



BENEDICT PRIMARY SCHOOL **ADMISSIONS POLICY**

Benedict Primary School is a two-form entry academy school for children between the ages of 3 and 11. There are places for 60 children in two classes in each year except the current year 3 (1 class) and the school has a 78 place nursery. There are places for 39 children in the morning nursery session and 39 children in the afternoon nursery session. Each session lasts 3 hours. Benedict has 10 places of full time provision for parents. These can be accessed through the funded 30 hour provision for working parents or through the school where charges apply. Please see the charging flyer or contact the school for details of how to access 30 hour funding.

ARRANGEMENTS FOR 2018/ 19-2020 : NURSERY ADMISSION

Early Years follows the Foundation Stage Guidance for the curriculum in Nursery and Reception.

We admit the children into the school in the following way:

- Pupils will be admitted to the school in September and January of each academic year.
- Summer term admissions will also be allocated after Easter where places are available

Date of Birth	Date eligible to start nursery
1 January 2014 - 31 August 2014	Starts Nursery from September 2017
1 September 2014 - 31 December 2014	Starts Nursery from January 2018
1 January 2015 - 31 March 2015	Starts Nursery after Easter where possible
1 January 2015 - 31 August 2015	Starts Nursery from September 2018
1 September 2015 - 31 December 2015	Starts Nursery from January 2019
1 January 2016 - 31 March 2016	Starts Nursery after Easter where possible
1 January 2016 – 31 August 2016	Starts Nursery from September 2019
1 September 2016 - 31 December 2016	Starts Nursery from January 2020
1 January 2017 - 31 March 2017	Starts Nursery after Easter where possible

- Children with an Education Health Care Plan (EHCP) that names the school will be allocated a priority place. In this way, the number of places to be offered, as set out above, will be reduced by the number of children with an EHCP that has named the school.

We value and respect diversity and of each individual. Therefore children will be admitted without reference to aptitude or ability. Attendance of 96% is expected throughout the school.

Where application for admission exceeds the number of places available the following criteria will be applied in the order set out below.

PLEASE SEE THE FURTHER NOTES EXPLAINING THESE CATEGORIES IN MORE DETAIL.

1. LOOKED AFTER CHILDREN

2. SPECIAL REASONS

There are exceptional medical, educational or social reasons for admitting the child, which **indicate a specific requirement for Benedict Primary School**. This may include refugee/asylum seeker children. This must be supported by a letter from an appropriate agency eg doctor, social worker or education welfare officer. Childminding arrangements are not taken into account as an exceptional social reason.

3. CHILDREN OF STAFF**

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. SIBLINGS*

The child has a brother or sister in Benedict Primary School or The Chapel St Family of Schools at the proposed date of admission.

5. PROXIMITY***

Proximity of home to school. Priority will be given to children living nearest to school and the distance will be measured in a straight line from the entrance of the school to the home address.

Parents who are refused a place for their child may choose to have their child's name put on the waiting list. The position on the waiting list is subject to the admissions criteria.

Transfer to Reception Class

Children who attend Benedict Primary School Nursery must complete and return an online Merton Application form for entry to Reception classes. The closing date for applications in the academic year 2018-2019 is 15th January 2018. The closing date for applications in the academic year 2019-2020 is 15th January 2019. Please note that attendance at the school nursery does not guarantee a place in Reception classes.

Admission Dates

The Nursery of Benedict Primary School

Applications for children due to start in the Nursery in 2019/20 can be made to the school at any time. Places will be allocated according to the admissions criteria and parents will be notified of their place in April 2019.

Application forms can be downloaded from the website or collected from the school office. They should be returned to the school for consideration. ****

Please note: The allocation of all places for Reception in September is made in April of each year by The London Borough of Merton. The allocation of all places for Nursery in September and January is made by the school, Benedict Primary School, in April.

FURTHER EXPLANATORY NOTES:

Benedict Primary School is part of the Pan London coordinated admissions scheme for Reception class/primary admissions in Merton but runs its own admissions to the school nursery. Please note:

For Nursery Applications:

Nursery applications can be made direct to the school. Applications forms are available from the school office or via the school website.

For Reception Applications:

Parents must complete their Home Local Authority's Common Application Form (CAF) and return it to Merton Local Authority by Thursday 15th January 2019. The CAF is available with Merton's Starting School booklet from September 2018 or on line at

www.merton.gov.uk/education/admissions. If you wish to apply for a place at Benedict Primary School for a reception place, you must name the school as one of your preferences on the Common Application Form.

For mid year admissions to nursery, parents/carers may apply to the school direct. For all other year groups (Years 1-6) parents/ carers must apply via Merton Local Authority admissions team. You must name Benedict as one of your preferences on the application form.

- ****'Sibling' refers to brother or sister, half brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Siblings in Year 6 at the time of an application to start Nursery in September 2017 will not qualify.***
- *****Definition of staff – ALL staff.***
- ******The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured in a straight line using the computerised Geographical Information System maintained by Merton's School Admissions team, with those living closer to the school receiving higher priority. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application.***

The address to be used for the initial allocation of places to Early Years/Nursery will be the child's address at the closing date for application. Changes of address up to 15th February 2019 may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at

the appropriate address on the relevant date. Parents/ carers have a responsibility to notify the Local Authority and School of any change of address.

Where two or more applicants share priority for a place e.g. Where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by drawing lots.

Where a parent/ carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

- *****Waiting lists and late applications will be managed in accordance with the above Nursery entry criteria. Parents/ carers wishing to remain on the waiting list after this date must write to the school stating their wish and providing their child's name, date of birth and the name of their current school (if applicable). The waiting list for Nursery will be maintained until the end of the Autumn Term of the academic year for which the parent applied.*

Where there are more applicants than places available. Waiting lists will operate according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

Priority may be given to placements made through the LB Merton Fair Access Protocol.

NURSERY APPLICATION FORM TO BE COMPLETED AND HANDED TO THE SCHOOL.

**THE FORM CAN BE COLLECTED FROM THE SCHOOL
OFFICE OR DOWNLOADED FROM THE WEBSITE.**