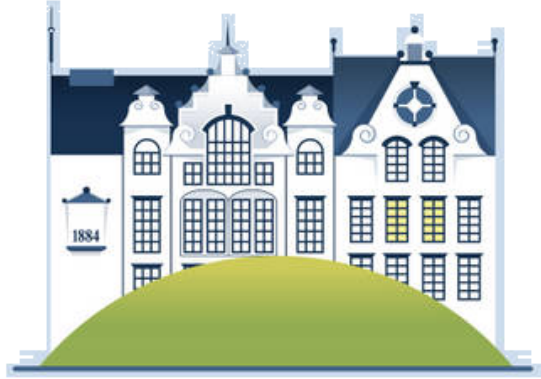


# Primrose Hill Primary School



## Admissions Policy and Procedures

2022-2023

Policy Owner	Harsha Patel
Approved Body	Full Governing Body
Effective date / Approved	
Review date	

## 1. INTRODUCTION

This policy details Primrose Hill Primary School's admissions procedures.

Starting a new school is a very special time for both you and your child. It is important that your child has the best possible start. We believe that all parents/ carers accompanied with their child should arrange a visit to the school.

The Starting School in Camden booklet, outlines all the different schools and provides all the necessary information for completing the application, is available to download at <https://www.camden.gov.uk/school-admissions-general>.

## 2. COMMUNITY SCHOOL ADMISSIONS CRITERIA

If we receive more applications than spaces available for the categories of places applied for in Nursery then we apply the following admissions criteria;

- a) Children for whom the school has been named on an Education Health Care Plan.
- b) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence order or special guardianship order.
- c) Children with a sibling at Primrose Hill Primary School who will still be on roll when they join. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- d) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

## 3. ADMISSIONS TO 2 YEAR OLD PROVISION - TADPOLES

Primrose Hill can offer part-time places for up to 24 children in Tadpoles. There are 24 part-time places at Primrose Hill Primary School and the child becomes eligible for a place the term after the child's 2<sup>nd</sup> birthday.

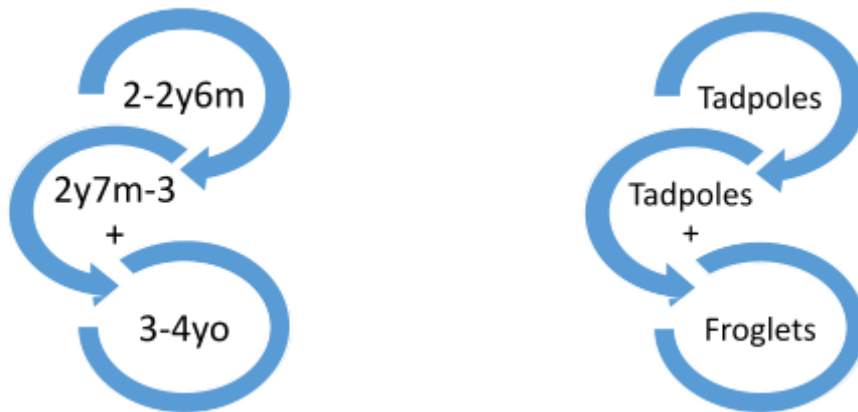
The relevant dates are as follows:

Child born between	Start date
1 <sup>st</sup> January to 31 <sup>st</sup> March	Summer term: Following 1 <sup>st</sup> April
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn term: Following 1 <sup>st</sup> September
1 <sup>st</sup> September to 31 <sup>st</sup> December	Spring Term: Following 1 <sup>st</sup> January

The 2 - 3 year old provision will be split into 2 groups:

- Tadpoles (mornings only), which will be for children aged 2 years - 2 years and 6 months.
- Tadpoles + (afternoons only), which will be for children aged 2 years 7 months - 3 years+

Then, once your child turns 3 before the September they turn 4, they will be eligible to apply for the Nursery (Froglets) which will be for 3-4 year old children.



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#### FREE EARLY EDUCATION FOR 2 YEAR OLDS- TADPOLES

We offer eligible 2 year olds free early education and childcare places, for up to 15 hours per week during term time (570 hours per year) until the child reaches 3/4 year old funding eligibility age. Your 2 year old can get free childcare if you live in England and get **one** of the following benefits:

- *Income support*
- *Income-based jobseeker's allowance (JSA)*
- *Income-related Employment and Support Allowance (ESA)*
- *Universal Credit*
- *Tax credits and you have an annual income of under £16,190 before tax*
- *the guaranteed element of State Pension Credit*
- *Support through Part 6 of the Immigration and Asylum Act*
- *The Working Tax Credit 4-Week Run On (the payment you get when you stop qualifying for Working Tax Credit)*

A child can also get free early education and childcare if any of the following apply:

- *They are looked after by a local council*
- *They have a current statement of [Special Educational Need \(SEN\)](#) or an Education, Health and Care Plan (EHC)*
- *You receive [Disability Living Allowance](#)*
- *The child has left care under a special guardianship order, child arrangements order or adoption order.*

You may have to pay for extra costs like meals, nappies or trips.

We follow the Camden admission criteria for places. We also prioritise 'eligible' pupils first, then the following criteria is applied:

- Children of an appropriate age to fill the vacancy to ensure the balance of places across the age range (terms of birth)

Generally, there are three points of entry for the Tadpoles if spaces are available - September, January and April depending on availability and spaces available.

You can inform the school office that you are interested in a place at the school if you believe your child qualifies for a place. You will also need to make a formal application to Camden Council to confirm you meet the criteria. This can be done 3 months before the child's second birthday. In the meantime, we will add you to our waiting list.

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#### HOW TO APPLY

Parents can tell the school directly that they are interested in the place and that they believe their child is entitled but they will need to make a formal application to the Local Authority in order to confirm that they meet the criteria. Please apply for this offer [here](#).

Once your application has been assessed, you will need to provide the school with a copy of your eligibility letter and your child's birth certificate or passport to secure a childcare placement. In the meantime, the school will put the child on our waiting list until eligibility confirmation has been received.

If you are not entitled to Free Education for 2 year olds you can pay for your child's place.

#### 4. ADMISSIONS TO 3/4 YEAR OLD NURSERY PROVISION – FROGLETS

There are 39 full time equivalent nursery places available at Primrose Primary School and all 3 to 4 year olds are entitled to the universal offer of 15 hours free early education per week. Children will be able to attend full time and we will offer either for 3 hours in the morning or for 3 hours in the afternoon. Your child may be entitled to an additional 15 hours' early education per week. The school currently accepts applications for children eligible for the Department for Education (DFE) and Camden Enhanced Offer (CEO) 30 hours free scheme. All parents and carers are required to complete eligibility forms prior to their child joining Nursery to ensure the appropriate funding has been claimed on behalf of the child. If you are not entitled to the 30 hours free scheme, you can pay for your child's additional hours to become full time.

Session Preferences	Days and Times
Full time	Mon- Fri 08:45 - 3:30 pm
Morning session	Mon- Fri 08:45 - 11:45 am
Afternoon session	Mon - Fri 12:30 - 3:30 pm

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#### HOW TO APPLY

Department for Education's (DFE) 30 hours free early education – Please apply for this offer [here](#)  
 Camden Enhanced Offer – Please apply for this offer [here](#)

Nursery places will be offered to children on either a part-time or full-time basis, depending on the child's entitlement. In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria (detailed in section 2).

If the year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above admissions criteria.

Nursery applications are available from the school office or on the school website at:

<https://www.primrosehill.camden.sch.uk/school-information/admissions/>

Attendance at Primrose Hill Primary School Nursery does not guarantee admission into Reception. Children who attend Nursery will still need to apply to Camden Admissions for a Reception place.

## 5. ADMISSION TO RECEPTION - LADYBIRDS **Reception**

Admissions into Reception at Primrose Hill Primary School are managed by Camden Education Authority. The closing date for Reception applications is during the January preceding the school year in which your child will start school aged 5 years old. Responsibility for Reception admissions is transferred from the Local Authority to the school in the autumn term. Please note the exact dates for the deadline and the transfer varies each year. Visit the local authority's admissions website for further information regarding Reception applications

(<https://www.camden.gov.uk/school-admissions-general>)

Does your child have an Education and Health Care Plan?

There is a different process if your child has an education, health and care plan. Camden residents, please the SEN team by emailing [sen.enquiries@camden.gov.uk](mailto:sen.enquiries@camden.gov.uk) or call 020 7974 6500.

## 6. IN YEAR ADMISSIONS **Year 1- Year 6**

There are 2 classes per year at Primrose Hill Primary School with each class having 30 children and 1 place allocated per class for the Autistic Resourced Provision. Admissions for Year 1 – Year 6 are handled internally by the school, abiding by Camden's admissions criteria.

In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria.

If each year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above criteria. In-year applications for Year 1 – Year 6 are accepted throughout the year. Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

We encourage all prospective parents and carers to visit the school. Open days take place regularly and the dates for these will be published on the school calendar. If you would like to attend an open day, please contact the main office on 0207 772 8500 or follow this link . In-year applications are available from the school office or on the school website at:

<https://www.primrosehill.camden.sch.uk/school-information/admissions/>

## Camden's Admissions Criteria

- a) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order. From the 1st September 2021, this now includes 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.
- b) Children with a sibling at Primrose Hill Primary School who will still be on roll when they join. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- c) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

### AUTISTIC RESOURCED PROVISION (THE GROVE)

Admissions into The Grove is strictly through Camden SEN/D department. Parents of children with ASD and an Education and Health Care Plan should liaise directly with the Camden SEN team if they are interested in applying to the Grove.

We offer a once fortnightly parent tour on specified dates which is for all parents on a first come first served basis (please call the office if you would like a tour and book). We also offer an SEN tour once every 2 months for those that are interested in the ARP or in SEN exclusively and who feel the standard tour is not sufficient. The SEN school tour is our main means of communication with a prospective parent of a child with an EHCP – we are unable to offer additional meetings as this can be time-consuming and reduce our capacity to support the children already within our setting. If there are specific unanswered questions on the tour, these can be emailed directly to the SENCo.

Notes:

1. In order to be given highest priority for admission, a child has to fall within the definition of 'looked-after' in section 22 (1) of the Children Act 1989. As this act applies to England and Wales, a child has to be looked-after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the Camden School Admissions Code gives equal highest priority to 'previously looked-after children'. Given the definition of a looked-after child, a child will have to have been looked- after by an English or Welsh local authority in order to be considered previously looked-after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became a subject to a child arrangement or special guardianship order. Proof of looked-after status will be requested from the relevant local authority.
2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
3. Criterion e) will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.
4. Children with an education, health and care plan that specifies the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.
5. The school and council reserve the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been provided.
6. Multiple births: If only one place is available at the school and the next child who qualifies for a place is one of multiple births the school will go over their published admission numbers to support the family. These children will be 'excepted pupils' under the class size legislation.
7. Where one child of multiple birth has an education, health and care plan that names a specific school, the other children will be treated as having a sibling link for that academic year.
8. In the minority of cases when applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.
9. The school may give priority to children with exceptional social or medical needs. If you state a preference because of medical or social needs you must explain how the school meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why the school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues then you will be expected to accept a place at your nearest community school. Each application under this criterion will be considered by the social medical advisory panel, which includes a consultant paediatrician, admissions officer, senior social worker, educational psychologist and school inclusion officer.