## Latchmere School Proposed Admissions Arrangements 2024 / 2025

**1. General**

a) Latchmere School is an academy school in the Royal Borough of Kingston upon Thames.

b) This document reflects legal requirements and should be read together with the Kingston Primary Schools’ Admissions booklet.

c) The governing body has responsibility for admissions to Latchmere School and intends to admit 90 children to the reception classes in the school year that begins in September 2024.

d) Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with special educational needs. All needs are discussed on an individual basis.

e) Parents are reminded that if their child is offered a place this does not guarantee a place for future applications from siblings. The admissions criteria will be applied in every case.

**2. Co-ordinated Scheme for Admission Arrangements**

Applications are made on line where possible. Kingston residents should visit the Kingston Council website which is [www.kingston.gov.uk/info/200342/apply\_for\_a\_school\_place](http://www.kingston.gov.uk/info/200342/apply_for_a_school_place). Non-Kingston parents need to apply via their local authority.

It is a statutory requirement to make only one offer of a school place to each applicant for a primary place. Where an applicant qualifies for more than one school, he/she will be offered the school named as the higher preference on their application.

Please contact a member of the office staff at the school if you need any information or help in applying for admission.

**3. Date of Admission to the School for 2024 - 2025**

Children start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. Children born between 1st September 2019 and 31st August 2020 are eligible to start school in September 2024. Children reach statutory school age at the beginning of the term following their fifth birthday. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

**Request to delay entry to school in the same school year (known as deferred entry)**

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year, the latest being at the beginning of the summer term 2025.

**Admission outside of the child’s normal age group**

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of January 2024 and make a separate request to the local authority in writing. You may also provide supporting documentation should you wish to do so, and this should be submitted at the time of application.

Later transfers may be permitted as part of a review of Special Educational Needs [SEN] where all parties are in agreement that this will be in the best interests of the child’s educational development and will be beneficial for the pupil concerned and where the school feels that it has the resources and ability to meet any identified needs of the child.

**4. Procedures**

The closing date for applications in the normal admissions round is January 2024.

1. To apply for a place at the school parents must do so online or complete and return the Common Application Form [CAF] to their home local authority.
2. Late applications will be treated as published in the Kingston Primary Schools’ Admission booklet. All late applications will be considered after those received on time.
3. A child attending Latchmere Nursery is not guaranteed a place for the reception class and nursery parents must apply separately and in the same way as all other applicants.
4. Applicants will be notified in April 2024 in line with the local authority timetable as to whether the Governors are able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the over-subscription criteria set out in this document.
5. Kingston School Admissions Department will keep our waiting list in rank order as identified by the published oversubscription criteria. The waiting lists will remain in place until the end of the Autumn Term of the relevant year of entry. In January, the Admissions Officer will write to parents who will need to respond in writing as to whether or not they wish to remain on the waiting list. Placing a child’s name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place. Parents should note that when the admission criteria have been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant’s position.

**5. Oversubscription Criteria**

If there are more applications received than there are places, the following criteria will be used to decide which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in an Education and Health Care Plan):

1. places will be offered firstly to looked after children i.e. children who are looked after by a public authority and are in public care, and previously looked after children *[see footnote 1]* who were adopted, or subject to a child arrangements order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from a social worker);
2. places will be offered next to children who have a sibling *[see footnote 2]* living at the same address who is attending Latchmere School at the time of admission;
3. places will then be offered in cases of exceptional family, social or medical need *[see footnote 3]* which makes Latchmere School the most suitable one for the child;
4. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. the remaining places will be offered to children whose home *[see footnote 4]* is nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (iv), is used as a ‘tie-breaker’. For applicants who live the same distance from the school, random selection by the drawing of lots will be used as a final tie breaker.

*Footnote 1: Definition of ‘looked after children’ and ‘previously looked after children’*

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

* children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
* children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children’s Act 2002), or became subject to a child arrangements order or special guardianship order.

*Footnote 2: Definition of ‘sibling’*

Children who have a brother or sister, including a step, adopted, half-brother or sister or foster-brother or sister, living at the same address, a child who, is living as part of a family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted.

*Footnote 3: Definition of ‘exceptional family, social or medical need’*

To demonstrate an exceptional social, medical or pastoral need of the child which can most appropriately be met by Latchmere School, the governing body would normally require written evidence from an appropriate professional, such as a social worker.

*Footnote 4: Definition of ‘home’*

Home will be the child’s ordinary place of residence and will be deemed to be a residential property at which the child resides.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

**6. False Information**

a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.

c) Where a place or an offer has been withdrawn, the application will be re-considered by the governing body and a right of independent appeal offered if the place is refused.

**7. Applications outside of the normal admissions round i.e. In-Year Admissions**

Applications outside of the normal admissions round must be made to Kingston School Admissions and will be dealt with in accordance with the In-Year scheme. If all places have been filled, then parents will be offered the opportunity to place their child on the waiting list in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents who wish to make an in-year application, should contact Kingston Schools’ Admissions office on 020 8547 4610, email kingston.admissions@achievingforchildren.org.uk or visit their website:-

<https://www.kingston.gov.uk/downloads/download/73/form_apply_for_an_in-year_primary_school_place>

**8. Fair Access Protocol**

Latchmere School along, with all other primary schools, has agreed a fair access protocol with the Local Authority to admit children who are currently without a school place and may have difficulty finding a suitable school place. The aims of this protocol are to ensure that:

* a school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol;
* no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems;
* the child is admitted to the most suitable school, even if there is no place available and the school has to go over the published admission number.

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of representative headteachers and senior council staff.

The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil’s successful integration into school.

**9. Pupils with an Education and Health Care Plan (EHCP)**

The admission of pupils with an Education and Health Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil’s home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Further help or advice on this can be obtained from the home local authority.

**10. Appeals against the Governing Body’s decision to refuse admission**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address.

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged. For September entry appeals, no appeals can be heard until after the specified closing date. We will aim to hear September entry appeals within 40 school days of the closing date.

Appeals should be made to the school admissions officer at admissions@latchmereschool.org.