



# Edison Primary School

Igniting young minds today,  
for a brighter tomorrow

## Admission arrangements 2018/19

DfE number: 313/2029

Edison Primary is a 3 form entry school for pupils aged between 4 and 11 years. Edison is a science specialist school that incorporates 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 2018** 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 xx January 2018.

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:

The guidance notes below provide further information that should be taken into consideration when making an application.

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

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

**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 70% of the remaining places in accordance to proximity to the school gate (using the Local Authority measuring system).

**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 through the use of an electronic system, of random allocation. This will be overseen by an independent person.

### **Offer of places**

- a) Applicants will be informed of the outcome of their application on national offer day on xx<sup>th</sup> April 2018.
- 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 2018 at which point you can request to remain on the list by writing directly to the school.

## **Guidance notes**

### **Home Address**

The Child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application.

Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hounslow. Where they are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

Possible future addresses will not be accepted as a basis for allocating school places. If you move after submitting your application, you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

If you own a property which has previously been used as your home address and you are living at and apply from a different address, we will assume that the second address is temporary. Therefore, we will use the address of the property which you own as the address for school admissions purposes.

Alternative addresses, including a relative's or childminder's, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, this will be considered to be a temporary address and will not be used for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or there the documentation is not satisfactory, the address of the parent who is in receipt of child benefit or the parent who has parental responsibility will be used. There are no exceptions to this rule.

You do not need to provide us with documentary evidence of your address. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- A recent utility bill, credit card statement or driving license
- A Child Benefit/Inland Revenue document (if entitlement applies)
- Pay slip/P45/P60
- Car/House Insurance certificate
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any supporting information not in English language must be accompanied by a certified translation

### **Applications from overseas - Children of UK service personnel (UK Armed Forces)**

Application from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admissions process.

### **Siblings**

In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission in September. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).

We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

### **Twins, Triplet and other children of multiple births**

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, (the Governors /Academy Trust) will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

### **Starting Reception - Deferred / Delayed or Part Time admission (Children below compulsory school age)**

- Parents/carers of a reception age child can either arrange for their child to attend part-time until they reach compulsory school age or
- defer the date their child is admitted to school until later on in the Reception year. The latest the child can start school will be at the beginning of the summer term 2019.

Applications must be submitted as normal and once a place has been allocated parents/carers need to discuss deferred entry or part time attendance with the Head Teacher.

- Children are educated in school with others of their age group. However, parents/carers may request that their child is admitted outside their normal age group. In addition parents/carers may choose not to send that child to school until the September following their fifth birthday.

Parents/carers must make it clear that they are applying for a place for their child outside the

normal age group. Any request needs to be put in writing to the School outlining the reasons with supporting documentation from a professional for consideration. The School will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances. The request must be made in the normal year of entry.

If it is agreed that the child can delay entry then the parent/carers would have to make an application for the following September and this would be considered long with all the applicants for admission in that year. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year.

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

Applicants may choose to seek places outside of their child's chronological year group. Any request needs to be put in writing to the School outlining the reasons with supporting documentation from a professional for consideration. The School will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

The process for requesting such an admission is:

1. Make a request in writing to the Trust by 15 January 2018.
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.

### **In-Year Applications**

All applications for admissions to years 1 to 6 and 8 to 11 (as applicable) will be treated as in-year admissions during 2018/19. An application must be made to the Local Authority on their in-year application form or to the School on the school application form (as applicable).

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

See above for Admission of children outside their normal age group.

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

A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

- (i) Were adopted under Section 46 of the Adoption and Children Act 2002
- (ii) Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;

- (iii) Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)

Please note that adopted children must be looked after by an English or Welsh Local Authority.

The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

### **Exceptional Social/Medical Need**

Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

### **SEN**

Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

### **Distance**

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "**shortest designated route**"

It starts from a point of measurement in the "**foot print**" or "**seed point**" of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the “foot print “or “seed point “the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child’s address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

**The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The “shortest designated route” is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.**