

JOHN KEATS ADMISSIONS

ARRANGEMENTS

2018-19



Introductory statement

John Keats is a 2 form entry Primary school in the Communitas Education Trust (The Trust), situated in the north of the Borough of Southwark. The educational provision at John Keats School will significantly improve our pupils' life chances. Pupils will receive outstanding teaching across a range of subjects in a broad and balanced curriculum and will leave the school having achieved well and been prepared for secondary school.

Admission number(s)

The school has an admission number of 60 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process¹

The Trust will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to Rita Flaherty at the following address rflaherty@jkacademy.org.uk

The closing date for applications is 15/01/2018. In the first year the school administers its own admission list. Therefore, applications can be made directly to the school after this date (15/01/2018).

Offers will be made on 20/04/2018. However, in the first year of opening, offers will continue to be made until the school is full.

If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from www.jkacademy.org.uk

Oversubscription criteria²

¹The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.³

2. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
3. Priority will next be given to children eligible to be registered] for free school meals and children who have been registered as eligible for free school meals at any point in the last six years]. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.
4. Children living nearest to the school as measured by a straight line from the child's home to the main school gate. Please refer to the note below on how distance is measured.

¹ This section will be necessary for free schools which are not in LA co-ordinated admissions for their opening year. It should not be used by any other school as they will be included in LA co-ordinated admissions.

² In this section, for their admission criteria, free schools must use the oversubscription criteria set out in the 'pick-list' of admission criteria within this document. Schools are encouraged to consider giving children eligible for the pupil and service premiums, or any element of the premiums, such as pupils registered as eligible for free school meals, a level of priority in oversubscription criteria.

Tie-break⁴

'If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.'

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

³ 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).

⁴ Note that the infant class size rules allow you to admit over PAN when children of multiple births are tied for the final place. You can also do so for secondary admissions. All primary schools should include this and we recommend secondary's do too.

Late applications

All applications received by The Trust after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following

consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants⁶

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.⁷

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by The Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

⁶ This option should be included in the arrangements of all schools that admit to reception.

⁷ All schools are required to set out, in their admission arrangements the process for requesting admission out of the normal age group. Advice on out of year admissions and on the admission of summer-born children are in paragraphs 2.16 to 2.17B of the School Admissions Code, paragraphs 68-76 of the [free schools common issues advice](#) and in the DfE [Advice on the Admission of Summer Born Children](#). Your process should make it clear how parents will apply, what factors you will consider and how you will convey your decision to the parents.

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- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact rflaherty@jkacademy.org.uk or on 020 7639 0594 by Friday May 4th 2018 for information on how to appeal. Information on the timetable for the appeals process is on our website at www.jdacademy.org.uk

Notes:

Home address⁸:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling⁹:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need¹⁰:

⁸ In this section define anything you need to, such as siblings, for instance or pupil premium. Here we have defined home address as an example.

⁹ This is an example only. You may define siblings differently. Only relevant if you have a sibling oversubscription criterion.

¹⁰ This is an example only. You may add to this definition. Only relevant if you have a medical or social need oversubscription criterion.

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school.¹¹ 'Medical need' does not include mild medical conditions.

Free School Meals Priority¹²:

Those eligible for **free school meals** admission priority are:

Children who:

- Are currently registered as eligible for free schools meals

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- Income-based Jobseekers Allowance;
- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- Where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- The Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Pupil Premium Priority¹³:

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free schools meals;
[Have been registered as eligible for free school meals at any point in the last six years]¹⁴

¹¹ If your local authority include children who they deem to be 'at risk' (or whose parents have moved because of domestic abuse etc.) as having a social need, include them in this definition.

¹² Only include this if you include the free school meals oversubscription criterion.

¹³ Only include this if you include the pupil premium oversubscription criterion.

¹⁴ Wording in brackets is unlikely to be relevant to reception admissions.

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, or has been in the past 6 years but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- Income-based Jobseekers Allowance;

- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- Where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- The Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Pupil and Service Premium Priority¹⁵:

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free schools meals;
[Have been registered as eligible for free school meals at any point in the last six years]¹⁶

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- Income-based Jobseekers Allowance;
- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999

¹⁵ Only include this if you include the pupil and service premium oversubscription criterion.

¹⁶ Wording in brackets is unlikely to be relevant to reception admissions.

- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- Where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- The Guarantee element of State Pension Credit.

Those eligible for **Service Premium** admission priority are:

- Children whose parent(s) are serving in the regular UK armed forces;
- Children of ex regular UK armed forces personnel who were serving in the last 3 years;
- Children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Parents will be required to provide evidence of eligibility with their application