



### **Admission Arrangements for entry to Reception in September 2019**

Princess Frederica is a Church of England voluntary aided primary school. Responsibility for admissions rests with the Governing Body. Parents and carers are warmly invited to visit the School. Information about opportunities to visit the School can be found on the School website at <https://www.princessfrederica.brent.sch.uk>

The School has an agreed admission number of 60 pupils for entry in Reception. If the School is oversubscribed, after admission of children with a Statement of Special Educational Needs or Education, Health and Care Plan where the School is named in the statement or plan, priority will be given to those who meet the criteria set out below, in order:

**A. A looked-after child or a child who was previously looked-after but then became subject to an adoption, child arrangements or special guardianship order.**

**B. A child of a staff member employed for two or more years before the application or recruited to fill a vacancy for which there is a demonstrable skill shortage.**

**C. A child with a sibling who will be attending the School at the date of admission of the applicant ('sibling' includes a half-sibling, step-sibling, adopted sibling, foster sibling or the child of the partner of the parent or carer of the child applying for a place, where both children are living in the same family unit at the same address).**

**D. A child who lives in the parishes served by St Mark's Church on Bathurst Gardens and St Martin's Church on Mortimer Road. A map of the parish boundaries and a list of roads which fall within the boundaries are available from the School website or office. Preference within this category will be given in the following order:**

- a child whose family regularly attend St Mark's or St Martin's; followed by
- a child whose family regularly attend a place of worship of another Christian denomination or another world faith; followed by
- any other child who lives in the parishes.

**Governors define regular attendance as attendance at a weekly service on at least 26 occasions in each of the two years preceding the application. This must be confirmed by the religious leader of each place of worship attended during that period using the Supplementary Information Form (SIF) available from the School website or office.**

**E. All other applicants.**

## Explanatory notes

### *Application procedure*

Applications for entry to Reception in September 2019 will be considered for children born between 1 September 2014 and 31 August 2015.

Parents or carers who wish their child to be considered for a Reception place at Princess Frederica should complete a Common Application Form (CAF) administered by your local authority (if you are a Brent resident you should contact Brent Council's School Admissions Service on 020 8937 3110 or visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions)). There are advantages to completing your Common Application Form online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

"Parents or carers should also complete the School's Supplementary Information Form (SIF, available from the School website or office) if they would like regular attendance at a church or other place of worship to be taken into account under criterion D. **You do not need to complete a SIF if you do not want a religious reference to be taken into account.**"

The deadline for applications is 15 January 2019. Common Application Forms should be submitted to your local authority by that date. Completed supplementary information forms (where relevant) must be returned to the School office by that date.

If your child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) please contact your local authority. The London Borough of Brent's Special Educational Needs Assessment Service can be contacted on 020 8937 3229.

### *'Tie breaks'*

In the event of a 'tie break' between two children within the same criterion, preference will be decided by distance from the School, with priority for admission given to the child who lives closest to the School. Where two or more children live equidistant from the School and places cannot be offered to them all, available places will be allocated randomly.

Distance is measured in a straight line from an addresspoint in the child's home to the main addresspoint of the School. Addresspoints are determined using data from the Local Land and Property Gazetteer supplied by Ordnance Survey.

Where a child lives with parents or carers with shared responsibility, each for part of a week, the address where the child spends the major part of the school week will be used. If residence is split equally, the parents or carers will be asked to state the home address.

### *Waiting lists and appeals*

If a place cannot be offered in the first round of admissions, applicants will be offered the opportunity of being placed on the School's waiting list. This will be maintained for the remainder of the school year for which admission is sought. Children are listed in order of how they meet the School's oversubscription criteria set out above and not by length of time on the list. The waiting list will be closed at the end of each academic year. Parents or carers who wish their child to remain on the list will need to write to advise the School.

If your child is not offered a place at the School you have the right to appeal. Appeals should be sent to the School, addressed to the Chair of Governors. You must be able to show that:

- these admission arrangements were not followed; or
- these arrangements are unlawful according to the School Admissions Code; or

- the decision not to offer a place was unreasonable.

The school follows the same appeals timetable as Brent community schools. Please note that the appeal deadline is 15 May 2019. Further details of the timetable are published at: <https://www.brent.gov.uk/services-for-residents/education-and-schools/information-about-admissions/appeals-and-waiting-lists/appeals-timetable/>

#### *Deferred entry*

Where a child is offered a place at the School, that offer is for a full-time place starting in the September following the child's fourth birthday. However, a child is not required to start school until the start of the term following their fifth birthday. Where a child has been offered a place at the School to start before they are of compulsory school age, parents or carers may defer their child's entry until later in the school year. Applications should be made in the usual way and a deferral requested once the offer of a place has been made.

Where entry is deferred, the School will hold a place for that child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the start of the Summer term in the school year for which the original application was made. Parents or carers may request for their child to attend the School part-time until later in the school year but not beyond the point where their child reaches compulsory school age.

#### *Out of year applications*

For a child whose fifth birthday falls between 1 April 2019 and 31 August 2019, parents and carers who do not wish their child to start in the school year 2019/20 but to start in the Reception class in September 2020, should discuss this with the School at an early stage.

Decisions will be made on the circumstances of each case and the best interests of the child. Views of the parents or carers, academic achievement, social and emotional development and relevant medical views will be taken into consideration. The views of the School's head will also be taken into account. Reasons for the decision will be given.

Parents and carers may decide not to apply for a Reception place but apply for a place in Year 1 starting in September 2020. Please be aware that Year 1 may have no vacancies.

#### *Children of multiple births*

In the event that the School has one remaining place to offer and the next child eligible for that place is one of twins, triplets or other children of multiple births, the Governing Body will in the first instance consider admitting all the children if the School's resources can accommodate it. Should that not be possible, the Governing Body will ask the parents or carers to select the child who is offered the place or, if no choice is expressed, randomly select the child to be offered the place.

#### *Looked after and previously looked after children*

By a 'looked-after child' we mean a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is an order made under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002.

A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (section 8 of the Children Act 1989, as amended by section 14 of the Children and Families Act 2014).

A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian (section 14A of the Children Act 1989).

