

**Admission Arrangements for 2024-25**

The admission authority for Churchfields Primary School, as an academy school, is the academy trust (Quality First Education Trust). However, all applications will be received and offers made individually by the Local Authority in common with other Bromley Primary Schools. Churchfields Primary School will comply with the timetable and procedures laid down in the Local Authority’s Co-ordinated Admissions’ Scheme.

The admission number for Churchfields Primary School for reception year in September 2024 is **60**.

This is inclusive of students with an Education Health Care plan (EHC) in accordance with the relevant statutory requirements.

**Age of Admission**

In line with legislation, all children are entitled to start in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year. Where entry is deferred, the admission authority will hold the place, not offer it to another child. Once a place has been offered, the parent will not be able to defer entry beyond the point at which the child reaches compulsory school age (the beginning of the term after the child's fifth birthday), nor beyond the beginning of the summer term of the school year for which the original application was accepted. Children born between 1 April and 31 August 2020 and offered a place for admission in the 2024-25 academic year will be expected to start school by the start of the 2025 summer term. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

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

Parents of summer born children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek a place outside the children’s normal age group. This is not an automatic right. Decisions will be made on the basis of the circumstances of each case, in the best interests of the child concerned, and taking into account the views of the headteacher.

**Summer born children:**

Churchfields Primary School willmake decisions 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; 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. Views of the headteacher **must** also take be into account.

**Twins, triplets and other multiple births:**

Where twins, triplets or children from other multiple births qualify for the last school place to be allocated at Churchfields Primary School will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as “excepted pupils‟.

All applications should be made using the Local Authority standard application process on line. The link to this can be found on the Bromley Local Authority website.

**a.** **Oversubscription Criteria:** After children with an Education Health Care Plan have been admitted, if there are more applications than places available, then any remaining places will be allocated according to the criteria shown below:

## Children Looked After and previously looked after children (see note 1).

* 1. **Medical and Social**. In exceptional circumstances, there is discretion to admit children on the grounds of their or their family’s acute medical or social need for that particular school who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child’s needs before an admission decision is made. The admission decision will be considered in consultation with sub groups of the Admissions Forum which includes teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.
  2. **Siblings** – children who will still have a brother or sister on the school roll at the beginning of their first term (See note 2.)
  3. **Children of staff at the school** (see note 3).

## Distance from the school, as measured in a straight line from the front door of the home to the front door of the school (see note 4 and 5).

**Notes:**

Note 1: 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).   
A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, or (2) a child who appears 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.   
An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976.

A residence order is defined by section 8 of the Children Act 1989.   
A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014.   
A special guardianship order is defined by section 14A of the Children Act 1989.

Note 2: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer’s partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Note 3: The member of staff must have been employed at the school for at two or more years at the time at which the application to the school is made; or be a member of staff who was recruited to fill a vacant post for which there was a demonstrable skill shortage.

Note 4: “Home" is where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Places may be withdrawn if the family moves out of the area covered by the school.

Note 5: Distance will be measured (in a straight line) from the front door of the child’s home address (including flats) to the main entrance of the school building, using the Local Authority’s computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school will receive the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same “easting and northing” measurements, places will be allocated by door number; the lower the number the higher the priority.

Random allocation will be used as a final tie-break to decide who has the highest priority for admission if the distance between two children’s homes and the school is the same. In these circumstances, lots will be drawn. This process will be independently verified.

1. **Offers:** Offers of places for Reception will be made by the Local Authority in April 2024 for the whole of the academic year. Children who are not offered a place immediately will remain on a waiting list. Children on the waiting list will be offered places, when they come available, in order according to the criteria above.

1. **Fair Access:** Churchfields Primary School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a “Hard to Place” pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.
2. **Waiting lists:** Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order, according to the criteria above. The school will maintain a clear, fair and objective waiting list until the 31 December 2024 for reception applicants at which point a further application must be made to the London Borough of Bromley (Local Authority). These applications and any further applications after that date should be directed to the (Local Authority) using their in year application form. The waiting list will be maintained in the order of the over subscription criteria. However, children directed via the Fair Access Protocol will take precedence over any child already on the waiting list and this includes admitting children over the published number. Pupils who are not offered a place will have the statutory right of appeal.
3. **In year applications:** All applications should be directed to the London Borough of Bromley using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Any child not offered a place will be placed on the waiting list. Parents have the statutory right of appeal.
4. **Appeal procedure:** Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the school’s decision not to offer a place. Although Churchfields Primary School is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.