

## Fern Hill Primary School admissions Arrangements for entry from September 2025

Approved by the Board of Kingston Educational Trust on 11 December 2023

### Admissions Authority

Kingston Educational Trust is the admissions authority for Fern Hill Primary School.

### Number of places

Fern Hill Primary School has a published admission number (PAN) of 90 places in each year of entry.

**Please note that no priority is given to children applying for a Reception place who are already attending the Nursery.**

Where more applications are received than there are places available, places will be offered in the following order of priority:

1. **Looked After and Previously Looked After Children:** places will be offered firstly to looked after children\* i.e. children who are looked after by a public authority and are in public care and previously looked after children\*\* who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, 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. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (e.g. from a social worker);
2. **Siblings:** places will be offered next to siblings, children who have a brother or sister – including an adopted, foster half- or step-brother or sister living at the same address and attending Fern Hill in Reception to Year 6 at the time of admission;
3. **Exceptional Need:** places will then be offered in cases of exceptional family, social or medical need requiring attendance at Fern Hill rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers; (Please note: if your child has special educational needs or if your child may need additional support in school but does not have an education, health and care plan (EHCP) it is not possible to consider these needs under this criterion, as all schools are able to meet them.)
4. **Children of school staff:** places will then be offered to children of members of staff who have been employed at the school for two years or more at the time of application and will continue to be employed at the school at the point of admission

*or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This priority applies to both teaching and support staff;*

5. **Distance:** *the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the local authority's computerised Geographical Information System. See further details regarding measuring distance and the home address for admissions purposes below.*

If there are more applicants than places within each criterion, the tiebreaker will be applied as described below.

\* **'Looked after children'** means children who are (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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

\*\* **'Previously looked after children'** means children who were previously looked after but immediately after being in care became adopted from local authority care or subject to a child arrangement order under the terms of the Children Act 1989 or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians. This provision includes 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. 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.

### **Tiebreaker**

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with the sibling criterion.

## **Measuring home to school distance**

A standard method of measuring home to school distance in a straight line is adopted, using the local authority's computerised Geographical Information System and data supplied by Ordnance Survey (OS).

The starting point is a grid reference point, which is supplied by Ordnance Survey. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the nearest school gate.

## **Home address for admissions purposes**

Any offer of a place on the grounds of distance must be based on the child's permanent address. Proof of address will be sought and may be the subject of further investigation. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Where the child lives equally with both parents at different addresses the authority will consider all available evidence in order to confirm which address will be used to process the application.

## **Waiting lists**

Children's names are automatically put on the waiting list of any school which is a higher preference to the school offered. A parent/carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or on one that they did not originally name as a preference.

The names of late applicants will be added to waiting lists regardless of the date the application was received.

Applicants are prioritised according to the published oversubscription criteria and each added child will require the list to be ranked again.

Waiting lists will be kept open throughout the academic year until the end of the summer term. After this date, waiting lists will be disbanded and parents who would like their child's name to remain on any waiting list will need to request this in writing.

The local authority's Fair Access Panel may make placements over the admission number if the school is full, for children who are deemed to be 'hard to place'. Any children placed under the Fair Access Protocol will have priority over any children on the school's waiting list.

## **Admission outside of the child's normal age group (including summer born children)**

Parents seeking admission outside of their child's chronological year group should submit

a separate written request and may provide supporting documentation should they wish to do so.

Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account parents' views, information about their child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. Consideration will be given to whether they may naturally have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account.

For summer born children (that is children whose 4th birthday falls within April to August in the year of typical admission into Reception) a decision will be made as to whether a child should enter Reception or Year 1 in the September following their 5th birthday. A parent should make their application by 15th January 2025 for normal Reception entry, stating that they wish to enter Reception a year later than normal for their child's age. If it is agreed that they can be educated in a younger year group, the application will be withdrawn and parents will need to re-apply in the following year for entry into Reception in September 2026.