



## **Noel Park Primary School Admissions Arrangements for School Year 2020-21**

Academies Enterprise Trust is the Admissions Authority for the Academy.

Noel Park Primary School has a Published Admission Number (PAN) of 90 for entry into Reception. The Academy will accordingly admit 90 pupils to Reception each year if sufficient applications are received. All applicants will be admitted if 90 or fewer apply.

If there are more than 90 applications, and the Academy is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the academy have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out below.

### **Oversubscription Criteria**

1. Looked after children and previously looked after children.
2. Children with exceptional medical or social needs.
3. Children with a sibling (brother or sister) who will still be on roll at the Academy at the time of admission.
4. Distance - children living closest to the Academy.
5. Other children.

Where two or more applicants have equal priority for the last available place then random allocation will be used as the final tie breaker to decide who has higher priority for admission. This process will be independently verified.

### **Waiting list**

If the Academy receives more applications than there are places available, a waiting list will operate until at least 31 December of the school year of admission. This will be maintained by the Academy and following an unsuccessful application it will be open to any parent to ask for his or her child's name to be placed on the waiting list. Places from the waiting list will be offered in the order set out in the oversubscription criteria and not in the order that the applications were received. After each added child, the list will be ranked again in line with the published oversubscription criteria.

### **Late applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

## **In-Year Admissions**

In-year admissions refer to applications made outside the normal round of admissions (i.e. March to end of August). Parents/carers can apply for a place for their child at any time and to any school. The Academy will coordinate its own in-year admissions and an application in-year admission should be made directly to the Academy. On receipt of an in-year application, the Academy will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of school places within the authority.

The Academy works in accordance with the in-year Fair Access Protocol held by the Local Authority; should a vulnerable child within the protocol require a place at the Academy, they will take precedence over any child on the waiting list.

## **Admission below compulsory school age and deferred entry**

The Academy must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the Academy: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and c) where the 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 outside the normal age group**

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may *request* that they are admitted out of their normal age group – to Reception rather than Year 1. Summer born children applies to those born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

The Academy will only admit children outside their normal age group in exceptional circumstances. Parents and carers should write to the Principal if they wish to request admission out of the normal age group. The decision will be based on the individual circumstances of each case and in the best interests of the child concerned.

## **Twins and Multiple Births**

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or other children from the multiple birth will be offered a place at the Academy. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size legislation for the time they are in an infant class or until the number in the year group falls back to the current PAN.

## **Appeals**

Parents have a right to appeal the decision of the admissions authority to refuse their child a place at the Academy. Parents should appeal by writing to the Principal at the address below, stating the reason(s) for their appeal. Parents wishing to appeal have 20 days from the date of notification that their application was unsuccessful to submit their written appeal. Appeals will be heard by an independent panel.

The Academy can be contacted at the following address:

Mr David Atter, Executive Principal  
Noel Park Primary School  
Gladstone Avenue  
London  
N22 6LH

Tel: 020 88888967  
Fax: 020 8826 9009

### **Some Definitions**

#### **Looked after children**

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. 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) at the time of making an application to a school.

A **previously looked after child** is a child who was looked after, but ceased to be so because they were adopted or became subject to a residence order, or a special guardianship order. The admission authority may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002. A **residence 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. 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).

#### **Exceptional Medical or Social Needs**

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications will only be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy

The information provided must show clearly why Noel Park Primary Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. Evidence relating to the social or medical circumstances of the parent or other family member can be considered, but only if this impacts on the child and their need to attend this

specific Academy. Please ensure that you submit all relevant information, including professional evidence with your application for a place.

### **Sibling**

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or step brother or step sister living in the same family unit in the same family household and address who attends the Academy in any year group excluding Year 6. Biological siblings who attend the Academy in any year group excluding Year 6 will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

**Brothers and sisters** include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents), half-brothers/sisters living at the same address, step-brothers/sisters living at the same address, and children living as part of the same family unit with their parents/carers at the same address.

### **Distance**

Distance will be measured by a straight line from the Ordnance Survey address point of the applicant's residence to the Ordnance Survey address point of the Academy calculated using Haringey Council's computerised mapping system. In the case of the applicant's residence being a flat, the distance will be measured to the single address point of the block/area of flats.

### **Residence**

Residence is defined as the normal family address where the child resides. The qualification date for residence is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

### **Noel Park Nursery Admissions Arrangements Year 2020-21**

The Nursery at Noel Park Primary School has an admission number of 60 based on two sessions per day. All applications will be admitted if 60 or fewer apply. There is no appeal process for nursery places.

For further information on the application for nursery places and the oversubscription criteria please contact the Academy at the address below:

Mr David Atter, Executive Principal  
Noel Park Primary School  
Gladstone Avenue  
London  
N22 6LH

Tel: 020 88888967  
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