Admission Arrangements for 2023 Entry

St Peter's Primary School, Croydon

Introductory Statement

The Admissions Authority for St Peter's Primary School is Folio Education Trust. The admissions function has been delegated by Folio Education Trust to the Local Governing Board of St Peter's Primary School.

St Peter's Primary School is a warm and welcoming two form entry primary school for girls and boys entering the reception year. The school's friendly and inclusive atmosphere has been awarded the Values Based Education Quality Mark. At St Peter's, staff want to ensure personal and academic excellence for everyone as they recognise that high attainment in core skills is essential for success in secondary school and beyond. The skills to self-manage; to be able to communicate clearly with others; to know who you are and to have ambition are also promoted in all children.

St Peter's staff engage every pupil to become self-motivated and life-long learners through an exciting and memorable curriculum. They want every experience to be one that pupils will learn from and which will make a difference to both their personal and academic achievements.

Admission Number

The school has a Pupil Admission Number (PAN) of 60 pupils for entry into reception in September 2023.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants are received than the published admission number(s) for the relevant year group, the Academy Trust will offer places at the school to all those who have applied.

Application Process

The school will form part of the coordinated admissions process and so those interested will have to complete a Common Application Form (CAF) which will ask for choices of schools in preference order.

The closing date for completion of the CAF is 15 January 2023.

Offers will be made on 17 April 2023.

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children

   Looked after children (LAC) and all previously looked after children (PLAC). PLAC are those who immediately after being looked after became subject to adoption, a child arrangements order or special guardianship order, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

   See Notes for further explanation.

2. Siblings

   Priority will be given to children with a brother or sister who will be in attendance at the school at the time of the enrolment of the new pupil.

   See Notes for definition of Sibling.

3. Medical

   Priority consideration for admission on medical grounds will be given to pupils who have serious medical reasons for needing to attend St Peter's Primary School. For Primary age pupils, a serious medical condition of a parent which would prevent them taking their child to school will also be relevant.

   See Notes for further explanation.

4. Children of Permanent Staff

   Children of permanent staff of St Peter's Primary School who have been recruited to fill a vacant post where there is a demonstrable skill shortage as determined by Folio Education Trust or those who have worked at the School for 2 consecutive years or more.

   If you are a member of staff working at this School and you wish to make an application to this School for your child, please ensure your Admissions Officer (or equivalent member of staff) is contacted and informed of your wish to use this oversubscription criteria. Please be aware of any conditions that may apply.

5. Distance

   Other children living closest to the school will be given priority for admission. The distance will be measured in a straight line from the child's home address to the designated entrance of the school using a computerised measuring system (GIS) and geographical reference points

as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

In the event of a tie based on distance from the school, random allocation undertaken by an independent person will be used to decide who will be admitted.

Tie-break

If a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission.

In the event of a tie based on distance from the school, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

See Notes for definition of Home Address.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family tied for the final place. We will admit them all and exceed our PAN.

Late Applications

Applications which are late for no good reason will not be considered in the initial application round but will be considered after all on-time applications have been processed. For further details please see the Local Authority guidance on their admission website.

Admission of children outside their normal age group

Parents / Carers may request that their child is admitted outside their normal age group. To do so parents / Carers should include a request with their application, specifying why admission out of normal year group is being requested. Parents / Carers are asked to submit information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents requesting admission to a year group below the normal year of entry should submit an application for the child's actual year group before the closing date. The request for admission to an age group below a child's actual age group should accompany the application for a reception class place. This enables the application to be processed and a school place secured in the child's normal age group if the request is refused. More information and the form to request admission outside of normal age group can be found here.

When such a request is made, the Local Governing Board, 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 and any supporting evidence provided by the parent. This includes taking account of the following:

- Parents' / carers views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher of St Peter's Primary School

Waiting lists

Where the school receives more applications than there are places available, a waiting list will operate which will be maintained by the local authority. Unsuccessful applicants will automatically be placed on the waiting list which will be held for the first term of the reception year. Thereafter applicants are required to complete the local authority's in-year Common Application Form (iCAF) if they wish to remain on the waiting list. In-year waiting lists are maintained for one academic year and applicants are required to re-apply for each academic year.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be ranked again in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

The right to appeal is 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 the response must set out the reasons on which the appeal is made.

For information on how to appeal please see the St Peter's Primary School website.

In-year Admissions

Applications for a primary school place outside the normal admissions round are treated as 'in-year' admissions. If you wish to apply for an in-year admission you will need to complete an in-year Common Application Form (iCAF) from Croydon Council. If a vacancy arises at the school an offer can be made to the next child on the waiting list, which is ordered strictly in accordance with our published admissions criteria. The iCAF can be found at:
https://www.croydon.gov.uk/schools-and-education/schools/school-admissions/admissions-infant-junior-and-primary-schools/step-by-step/primary-school-year-admissions-step-step

Notes:

Home address:

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who registers the child with a GP. All distances will be measured in a straight line on a map.

Any offer of a place under this criterion is conditional on the child being resident at the address provided. The address to be used for the initial allocation of places to reception year will be the child's address at the closing date for application. Changes of address up to the date specified by the Local Authority under the co-ordinated admissions scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. Please consult with the Local Authority arrangements online to clarify. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority and St Peter's Primary School of any change of address.

Looked after children (LAC)

An LAC 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).

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.

Sibling:

Sibling means brother or sister, a half brother or sister, fostered brother or sister, a legally adopted brother or sister or half-brother or half-sister, a step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday, and who will be in attendance at the school at the time of the enrolment of the new pupil.

Medical:
All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this. In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school.

If you feel there are exceptional reasons for your child to be considered for a priority placement at St Peter's Primary School, you must indicate this in the section provided in your application, and complete the medical form which can be found on the school's website https://www.st-petersprimary.co.uk/about-us/admissions. All medical applications must be supported in writing by a doctor, GP or hospital consultant, and this must make it clear why it is necessary for your

child to attend St Peter's Primary School, and the difficulties it will cause for your child to attend another school.

The medical reasons must be declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not normally be considered if submitted after a decision on the original application has already been made. The Local Advisory Board will make decisions on priority of admission on medical grounds after taking into account all the information provided.

Applicants who request priority of admission on medical grounds to St Peter's Primary School will not be advised of the outcome until after national offer day on 17 April 2023.

Fair Access Protocol:

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admissions Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.