
High View Primary School



Opportunities to Thrive

Proposed Admissions Arrangements 2024/2025



High View Primary School Admission Arrangements

1. General Arrangements

1.1 Entry to Nursery

High View Primary School has nursery provision on the same site. However, attendance in the nursery does not give priority for a place in the Reception class of the school, and a separate application must be made. See Free Entitlement Funding (FEF) Policy and Nursery Admissions.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

1.2 Entry to Reception

High View Primary school will offer full time education to children from the September before their fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where the child is attending the school nursery a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery.

1.3 Admission of Children Outside Their Normal Age Group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The school will decide whether or not the individual child's circumstances make this appropriate, taking into account of the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The teachers will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting delayed entry to Reception should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Decisions on these cases will consider if it is in the child's best interests to join Reception or Year 1 at statutory school age. Parents will be informed of the outcome of their request prior to offer day.

2 Applications

2.1 Nursery

Applications for nursery places in High View Primary School should be made on the application form available from the school.

2.2 Reception

Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary School. Applications should be made through the child's home Local Authority.

2.3 In-Year / Mid-Term

Applications outside the normal point of entry to Reception should be made to the London Borough of Sutton.

3 Admission Number

High View Primary School will admit 60 children to Reception in the admission year.

4 Admissions and Oversubscription Criteria

4.1 Nursery

When the school nursery is over-subscribed, applications for admission in 2024/2025 will be ranked against the following factors:

- i) Children who have reached the age of 3 years before 1 September 2024
- ii) Children who have reached the age of 3 years before 1 January 2025
- iii) Children who have reached the age of 3 years before 1 April 2025

Please note only category (i) places will be filled at the initial allocation stage. The school will fill any vacancies for category (ii) or (iii) applicants at a later date.

Within each of these bands, applications will be prioritised as below:

- a) Looked after children or previously looked after children (see notes at 4.4.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.4.2).
- c) Where a sibling is already in the main school at the time of admission (see notes at 4.4.3)
- d) Straight line distance between the child's home address and the main school (see notes at 4.4.4)

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be drawn by lots.

4.2 Reception

Where the school is over-subscribed for any year group, applications for entry in 2024/2025 will be ranked against the following factors:

- i) Looked after children or previously looked after children (see notes at 4.4.1)
- ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.4.2).
- iii) Where a sibling is already in the main school at the time of admission (see notes at 4.4.3)
- iv) Straight line distance between the child's home address and the main school (see notes at 4.4.4)

Please note children with an Education Health & Care Plan naming the school will be admitted before all other applicants. The admission number in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (i)-(iv) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (v), and home to school distance is equal, rank order will be drawn by lots. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

4.4 Notes

4.4.1 Looked After Children or Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those 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 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).

4.4.2 Professionally Supported Medical Reasons or Exceptional Social Reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the Admissions Committee will consider if the evidence provided demonstrates that the child must attend this school and cannot reasonably attend an alternative school. Supporting evidence should set out particular reasons why the School is the most suitable and the difficulties that would be caused if the child had to attend another school.

Please note it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Applicants will not be individually advised if their application has been prioritised under this criterion.

4.4.3 Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, 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.

Siblings in Year 6 at the time of an application to start Reception in September 2024 will not qualify as a sibling.

4.4.4 Straight Line Distance

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any

distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence.

The home address is where a child normally lives. 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. 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, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. 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. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the application 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. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions 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 school and Local Authority of any change of address.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

If parents/carers wish to discuss their circumstances prior to making their application, they should contact their home Local Authority.

Please note: Address verification and checks are conducted by the Home Local Authority according to their address policy. We reserve the right to conduct additional checks.

5 Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for entry to Reception in September 2024 will be maintained strictly in accordance with the admissions criteria for the school until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to the school by 31 December 2024, stating their wish and providing their child's name, date of birth and the name of their current school.

Applications for Reception from 1 September 2024 and for other year groups will be considered through the mid-term admission process. For mid-term applications, children with an Education, Health & Care Plan, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children (see notes at 4.4.1) will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.

Mid-term waiting lists will be reviewed at the end of each academic year; Parents wishing to remain on the waiting list after this time must write to the school by the end of July, stating their wish and providing their child's name, date of birth and the name of their current school.

Children applying for nursery who are not offered a place will be automatically added to the school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the next academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

6 Appeals

Applicants who are not offered a place will be given a right of appeal for all schools of a higher preference than the school offered. Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the School Standards and Framework Act, 1998. Parents should bear in mind that this Act limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit Infant class sizes.

The determination of the appeal panel will be made in accordance with the Schools Admissions Arrangements and will be binding on all parties. The School will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process. Outcome letters will give details of how to lodge an appeal.

There is no right of appeal against a decision not to offer a nursery place.

Review Date: Feb 2024

