

## **Watling Park School - Admissions Policy 2024/25**

### **PAN and Oversubscription Criteria**

The published admission number is 60 places into Reception. The school admits up to this number each year to the Reception year and, when full, the school will have 420 pupils on roll.

This Admissions Policy has been approved by the Bellevue Place Education Trust (BPET) Board, as the admissions authority for the school.

In accordance with the law, children with an Education Health and Care Plan (EHCP) will be admitted to the school where the Local Authority has specifically named Watling Park School as the most appropriate placement.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are places available to the school, and after the admission of children with an Education Health and Care Plan that names the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2021:

1. Children in care i.e. children in the care of the Local Authority as defined in the Children Act 1989. This category includes 'looked after children' and children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including 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.
2. Children with a sibling at the school at the time of admission.
3. Children of staff at the school.
4. Proximity to the school. This will be measured by the straight line distance from the pupil's home, to the main entrance point of the school site as determined by the London Borough of Barnet's Geographical Information System.

### **Notes**

1. A child 'looked after' is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A child arrangement order is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.
2. Priority to children of staff will be given in either or both of the following circumstances:
  - I. Where the member of staff has been employed at the school for two or more years at the time at which the child starts at the school; and/or
  - II. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-4 if there are more applicants than available places under each criterion. Proximity to the school will be measured in a straight-line measurement. Applicants will be prioritised by distance (starting with the nearest).  
For the purpose of calculating distances, distance is measured in a straight line between the address

point for the child's home, supplied by Ordnance Survey, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

4. Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.
5. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the Child Benefit. This address must be used for all preferences.
6. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for reception 2024/25 or the number of places in other year groups.

#### **Tie Breaker**

In the event that two or more children live at the same distance from the school, the tie breaker will be selected in random order using Barnet's computerised system, and places will be offered accordingly.

#### **Method of Applications for Reception**

The school will be participating in coordinated admission arrangements administered by the London Borough of Barnet. Parents/carers must apply on Common Application Form of the local authority where they live. For the London Borough of Barnet, this can be completed online via [the Council's website](#). The closing date for reception class applications will be 15th January 2024. Notification letters will be sent out on 16th April 2024 by the home local authority. 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.

#### **Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year 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 beginning of the final term of the Reception Year. A child may attend school part-time until he/she reaches compulsory school age. Parents should inform the school if they wish to exercise this option.

#### **Admission of children outside their normal age group**

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission

outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.18-2.20 of the Schools Admissions Code 2021.

The school's admission authority will consider requests on 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. The Headteacher's views will also be taken into account. Parents may, if they wish, provide supporting evidence from a professional (GP, Hospital consultant or social worker) to assist the admission authority in making its decision. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **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 will 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. Waiting lists will be held by the school for one school year after the year of entry, unless parents specifically request to have their child's name remain on the list.

### **Appeals**

If your child has been refused a place at Watling Park School, you may appeal the decision of the admissions authority, which is the Bellevue Place Education Trust. You can only lodge an appeal within 20 days once you have received a letter or email refusing a place at the school. If you are appealing for more than one child, or more than one school, a separate form must be completed for each.

The appeal form can be found on the [Watling Park School website](#); it should be filled and sent to:

Clerk to the Appeal Panel,  
Watling Park School  
Pavilion Way  
Burnt Oak  
HA8 9YA

Or submitted via email to: [office@watlingparkschool.org.uk](mailto:office@watlingparkschool.org.uk)

The school will publish an appeals timetable annually on its website showing the relevant deadlines.

### **In-Year Admissions**

For in-year admissions, parents/carers must apply to the school on the In-Year Common Application Form. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the child will be added to the waiting list and the appeals procedures described above will apply. For information on how to apply visit <https://www.barnet.gov.uk/schools-and-education/school-admissions/year-admissions/primary-year-application>