



**Thomas's**  
ACADEMY

**ADMISSIONS POLICY**

## INTRODUCTION

This policy outlines the procedures implemented by the school for admissions to Thomas's Academy Nursery, and the processes implemented by the Local Authority for admission to Reception Class and for any other admissions to other year groups at the school.

Applications for admission to the Nursery can be made directly to the school any time after a child's second birthday. Children are admitted to the Nursery at the start of the term following their third birthday, subject to the criteria below.

Applications for admission to Reception should be made through the Pan-London Co-ordinated Admissions System. Please refer to the Starting School document from LBHF for more details.

Any mid-year applications for children in classes from Reception to Year Six should also be made via the [LBHF admissions team](#).

## NURSERY ADMISSIONS CRITERIA

If there are more applications than places for Nursery, preference will be given to children in the following order of priority:

1. Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the school confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.
2. The Governing Body, may on an individual basis give priority to applicants who can demonstrate that admission to Nursery is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.
3. To brothers and sisters of children already on roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

*If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in paragraph 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

4. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home postcode to the school postcode as

determined by Google Maps. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Distances will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

Applicants with a signed Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (ECH) which names one of the London Borough of Hammersmith and Fulham schools will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

**Method of Application for places at Nursery** – Parents/carers must apply directly to the school office. Applications will only be considered once proof of address and the child's birth certificate are provided. Please note: due to the limited availability of spaces, an application for a place at the school does not guarantee admission. If there is a change of address during the period from offer to the child starting school, we must be informed in writing. The school office will also require a valid eligibility code from the gov.uk website before a child will be able to start (See below for more details).

### RECEPTION ADMISSIONS CRITERIA

If there are more applications than places for Reception, preference will be given to children in the following order of priority:

1. Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the London Borough of Hammersmith and Fulham confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.
2. The Governing Body, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.
3. To brothers and sisters of children already on roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.
4. For up to 15 places, a preference will be given to children who are already attending Thomas's Academy Nursery at the time of their Reception application. If there are more than 15 Nursery pupils applying, then priority will be given to applicants who live nearest the school on the basis described in paragraph 5 below. A maximum of 15 places will be allocated in this manner, after which all other applications from existing Nursery pupils will be prioritised in the same manner as any other application.

*If in any of the categories 1, 2, 3 or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in paragraph 5 below. If there are two or more applicants in categories 1, 2, 3 or 4 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

5. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home "address point" determined by Ordnance Survey Data to the centre of the school grounds as determined by Hammersmith and Fulham using its computerised measuring system.. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

Applicants with a signed Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) which names one of the London Borough of Hammersmith and Fulham schools will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

### **ADMISSIONS CRITERIA AT OTHER ENTRY POINTS**

For all other applications, preference will be given to children in the following order of priority:

1. Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the London Borough of Hammersmith and Fulham confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.
2. The Governing Body, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.
3. To brothers and sisters of children already on roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

*If in any of the categories 1, 2, or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in paragraph 5 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

4. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home "address point" determined by Ordnance Survey Data to the centre of the school grounds as determined by Hammersmith and Fulham using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.  
If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

Applicants with a signed Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) which names one of the London Borough of Hammersmith and Fulham schools will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

**Other admissions arrangements that apply**

**Twins, multiple births and children born in the academic year** will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

**Children attending nursery class at a school** – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. However, as detailed above, up to 15 preferential places will be allocated to children already attending Thomas's Academy Nursery at the time of application for admission to Reception.

**Split residence** – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.

**Date of admission/deferred entry** – Children will normally be admitted to the reception year for maintained primary schools in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**Requests to apply for Reception in the following year\***– Requests for admission outside of the child's chronological year of entry will be considered. Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to starting in the September following their fourth birthday. The governing body will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The Head Teacher will be informed of the request by the LBHF's admission team and their views taken into account. This right to request a later admission, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

**Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

**Waiting List** - Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.

**Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

**In-Year admissions** - Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form. If no waiting list is in operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements above.

**In-Year Fair Access** - The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have a statement or EHC plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

**Free Nursery Eligibility and Top-up Fees** - Each September, the academy enrolls new children who are 3 years old into our Nursery. If there are places available still in January then a further enrolment takes place.

We offer 30 hour full time-places from 8.50am until 3.00pm, Monday to Friday during term time. We also offer 15 hour part-time places in the morning from 8.50am to 11.50am.

All 3-4 year old children are entitled to 15 hour free nursery education, but a further 15 additional hours are free to parents who meet the criteria. For a child to access five full time days over the week, we ask that parents spend their full childcare allocation with us.

Further information about eligibility for childcare and a childcare calculator can be found at: <https://www.childcarechoices.gov.uk/>

Parents who are not eligible for the 30 hour code and require a full time place, will have to pay for the additional 15 hours. The charge is £120 per week, which will be billed termly and calculated on the number of days the nursery is open each term.

The school office will require a valid eligibility code, or a deposit of £100 upon acceptance of a full time place. Any deposits will be deducted from the last month's fee.

**School Dinners** - Full time children usually have a school meal which is currently £2.40 per day and must be paid at least weekly (£12) in advance.

**Breakfast and After-school Clubs** - The school also offers Breakfast Club from 8.00am each day for which there is a charge. After school facilities are also run by Aktiva Camps from 3:15pm-6:00pm every day. Further information about both can be obtained from the School Office.

This policy will be reviewed annually		
Created: Miles Chester		December 2019
Latest Review: January 2021	By:	Miles Chester & The Education Committee
Next Review: Autumn 2022	By:	The Policy Review Committee