CONSULTATION ON ADMISSION ARRANGEMENTS FOR WESTMINSTER COMMUNITY PRIMARY SCHOOLS FOR 2016/17 ENTRY

November 2014

In accordance with the Education (Determination of Admission Arrangements) (England) Regulations 2012 the admission authorities for schools located in Westminster City Council are required to consult where changes are proposed to admission arrangements.

A consultation period must run for a minimum of 8 weeks and take place between 1 November and 1 March of the year before those arrangements are to apply. This consultation starts on Monday 24th November 2014 and will end on Friday 23rd January 2015.

1. Westminster City Council (WCC) is the admission authority for 8 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

<table>
<thead>
<tr>
<th>School Name</th>
<th>PAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrow Hill (Y3 entry)</td>
<td>60</td>
</tr>
<tr>
<td>Edward Wilson</td>
<td>56</td>
</tr>
<tr>
<td>Essendine</td>
<td>60</td>
</tr>
<tr>
<td>George Eliot</td>
<td>60</td>
</tr>
<tr>
<td>Hallfield</td>
<td>90</td>
</tr>
<tr>
<td>Paddington Green</td>
<td>60</td>
</tr>
<tr>
<td>Robinsfield Infant</td>
<td>60</td>
</tr>
<tr>
<td>Queens Park</td>
<td>42</td>
</tr>
</tbody>
</table>

1.1 In accordance with the statutory requirements set out in the Admissions Code, the Council propose a change to the admission criteria for the above schools.

2. Also included in this document, and on behalf of the governing body of the respective schools (indicated below with PAN), the same proposal applies to:

<table>
<thead>
<tr>
<th>School Name</th>
<th>PAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Churchill Gardens</td>
<td>30</td>
</tr>
<tr>
<td>Gateway Academy</td>
<td>90</td>
</tr>
<tr>
<td>Wilberforce Academy</td>
<td>60</td>
</tr>
</tbody>
</table>

2.1 The above three schools are converted academies and are therefore their own admission authority but follow the similar admission arrangements and criteria as the Westminster community schools. The governing body of each school have agreed to follow the community schools admission arrangements and criteria and therefore are required to also consult on the proposed change. An additional change is included for Gateway and Churchill Gardens Academy and as such these are indicated separately on pages 8 and 10.
3. Proposed change to the admission criteria

It is proposed that Westminster Council remove the ‘Nearest Community School’ criterion and simplify to ‘Distance from home to school as measured as a straight-line (as the crow flies)’.

3.1 In February 1990, the criterion of ‘Nearest Community School’ was introduced. At that time there were 14 community schools in the borough. This criterion gave priority to children where a school was their nearest community school over children who lived closer but the school was not their closest.

3.2 Westminster Council no longer has any community schools in the south of the borough. A decline in demand for places means that the original issue of pupils in this area not securing places is no longer prevalent.

3.3 In the north of the borough key considerations are in relation to Gateway Academy and ensuring children on the Lisson Green Estate secure a place. This would be achieved by using the much simpler criterion ‘distance from home to school’.

4. Evidence to support the removal of ‘Nearest Community School’

4.1 Analysis was carried out on offers made for the Reception 2014 entry to determine the impact, if any, if the Nearest Community School Criteria was not a priority consideration in the allocation of places. The outcome would have been as follows:

- Robinsfield (pupil intake 60) – no change to pupils offered
- George Eliot (pupil intake 60) – no change to pupils offered
- Gateway (pupil intake 90) – There is an impact on three pupils offered. Three children were offered nearest community at distances of 1.1713km, 1.1738km and 1.7475km respectively. If the criterion had not been in place, offers would have been made to three children living at a distance of 0.821km, 0.822km and 0.878km.
- Removal of the this criterion would have had no impact for Churchill Gardens, Edward Wilson, Essendine, Paddington Green, Queens Park and Wilberforce of as all applicants that applied were offered a place.

5. Other consideration to support the proposal

5.1 Millbank converted to Academy Status and no longer retain the Nearest Community School Criterion.

5.2 King Solomon Academy, Ark Atwood and The Minerva Academy are new schools in WCC and do not have the Nearest Community School Criterion.
5.3 Other LAs that previously had Nearest Community School, namely, Lambeth, Lewisham and Hackney have all removed this criterion.

5.4 It is considered that the ‘Nearest Community School’ criterion is not easily understood and overcomplicates an admission criteria that evidence demonstrates no longer serves a purpose. It is much easier to explain and understand when a place is not offered when it is based on distance from home to school.

5.6 For the converted academies that have adopted the community school criteria, it is not always understood why the ‘Nearest Community School’ priority applies to an academy.
6. **Proposed Admission Criteria for the 2016/17 year of entry for all Westminster Community Schools and Wilberforce Academy**

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

If there are more applications to the school than there are places available, then places will be allocated 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 a child arrangement or special guardianship order immediately following having been looked after. The child’s social worker must submit a letter to WCC 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 Director of School’s Services, as advised by senior officers (or the Governing Body in the case of Wilberforce Academy), 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 the 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. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.

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 (4). 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 two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

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1 Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).
In category (3), in the case of the reception classes at Robinsfield Infant School, sibling priority would also extend to applicants with a sibling attending Barrow Hill Junior School and vice versa.

4) Children living nearest to the school calculated as a straight line.

In category (4), 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 nearest entrance for pupils, as determined by WCC 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 two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

7. Admissions arrangements that apply to all community schools, Churchill Gardens, Gateway and Wilberforce Academy

No changes are proposed to the admission arrangements other than those indicated.

7.1 Twins, triplets and multiple births – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded.

7.2 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. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.

7.3 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.

7.4 Date of admission/deferred entry - Children will normally be admitted to the reception year for community 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 1st September and 31st December, or until April for children born between 1st January and 31st August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

7.5 Requests to apply for Reception in the following year - Requests for admission outside of the child’s chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). 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 Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions, 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.

7.6 Year 3 Admission - In the case of Year 3 admission to Barrow Hill Junior School priority of admission is given to pupils transferring from Robinsfield Infant School. Junior transfer applications must be made to through the Home LA as part of Pan London coordination.

7.7 Method of Application - Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online www.westminster.gov.uk/admissions or on a paper can be requested from the Home LA’s Admissions Team.

7.8 Closing Date and Initial Notification Date - Under the WCC coordinated admission arrangements the closing date for reception class applications will be 15th January 2016. Notification letters will be sent out on 16th April 2016.

7.9 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.

7.10 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.

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

8. **Coordinated admission arrangements and timetable for applications to reception**

As required by law, WCC will be coordinating admissions for 2016/17 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full proposed scheme are available [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions) or by contacting the School Admissions Team on 020 7745 6432/36433/6434 or email: schooladmissions@westminster.gov.uk.
9. **Proposed changes to the Admission Criteria for the 2016/17 year of entry for Gateway Academy**

9.1 In addition to the removal of the ‘**Nearest Community School**’ criterion, the governing body wish to consult to remove the following category (2).

> “children with exceptional medical, social, or other needs that can only be met by providing a place at the particular Academy concerned, rather than any other school (to be decided in consultation with the Tri-borough Head of Admissions in each case),

9.2 The governors of Gateway Academy have considered that this category is not required as the intake of the school has historically accommodated children with a range of needs. It was felt that, as the Academy had no specialist provision in place that would require priority consideration, there was no need to be include as priority category and to have a criteria that is clear and easy to understand.

10. **Proposed Admission Criteria for Gateway Academy**

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority.

1) Children in Public Care \(^2\), also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child’s social worker must submit a letter to WCC 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) To brothers and sisters of children already on the roll of the school who will still be in the Academy 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. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission not nursery.

If in any of the categories (1) or (2) there are more applicants than there are places available, priority will be given to applicants who live nearest the Academy on the basis described in (3). 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

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\(^2\) Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).
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 two or more applicants live at exactly the same distance from the Academy, the offer of a place will be decided by random allocation.

3) Children living nearest to the Academy calculated as a straight line.

In category (3), nearness to the Academy 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 nearest entrance for pupils, as determined by WCC 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 two or more applicants live at exactly the same distance from the Academy, the offer of a place will be decided by random allocation.
11. Proposed changes to the Admission Criteria for the 2016/17 year of entry for Churchill Gardens Academy

9.1 In addition to the removal of the ‘Nearest Community School’ criterion, the governing body wish to consult to change the method of calculating distances from ‘straight-line’ to ‘Shortest Walking Route’.

9.2 The governors of Churchill Gardens have proposed the change be consistent with the Admission arrangements for Millbank Academy. Both schools form part of the Future Academy Trust.


Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority.

1) Children in Public Care ³, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child’s social worker must submit a letter to WCC 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 Churchill Gardens 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 the roll of the Academy who will still be on roll 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. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission not nursery.

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

4) Children living nearest to the Academy calculated as the shortest walking route.

In category (4), nearness to the Academy will be calculated using the shortest walking route measurement from the child’s home ‘address point’ determined by Ordnance Survey Data to the nearest entrance for pupils, as determined by WCC using its computerised measuring system. The child living closest to the Academy 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 two or more applicants live at exactly the same distance from the Academy, the offer of a place will be decided by random allocation.
How to return your comments on these proposals

Comments on the proposals must be submitted by Friday 23rd January 2015.

Comments on the proposals for the 8 community schools indicated on page 1, paragraph (1) will need to be returned to: wendy.anthony@rbkc.gov.uk. Alternatively you can post your comments to:

Wendy Anthony
Tri-Borough Head of Admissions
Green Zone, 2nd Floor
Kensington Town Hall
Hornton Street, W8 7NX

Comments for the each of the Academies will need to be returned as follows:

Churchill Gardens Academy: Sheila Creegan

Schools address: Ranelagh road, London, SW1V 3EU
email address: office@cgpacademy.org.uk

Gateway Academy: Clerk to the Chair of Governors, Mrs Cornelius

If you prefer you can email your comments to office@gateway-academy.co.uk
Following the consultation period all submitted comments will be considered at a governors meeting and the final arrangements will be published on the Academy’s website no later than 01/05/15.

Wilberforce Academy: Barbara Bahirathan

School address: Beethoven Street, W10 4LB
Email address: Bbahirathan.213@lgflmail.org