**Admissions Policy for Entry into John Betts School**

**Academic Year 2016 - 2017**

**BACKGROUND AND ETHOS**

John Betts is a non-denominational Voluntary Aided school. It has a caring school community which offers pupils a high quality education in a secure, happy and stimulating environment. Through equality of opportunity we provide a broad and balanced curriculum which is designed to meet the individual needs of every child. Each child is encouraged to become an independent learner and accept responsibility for her/his own actions. We aim to develop in our children positive attitudes towards school life and their role in the wider community.

John Betts School is Voluntary Aided under the terms of the Education Acts and the trust established by Dr. Betts, which provides certain monies to the School. Since April 1990 the school has come under the aegis of the London Borough of Hammersmith and Fulham Education Authority.

**APPLICATION TO JOHN BETTS**

There are currently eight classes in the school, as the school took a Bulge Class in Reception for September 2012 only. Otherwise there is one class in each age group. Every class has a maximum of 30 children, the number agreed with the Local Authority in line with Department for Education regulations.

**ENTRY TO RECEPTION CLASS**

Each year 30 children are admitted to the reception class. Children below the statutory school age may be admitted following their fourth birthdays. In accordance with the legal requirements of the DfE Admissions Code, all children have the right to join the school at one point of entry in September.

**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.

Places for the whole year are allocated approximately a term prior to the September entry via the common application that is made to your Home local education authority.
APPLICATIONS

By law all applications to John Betts School will be co-ordinated by Hammersmith and Fulham Education Department. Parents/Carers therefore need to complete a common application form (CAF) which must be returned directly to your home local education authority.

The application will be issued by the Local Authority from September 2015. The online application process opens on 1st September and you can apply via the London Borough of Hammersmith and Fulham website www.lbhf.gov.uk. If you are unable to apply online you will need to contact the School Admissions Section, Kensington Town Hall, Hornton Street, London W8 7NX. Telephone: 020 7745 6434 or E-mail: school.admissions@lbhf.gov.uk to request a paper form.

The closing date for applications is Friday 15th January 2016. Offers will be sent by first class post on the Monday 18th April 2016. If your child fails to be offered a place you do have the right to appeal. You may also request to go on the waiting list.

CRITERIA FOR ENTRY

Children are admitted strictly in accordance with the Governor’s Admissions Criteria. By law the admissions criteria must be reviewed on an annual basis, taking into account any changes in the regulations.

John Betts is a heavily oversubscribed school and the governors’ admission criteria are strictly applied.

The over subscription criteria state that places have to be offered according to the criteria at the time of application.

The governors of the school have agreed that when there are more applicants than places, priority will be given in order of the following criteria:

- Looked after children and previously looked after children (i.e. children who ceased to be looked after because they were adopted, or became subject to a child arrangement or a special guardianship order).

- Children for whom there is a special medical/social need which can only be catered for by this school. Any application made on these grounds must be supported by relevant professional documentation. This evidence must be submitted along with the common application form prior to the closing date. You will need to show why your preferred school is the only school that meets your child’s needs.

- Children who have a sibling who is expected to be on the school roll when the younger child starts school (where ‘sibling’ includes step siblings, adopted siblings and foster siblings in a long term placement).

- Children who, at the closing date, live closest to the school judging by straight line distance, “as the crow flies”. This is measured from the south front door of the school on Paddenswick Road to the front door of the child’s confirmed permanent residence – defined as the place of normal residence during term time - by the local authority, using their chosen geographical location IT software package. This distance criteria acts as a tie-breaker in offering places after the preceding criteria have been addressed. (See Appendix A)

- Where two children live exactly the same distance away, but where only one place is
available, a decision will be made through drawing lots. Twins, triplets and multiple birth children will be considered as individuals alongside all other applicants.

PROOF OF RESIDENCE

Proof of residence must be applicable at time of application and admission. Any offers made will be conditional upon this.

If there are any changes to this information it is the parent’s/carer’s responsibility to inform the school.

FREQUENTLY ASKED QUESTIONS

Late applications
Any application received by the LA after the closing date of Friday 15th January 2016 will be considered as late and therefore will not be dealt with in the first round. All late applications will be dealt with directly by the Home local authority after the national offer date of 18th April 2016.

Appeals procedure
Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision. This must be expressed in accordance with the Governors’ Admissions Criteria. In the first instance the appeal must be addressed to the Chair of the Governing Body, c/o John Betts Primary School, within twenty school days of the mailing date of the decision letter from the Local Authority.

Waiting lists
The waiting list will be maintained in order of the oversubscription criteria set out above and names will be removed at the end of the academic year. Applicants must reapply each academic year to be considered for a place at the school. Unsuccessful applicants who then ask to be placed on the waiting list must contact the school in writing by the end of each academic year – 31st August – to confirm that they wish to remain on the waiting list. This confirmation must be repeated at the end of each academic year.

Pupils with a Statement of Special Educational Needs or Education Health Care Plan

The admission of pupils with a Statement of Special Educational Needs or Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Statements and Education Health Care Plans by the pupil’s home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round for Reception class i.e. completing the Common Application Form (CAF), which is returned directly to the Local Authority. A copy of the CAF should also be sent to John Betts School. Both need to be accompanied by proof of address (council tax bill or utility bill, both within the last three months). If a place is available and there is no waiting list then the local authority will communicate the governors’ offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: children without an offer of a school place are given priority immediately after other ‘looked-after’ children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. As already indicated, you
need to renew this request at the end of each academic year. This waiting list will be maintained by the governing body in the order of the oversubscription criteria described above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. **Applicants must reapply at the end of each academic year, 31st August, to be considered for a place at the school.** When a place becomes available the governing body will decide who is at the top of the list by applying our specified oversubscription criteria so that the LA can make an offer.


Requests should be accompanied by relevant evidence in support of the reasons for admission outside the child’s chronological year – e.g. from a doctor, educational psychologist or other relevant professional.

**APPENDIX A**

**Distance from School**

As indicated above, the distance a family lives from the school is determined independently, by the Local authority, using recognised IT software developed for the purpose.

It is important that when considering distance from school parents understand that distance is determined by **in a straight line** ‘as the crow flies’. John Betts is a very popular school and this means that the distance from which it draws its children – other than those who are given priority under the various criteria described earlier – is significantly closer to the school than it was in the past. Parents considering applying under the distance criterion might find it helpful to know the distance from school from which the last ‘distance-determined’ entry was made in the past four years:

**The following distances tell you how far from school our furthest admission lived in the specified year of entry:**

- **2010-2011** - 0.153 Miles *
- **2011-2012** - 0.261 Miles *
- **2012-2013** - 0.700 Miles (NB Bulge Class 60 children admitted) *
- **2013-2014** - 0.4113 Miles *
- **2014-2015** - 0.1121 Miles (Straight Line Distance)

* These distances were measured using the Local Authority’s old measuring system of ‘via public right of way’ and therefore may not be a reliable guide for the new system of ‘as the crow flies’.