



# Edison Primary School

Igniting young minds today,  
for a brighter tomorrow

## Admission arrangements 2017/18

Edison Primary is a 3 form entry school for pupils aged between 4 and 11 years. Edison will specialise in science and incorporate environmental awareness and practical learning across our provision.

Edison Primary School is an Academy and the Governing Body is the admissions authority.

1. The published admission numbers (PAN) for **September 2017** are:

Reception = 90 places

Edison Primary School will accordingly admit this number of pupils if there are sufficient applications. If the school is oversubscribed, places will be allocated in accordance with the oversubscription criteria.

Edison Primary will be participating in coordinated admission arrangements administered by Hounslow Borough Council. Parents/carers must apply on the Common Application Form of the local authority where they live.

The closing date for Reception class applications is 15 January 2017.

If the school has received fewer applications than there are places available, all late applicants will be offered places. If there are more applications received than there are places available, late applicants will be considered against the published oversubscription criteria.

## Over-subscription criteria

When Edison Primary school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### **1. First priority: looked after and previously looked after children**

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

### **2. Second priority: exceptional Social/Medical Need**

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a medical consultant or a social worker.

This evidence must confirm the circumstances of the case and must set out why the child should attend Edison Primary School and why no other school could meet the child's needs.

### **3. Third priority: brothers and sisters (siblings)**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit, at the same address.

### **4. Fourth Priority: Children of staff employed by the school**

This applies to children of staff where the member of staff has been recruited to fulfill a skills shortage.

### **5. Fifth priority: Proximity to school**

Once the first four priorities have been met the trust will then allocate 50 % of the remaining places according to proximity to the school gate.

### **6. Sixth Priority: Any other children**

Where there are more applications that meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently operated.

## **7. Tie-break**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion.

If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

## **8. Admission of twins, triplets, other multiple births or siblings born in the same academic year**

In the case of multiple births, unless there are exceptional circumstances, where the children are ranked equally under the oversubscription criteria we will admit each child.

### **Offer of places**

- a) Applicants will be informed of the outcome of their application on national offer day on 18<sup>th</sup> April 2017.
- b) Applicants to whom places are offered will be advised in their offer letter of any action that they need to take to accept the place offered.

### **Verification of Information**

- a) All applicants allocated a place will need to show proof of residence (example: a utility bill) and proof of age (birth certificate). The Governing Body also reserves the right to seek verification from the local authority in which the applicant is resident.
- b) An offer may be withdrawn if it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of misleading information, the application **will** be considered afresh. A right of appeal will be available if the offer is refused.

### **Appeal procedure**

- a) Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time.
- b) The determination of the appeal panel is binding on all parties.
- c) Full details of the procedure will be sent to parents with the decision letter.

### **Waiting List**

- a) In addition to the right to appeal, unsuccessful applicants will be placed on the Waiting List.

- b) The waiting list will be determined in accordance with the over-subscription criteria. In the event of any child being added to or removed from the list, it will be re-ordered and children may move up or down the list.
- c) The waiting list will be maintained until 31<sup>st</sup> December 2017 at which point you can request to remain on the list by writing directly to the school.

### **Deferred entry**

Parents/carers of a reception age child may defer entry to the school place offered or request that the place be taken up on a part time basis until the child reaches compulsory school age. However you will not be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. In this case the delayed entry process would apply.

### **Delayed entry for summer born children (1<sup>st</sup> April 31<sup>st</sup> August)**

Parents/carers of children born between the 1<sup>st</sup> of April and 31<sup>st</sup> August can choose to delay applying for a Reception place for entry the term after the child's fifth birthday. They must apply to the school Trust as per the admission of children outside their normal age group (below)

Please also refer to the latest government document (Summer born children starting school) on our website.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. For example parents of a child who is aged 6 may wish to apply to apply for admission into Reception.

When such a request is made, the governing body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher, parents and any supporting evidence provided by the parent.

The process for requesting such an admission is:

1. Make a request in writing to the Trust by 15 January 2017.
2. Your request will be acknowledged by Edison Primary within a week of the closing date of applications and considered by the governing body prior to national offer day. You will be informed of decision on national offer day.