with an acute educational, medical or social need for education in a particular nursery school or class**

#### **Educational, medical and social needs**

Children considered under this category include:

- Those who have been assessed as 'in need' under the Children Act 1989.
- Those likely to be assessed as having special needs under the Education Act 1996, but who do not yet have an education, health and care plan (EHCP).
- Those who have benefited from specialist provision such as that provided by the 'ICAN' Speech and Language Centre based at Mulgrave Primary School and Early Years Centre, Wensley Close Day Centre and the Greenwich Portage Service.

This may also apply to an immediate family member. You will need to provide supporting documentation, such as a letter written by a GP, health visitor or social worker.

**3) Children with a sibling, living at the same address, already attending the primary school at the time of the child's admission to nursery.**

Sibling means a full/half/step brother or sister, or a child living as part of the family unit.

**4) Royal Greenwich children based on home to school distance.**

**5) Children living in other boroughs based on home to school distance.**

Distance from home to school is measured as a straight line from a single fixed point in the centre of the home address to the main entrance of the school. The home address is where your child resides as the only or principal residence. You will need to provide a current Council Tax statement, Council Tax Benefit letter, or Council Tax exemption certificate as proof of address.

If you are a member of the UK armed forces or a Crown Servant, you will need to provide an official letter confirming the address of your quarters.

If your child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child (if applicable), the address of the parent named on your child's passport and the address at which your child is registered with a GP. If you are not the child's parent, you will need to provide proof of guardianship.

An existing registered childminder's address, instead of the home address, may be used. For nursery admissions purposes, you may use an existing childminder's address, instead of your home address, as long as your childminder is registered with Ofsted. You will need to provide a copy of the contract between you and your registered childminder.

If two or more applicants have equal right to a place under any of the above criteria, priority will be given to the child that lives nearest to the school. Where a child has not received any early years provision and is nearing reception class age, the school may prioritise this child over a younger child.

Please bear in mind that if your child is admitted to a school's nursery class, there is no guarantee that your child will later be offered a place in the reception class at the same school. Moving to primary school is not an automatic process and a separate application will need to be made.

Equally, if you choose to take up an early years education place with an alternative early years provider, you should not feel you have to change this arrangement in order to get a place in a primary school. A place in a community primary school is not conditional on your child attending the nursery class in that school.

If it is not possible to offer your child a nursery place, you can ask for your child's name to be added to the nursery's waiting list. However, there is no formal appeals process.

When accepting a place in Cherry Orchard Nursery, it must be the only subsidised nursery place taken up. Any other place in a private, voluntary or independent establishment must have their costs met in full.