



# The Merton Primary School

*To be the best we can be.*

This policy will operate for first time and mid-term admissions.

## Admissions Arrangements:

<b>Priority criteria for autumn admissions and mid-term applications.</b>	
If there are too many requests for The Merton Primary School, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see note i below):	
<b>1st</b>	Children who are in public care and those children who were previously looked after children. (See note ii).
<b>2nd</b>	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv).
<b>3rd</b>	Pupils who live in the catchment area. (See note iii).
<b>4th</b>	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note v).
<b>5th</b>	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note vi).

## Notes:

- i.** Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.
- ii.** Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms the child will be in public care when the child is admitted to a school.
- iii.** The child's place of residence is taken to be the parental home. In addition where a catchment area has more than one school:
  - No one school will be overfilled while another school with the same catchment has places; and,
  - If more applications than the number of places are received from within the catchment the oversubscription criteria will be applied for each school in accordance with the admissions policy

- iv.** The term “brother or sister” includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v.** If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
- Crown Servants (serving members of the armed forces).
  - Children subject to Child Protection Plans.
  - Hard to Place children – who fall under the Fair Access Protocol.
  - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
  - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).
- vi.** For Criterion 8 above, measurement of distance is in a straight line from the centre point of the home property to the school’s main designated front gate, using a computerised mapping system.

### **Normal FTA / Transfer Applications**

The Merton Primary School as required will participate in full with the LA’s FTA / Transfer Co-ordinating Scheme. This means parents must apply through the LA online system or using the LA’s common application form. The application forms must be completed and submitted or returned by the national closing date (First time admissions primary - 15 January).

### **Late Applications**

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent’s responsibility to supply.

### **Oversubscription Criteria**

If The Merton Primary School has more applications than places available, the local authority will draw up a ranked list based on the criteria listed above and inform The Merton Primary School accordingly.

## **Oversubscription (OSL 'Waiting') List**

Parents whose children have been refused a place at The Merton Primary School will automatically be added to The Merton Primary School's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

## **Appeals**

If your child has been refused a place at The Merton Primary School, you retain the statutory right to appeal. The Merton Primary School has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/appeal-against-a-school-decision>

The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

## **Applications during the School Year**

The Merton Primary School has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and throughout school holidays (online application link):

<http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place>

If The Merton Primary School has a space, the LA will offer the place, if there are more applications than places the local authority will rank the applications and inform The Merton Primary School and parents of outcomes.

The Merton Primary School cap their admission number at 60 per year group for all admissions. This means that for both the normal round as well as for all mid-terms the school will not exceed its admission number.

The Merton Primary School will only fill up to its admission number of 60 regardless of even moving in to The Merton Primary School's catchment area (whether during the normal round of admissions or not.)

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

### **Fair Access Protocol**

The Merton Primary School will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible.