

PROPOSED ADMISSIONS CRITERIA FOR 2015-2016

APPLICATION DEADLINE IS THURSDAY 15TH JANUARY, 2015

Overview

1. La Fontaine Academy (the school) is a public funded, co-educational, dual language (English/French) primary Free School, sponsored by the STEP Academy Trust (STEP). This document details the policy to be followed for admissions to Reception at La Fontaine Academy in September 2015.
2. For admission in September 2015, parents need to apply via Bromley Council Admissions.

>> http://www.bromley.gov.uk/info/13/primary_school_admissions/72/finding_a_primary_school_place-making_a_school_application <<

3. La Fontaine Academy uses Bromley Council's Admissions Service and participates in the co-ordinated admissions arrangements made by Bromley Council.

Admission to La Fontaine Academy

The school will admit a total of 60 Reception pupils in September 2015 (born between 1 September 2010 and 31 August 2011).

All applications for places at the school will be considered in accordance with the arrangements set out below.

Children with a statement of special educational needs that names the school in the statement will be allocated a place above all other applicants.

Where there are fewer applicants than places available in each year group, all applicants will be offered a place at the school. However where there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:

Oversubscription Criteria

1. Children in public care (looked-after children and previously looked-after children)¹.

¹ 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 function (see definition in section 22(1) of the Children Act 1989). Previous "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

2. Children for whom the La Fontaine Academy is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
3. Children with a sibling who will be attending the school at the time of proposed admission. The children concerned must be living at the same address.
4. Children whose parents have been given founder status.
5. 50% of the remaining places will be allocated to those children who live nearest to the school as further described below.
6. The remaining places will be allocated via random selection. This process will be by supervised lots, carried out by at least two officers at Bromley Council, who are independent of the School.

Our admission arrangements take into account the requirements of the Equalities Act.

Notes

When drawing up the admissions policy we will employ the following definitions, which are informed by the *Bromley Primary Schools Admissions 2013*².

Rounding - The number allocated to criterion 5 will always be rounded up.

Distances - We will use Bromley Council's approved geographical information system (GIS) to calculate the home to school distance measurements. For calculation purposes the Council uses the best address database available to determine the child's home address. The Council then uses a computer-generated centroid, supplied by Ordnance Survey, of this address to determine that start point of the home to school distance measurement. If a child lives in a block of flats where a communal entrance is used, the Council will use the centroid for the block and not the centroid of the individual flat for these calculations. The end point is the main gate of the school. When dealing with multiple applications from a block of flats, lower door numbers will take priority.

Tie-break - In the event of two or more applicants tying when admission criteria 4 or 5 is applied, positions will be determined by random allocation³. For example, this may occur when children in the same year group live at the address, e.g. in a block of flats or if the distance between the home and the school is exactly the same, or if a larger number of siblings apply than there are places.

The child's address - The child's home address is where the parent / carer lives and the child permanently resides unless otherwise directed by a court order. This will also apply to informal

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- i. Confirmation by the home local authority that the child is looked after or
 - ii. Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - a. Adoption order
 - b. Residence order
 - c. Special guardianship order.

² London Borough of Bromley. *Starting Primary Education in Bromley, 2013*

³ This process will be by supervised drawing of lots, carried out by at two officers at the Council, who are independent on the School.

care arrangements. Any informal care agreement for a child should be supported by Social Services. To ensure clarity we use parental responsibility, i.e. child benefit or equivalent to prove main carer. This will then be treated as the home address. If the child's home address has changed after the application has been submitted and before an offer of a place has been made, you must notify the school admissions officer immediately. The school will then need to process your child's application again in order to apply its admissions criteria.

Service Families - Applications from families of UK service personnel (and other Crown Servants) who are **not yet living** in the area will be considered, provided families can provide evidence of their relocation date and their unit's postal address (please see "verification of information" section for more detail on what evidence of address is required).

Siblings - Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child. Siblings attending the nursery (if any is in future created) or in Year Six who will be transferring to secondary school will not be regarded as a sibling under this criterion.

Multiple births - If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will consider going over its published admission number when possible to do so in order to support the family.

How to apply

Applicants for admission to Reception in 2015-2016 must complete an application form available from Bromley Council Admissions.

Alternatively a hard copy application form can be obtained from our Academy Office.

Parents should contact enquiries@lafontaineacademy.org with any queries.

Waiting lists

After places have been offered in April 2015 (exact date TBC), a "waiting list" will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. A fresh random allocation process will be undertaken every time a place becomes available at the school under criteria 6. Waiting lists will be maintained for one academic school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit, or who are allocated to La Fontaine Academy in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

If a conditional offer made from a waiting list is not accepted within five working days it will be withdrawn and offered to the next child on the list. If families change address whilst on a waiting list, evidence of the new address will be required when measuring for the home to school distance criterion.

Late applications

Applications received after the closing date will not be considered for a place until after the initial offer of places [usually in April]. We intend to follow Bromley Council's Fair Access Protocol in relation to exclusions and transfers.

Other admissions (in-year or casual admissions)

1. Applications for vacancies that arise outside the normal annual admissions round for Reception, Year 1, Year 2, and Year 3 during 2015/16 will be considered at any time during the year. Information and application forms may be obtained from the Academy or from Bromley Council Admissions.
2. If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the oversubscription criteria used in determining initial admissions to the school. Pupils will be admitted from the waiting list in order as space becomes available.
3. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to the school and will be considered in that order.
4. In reaching a decision on an application for admission to a full year group, the governors will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Bromley Council's Fair Access Protocols.
5. Out-of-age-group admissions in other year groups will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and La Fontaine Academy) and any relevant professionals asked for their opinion on the case, by La Fontaine Academy or STEP.
6. If no places are available the child will be placed on the waiting list with their position ranked according to the above criteria.
7. The School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The school will consult and co-ordinate its arrangements, including over the rapid re-integration of children who have been excluded from other schools, and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.
8. For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:
 - a) allocate a place in advance of the family arriving in the area provided the application is accompanied by the relevant documentation (as stated above). Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the local authority's composite prospectus.

Key dates for Bromley's primary admissions process

The table below is indicative and taken from the information on primary admissions for parents in Bromley.

15 January, 2015	Statutory deadline for receipt of applications
16 April, 2015	National Offer Day
30 April, 2015	Deadline for receipt of acceptances

Admissions Appeals

STEP will look to buy into the Bromley's Independent Appeals (IAP) Panel Service to manage any admissions appeals lodged against La Fontaine Academy with regard to admissions.