

# STANLEY PARK JUNIOR SCHOOL



## Determined Admission Policy 2024-25

### **Vision Statement**

"We believe that every child and adult matters. At Stanley Park Junior School, we work together as staff, parents, carers and governors, in a fun, safe and inclusive environment. We strive to create a rich, varied and challenging curriculum that provides inspirational learning opportunities for all children as they aspire to become successful learners, confident individuals and responsible citizens with a sense of pride in themselves and their school"

**Policy agreed by Governing Body:**  
**Next review date:**

December 2022  
December 2023

Stanley Park Junior School is a foundation school within the London Borough of Sutton. In foundation schools the admission authority is the governing body. It is the governors who make all decisions about admissions. However, under the Pan London Agreement all admissions are now coordinated by the local authority. This school works with the local authority to ensure that parents have full information about the admissions process.

Pupils will be admitted to the Junior School, without reference to gender, ethnicity, disability aptitude or ability.

In September 2022 86 children from Stanley Park Infants' School were admitted into Year 3. A further 8 children from other schools were also admitted in September.

The published admission number (PAN) for September 2024 is 90

Where applications exceed the number of available places the oversubscription criteria will apply in the following order:

### **Admissions Criteria**

#### **Special Educational Needs**

Governors will admit children with Educational Health Care Plans in agreement with parents and the local authority, before other applicants are considered. Applications for children with Statements are dealt with by a completely separate process under the Special Educational Needs Code of Practice and parents should contact Sutton Special Educational Needs Department for information.

#### **Oversubscription Criteria**

1. Looked after or previously looked after children as defined by S. 22 Children Act 1989. (Please see notes 2&3)
2. Children attending Stanley Park Infants' School at the date of their application.
3. Children with a sibling currently attending Stanley Park Junior (and who will still be on roll at SPJS in September 2024) or a sibling currently at Stanley Park Infant School at time of application (Please see Note 1)
4. Children of Staff (Either A or B):-
  - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made (and will continue to be a member of staff in September 2024, and/or
  - (b) Where a shorter period is agreed by the Governors admissions committee. (e.g. staff recruited to a post where there are demonstrable recruitment and retention difficulties)
5. Any other applicant. (Please see Notes 4 and 5)

#### **Exceptional Circumstances**

Governors will give highest priority within a category to applications where there are compelling medical or social reasons why the child should attend this particular school. Professional written evidence must be submitted to the school with the school's supplementary information form by the closing date

## Tie Break

Where any category is oversubscribed, places will be offered on the basis of proximity to the school, measured in a straight line from the family home to the school's main entrance, using the GIS distance measure which will be applied by the London Borough of Sutton Admissions Team. In the rare occurrence that two families are equidistant, there will be a random selection i.e. a drawing of lots. This will take place in the presence of an independent witness.

## Procedures

### Year 3 Admissions - Common Application Form

Stanley Park Junior School is part of the Pan London Coordinated Admissions Scheme for primary admissions. If you live in the London Borough of Sutton, you will need to make your application online. Full details of the application process can be found on the London Borough of Sutton website at [www.sutton.gov.uk/schooladmissions](http://www.sutton.gov.uk/schooladmissions). **All** parents / carers **must apply via their** home local authority by **15 January 2024** This application process will be open from **September 2023**. If you wish to apply for a place at this school, you **must** list it as one of your preferences on the application form.

The Local Authority is the central application point and is responsible for checking the accuracy of the information provided. As a foundation school, Governors of the school will use the criteria identified above to rank all candidates in order of priority. Successful applicants will be offered a placement by the school.

### All Year Groups - In Year Applications

Applications for admission to Year 3 made after 1 September 2023 and applications to all other year groups are made in the same way as in the normal admissions round but are counted as 'In Year Admissions' In year applicants should contact the school and Sutton Admissions by visiting [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) to enquire about potential vacancies and the application process.

You **must** submit a **Common Application Form** to the local authority listing Stanley Park Junior School as one of your preferences. If you do not do this your application will not be valid.

You should also fill in the **School's Supplementary Information Form** and return it to the school:

- If you are applying under the exceptional circumstances criterion.
- If you are applying for your child to be admitted outside their year group.

If you do not fill in the appropriate forms as stated above, your application may be given lower priority. Governors will approve applications in line with this policy. Those who are not successful in obtaining a place will automatically go on the waiting list and will be informed of their right of appeal.

### Applications for children outside of the 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 staff 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.

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; 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. Views of the school and previous school will also be taken into account.

You should also fill in the **School's Supplementary Information Form** and return it to the school Office by **15<sup>th</sup> January 2024** if you are applying for children to be outside of their normal age group. You must include all your evidence to support your application.

### **Waiting List**

Children who are unsuccessful in gaining a place will be placed on a waiting list maintained by the school. When a place becomes available, governors will rank those on the list and a place will be offered to the person at the top of the list. No consideration is given to the length of time the child has been on the list. Waiting lists will be rolled over at the end of each term unless parents inform us that they no longer want to appear on the waiting list.

### **Appeals**

All applicants who are unsuccessful in obtaining a place will be informed of their right of appeal to an independent panel and given information on how to appeal. (See website for further details).

### **Definitions**

**Note 1:** **Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, adopted brother or sister, foster 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.

**Note 2:** 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 order<sup>91</sup> 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).

**Note 3: A previously looked after child** is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

**Note 4: Home Address** 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.

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.

**Note 5: Twins/Multiple Births**

If you are applying (at the same time) for places for twins or children from a multiple birth and there is only one place available at the school, legislation allows us to admit them all, i.e. all siblings from a multiple birth.