

# Supporting Notes on Admissions Policy, Criteria and Procedures - Reception

## General

1. As a C of E voluntary aided (VA) school, The Blue School Governing Body is responsible for all admissions decisions. All applications will be considered equally against the criteria. The onus is on the family to ensure their forms are accurate, up to date and returned to the school by the closing date. The expected timetable for consideration of applications is set out below.

For application into the **Reception Class 2025**, there is an independent administered appeal procedure for unsuccessful applicants. The forms for unsuccessful candidates for this cohort will be kept at the school for future reference until 31st December 2025. After this time, a new application for an 'In Year' place will have to be made for this year group.

2. The Governors would strongly recommend parents who are offered a place, to keep their child at the School until the end of Year 6 in order to benefit fully from being part of The Blue School.
- 2a. All applications are assessed solely against the school's published admissions criteria. We encourage applications from all children regardless of academic ability and places are offered in a clear, open and fair way.

## Timetable of events

3. Final date for Common Application Forms (CAF) to be received by The Local Authority is **15th January 2025**.

Final date for receipt of the School's Supplementary Information Form (SIF) parts A & B which includes the Vicar's/Minister's/Religious Leader's reference form in School is **4.30pm on 15th January 2025**. Parents are notified of acceptance/rejection of application by the Local Authority (LBH) by email on the evening of **16th April 2025**.

## Notes on terms used in the criteria:

### 4a) **Active membership**

This will be verified by the appropriate Vicar/Minister/Religious Leader on the form provided by the school. The Vicar/Minister/Religious Leader will be advised that active membership must be for at least 2 years, with attendance at least fortnightly or twice monthly by at least one parent at the time of application. The two year period is the period immediately before application.

4b) **By Christian**, the Governors mean any church accepted and registered with Churches Together in Britain and Ireland or The Evangelical Alliance. The onus is on the family to provide evidence that their church is registered with Churches Together or the Evangelical Alliance.

4c) **Siblings** These include brothers, sisters, step brothers and step sisters and fostered children living at the same address. The attendance of these in the main school at the time of entry will increase the priority of an applicant within the category.

4d) **Home Address** The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team

within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
  - using the address of a parent with whom the child spends the minority of the week \* see shared or joint residence
  - purchase of a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
  - owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
  - use of a local address whilst the child lives overseas \* see applications from abroad
- In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:
- the preference schools and if they are oversubscribed
  - if the address being used gains an advantage in the admissions process
  - the distance of the properties to the preference schools
  - the length of time the arrangement has been in place
  - current education providers and services working with the family
  - any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

**and two of the following:**

- Recent utility bill – Gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers Allowance.
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in the English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

### **Shared or joint residency**

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school

preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

### **Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)**

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

### **Children of UK service personnel and crown servants**

Children of UK service personnel and Crown Servants are dealt with under the statutory provisions of the School Admissions Code 2021 section 2.21- see Members of UK Armed Forces and Crown Servants.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will follow due process, apply the admissions criteria and following a successful application, allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.

### **All other overseas applications**

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

## **Distance - Proximity between home to school**

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) Access UK Ltd [www.theaccessgroup.com](http://www.theaccessgroup.com)

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system.

4e) **Tie breaker.** If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the LA's database will randomly order these.

4f) **Definition of 'family'.** The expression 'family' relates to the child's permanent legal carer. This includes **either** a parent or parents or permanent legal carer/s or permanent legal guardian/s.

#### 4g) **Looked After or Previously Looked After Children**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (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 the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Twins, Triplets and other children of multiple births**

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, The Blue



School will offer both twins, triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

## **Waiting Lists**

**Applicants for Reception 2025** who are unsuccessful will be added to a waiting list which will be maintained in the order of our published oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

Each added child will require the list to be ranked again in line with the above. If a place becomes available, it will be offered to the next child on the waiting list. This list will be maintained until **31st August 2025**.

Hounslow will contact parents/carers in August 2025 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2025.

Parents must submit a new application form for each subsequent academic year, should their 'In Year' applications be unsuccessful.

## **Appeals**

In the event that it has not been possible to offer a place at The Blue School, the applicant will be advised of the reason and their right of appeal. Appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code. Appeals will be heard by an independent appeals panel who will adjudicate on all appeals. Details of this process can be obtained from the school.

## **Children below compulsory school age**

### **Summer born - delayed admission**

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday.

However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted **outside of their normal age group** – to reception rather than year 1.

The **request** must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded clearly stating '**Out of Cohort**'. If the request is not made at the same time as the online application, we may not be able to consider this at a later date. Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

The Blue School Governing Body will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include the parents' views and the following;

- Recent information about the child's academic, social and emotional development
- Recent medical history, the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject areas, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applications for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not apply** if the child is offered a place at the school but it is not in the preferred age group.

### **Deferred Admission**

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age). Applications must be made online as usual by the closing date. If a place at The Blue School has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows the options available

<p>Children with their fifth birthday between  <b>1 September and 31 December</b>          (autumn born)</p>	<p>Compulsory school age from the following January:</p> <p>A school place will be available from the September but can be deferred until <b>January</b> – the school place will be held once parents have agreed this with the school.</p>
<p>Children with their fifth birthday between  <b>1 January and 31 March</b>          (spring born)</p>	<p>Compulsory school age from the following April:</p> <p>A school place will be available from the September before this but can be deferred until <b>January or April</b> – the school place</p>

	will be held once parents have agreed this with the school.
Children with their fifth birthday between <b>1 April and 31 August</b> (summer born)	Compulsory school age from the following September ( <b>which is then year 1 not reception</b> ):  A school place will be available from the September before this but can be deferred until <b>January or April</b> – the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and, if the application is successful, the child will be allocated a place in Year 1 (not Reception) the following year.

### **Part-time admission**

Parents can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the part time admission.

### **Delayed Admission – summer born**

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to reception rather than year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for

the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5<sup>th</sup> birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

### **In Year Admissions.**

Should there be a vacancy in a class during the academic year, the Blue School Governing Body will apply the admissions criteria to all applicants.