



# Edison Primary School

Igniting young minds today, for a brighter tomorrow

## Admission Arrangements 2024/25

DfE Number: 313/2029

Edison Primary is a two 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.

**The published admission numbers (PAN) for September 2024 are: Reception = 60 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 2024**.

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.

## Oversubscription 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: 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 fulfil 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 using the distance definition (please refer to page 8 where guidance on the distance definition is provided).
- 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 **16 April 2024**.
- 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

Please refer to the Guidance notes on page 4

## 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) A waiting list will be held for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.
- b) The waiting list will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.
- c) The waiting list will be in operation until the **31 August 2024**. Hounslow will contact parents/carers in August 2024 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2024.

## Guidance Notes

### Your Child's Home Address

The address used in an application must be that where an adult (or adults) with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses 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.

It is for the London Borough of Hounslow to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- Using the address of a relative, friend, childminder or business
- Using the address of a parent with whom the child spends the minority of the week  
*\*see shared or joint residence*
- Purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- Owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- Use of a local address whilst the child lives overseas  
*\*see applications from abroad*

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- The preference schools and if they are oversubscribed
- If the address being used gains an advantage in the admissions process
- The distance of the properties to the preference schools
- The length of time the arrangement has been in place
- Current education providers and services working with the family
- Any state benefits in payment.

If an address of convenience is found to have been used, the London Borough of Hounslow will determine the address to be used based on the evidence found in their investigations. Where this address's preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

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:
- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter eg. Child Benefit (pages 1 and 2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than one of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register entry
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show the full name and match the details provided at the time of application. Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

## **Shared or Joint Residency**

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental 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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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 no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or, if Child Benefit is not being received, the address at which the child is registered with a doctor (GP). You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

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. It is for the London Borough of Hounslow to determine the address to be used for the allocation of a school place.

## Applications from Abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code.

*\*see Members of UK Armed Forces and Crown Servants*

We will accept applications with an overseas address once we are satisfied there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September). Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease/notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

## **Members of the UK Armed Force and Crown Servants**

Applications will 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 the 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 admission 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, Triplets 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.

## **Admission of Children outside their Normal Age Group**

### **Summer born – delayed admission**

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to Reception rather than Year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type 'Out of Cohort'. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

Children can access their Reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, day nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- The parents' views
- Recent information about the child's academic, social and emotional development
- Recent medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with the child eg. Nursery education provider, educational psychologists, to consider whether any of the following apply:

- Whether the child shows significant delay in intellectual development/education skills across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable, whether the child's maturity places them in a position of being developmentally different from their peer group
- Whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made or the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group, or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

Delayed admission parents may also request to defer their child's start for a term or two (until they are of compulsory school age). Applications must be made online as usual by the closing



date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The following table shows you the options available.

<p>Children with their fifth birthday between 1 September and 31 December (Autumn born)</p>	<p>Compulsory school age from the following January:</p> <p>A school place will be available from the September but can be deferred until <b>January</b>.</p> <p>The school place will be held once parents have agreed this with the school.</p>
<p>Children with their fifth birthday between 1 January and 31 March (Spring born)</p>	<p>Compulsory school age from the following April:</p> <p>A school place will be available from the September before this but can be deferred until <b>January or April</b>.</p> <p>The school place will be held once parents have agreed this with the school.</p>
<p>Children with their fifth birthday between 1 April and 31 August (Summer born)</p>	<p>Compulsory school age from the following September (which is then <b>Year 1 not Reception</b>):</p> <p>A school place will be available from the September before this but can be deferred until <b>January or April</b>.</p> <p>The school place will be held once parents have agreed this with the school.</p>

## In-Year Applications

All applications for admissions to Years 1 to 6 will be managed by London Borough of Hounslow on behalf of the Governing Body/Academy. All in year applications for a school place must be made to the Local Authority on their online in-year application form. The Local Authority will allocate places in accordance with the school's published admission criteria. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria and placed on the waiting list to be maintained by the Local Authority. When a space arises in-year, the Local Authority will contact the applicant at the top of the waiting list and allocate the school place. The Local Authority will inform the school of the allocation who will also contact the applicant.

## **In-Year Waiting List**

In-year waiting lists will be held by the Local Authority until the end of the academic year. A new application must be made for the next academic year. Waiting lists are held according to the school's published admission criteria.

## **Looked After or Previously Looked After Children**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child 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 functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

All Hounslow schools have experience of dealing with children with different social and medical needs. 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.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

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.

## **Special Educational Needs (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 Definition

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to 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 or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a 'seed point', which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd ([www.servelec.co.uk](http://www.servelec.co.uk)).

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

### **Tie Breaker**

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 LA's database will randomly order these.