



# Admission Arrangements for 2025 Entry

## **Introductory Statement**

The Admissions Authority for Park Hill Junior School is the Greenshaw Learning Trust.

Park Hill Junior School is a three-form entry school, for children aged between 7 and 11. Our pupil admission number is 372. At Park Hill Junior School we provide a nurturing and holistic learning environment. Our excellent teaching and ambitious curriculum provide each child with the skills, knowledge, and confidence they need for their future. Our curriculum is designed to encompass the diverse and unique community in which we live. We aim for children to be curious about the world around them, become life-long learners, and grow into confident, responsible members of our society.

Our values are based on our five Learning Behaviours, which encourages children to

- be Respectful
- be Resilient
- be Resourceful
- be Reflective
- develop positive Relationships

## **Admission Number**

The School has a Pupil Admission Number (PAN) of 93 pupils for entry into Year 3 in September 2024.

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

## **Application Process**

The School will form part of the coordinated admissions process and so those interested will have

to complete a Common Application Form (CAF) which will ask for choices of schools in preference order.

The closing date for completion of the CAF is 15<sup>th</sup> January 2025.

Offers will be made on 16<sup>th</sup> April 2025.

## **Oversubscription Criteria**

Only when the School is oversubscribed and after the admission of pupils with an Education, Health and care Plan (EHCP), will the following criteria in the order set out below be used.

### **1. Looked after children (LAC) and all previously looked after children (PLAC)**

PLAC are those who immediately after being looked after became subject to adoption, a child arrangements order or special guardianship order, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted

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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **2. Transfer from Park Hill Infant to Junior School**

Priority in the allocation of Year 3 places for children transferring from infant to junior school will be given to those children in attendance at the attached Park Hill Infant School. In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the criteria listed in oversubscription criteria 2 to 6.

Year 2 children on roll at Park Hill Infant School do not automatically transfer to Year 3 in Park Hill Junior School. If parents / carers of Year 2 children on roll at Park Hill Infant School wish their child to be considered for a place at Park Hill Junior School, they must complete a transfer to junior application form, naming Park Hill Junior School, and submit it by the deadline given in the Croydon Admissions prospectus.

### **3. Siblings**

Priority will be given to children with a brother or sister who will be in attendance at the school at the time of the enrolment of the new pupil.

See Notes for definition of Sibling.

#### **4. Medical**

Priority will be given to pupils with serious medical reasons for needing to attend Park Hill Junior School. For Primary age pupils, a serious medical condition of a parent which would prevent them taking their child to school will also be relevant.

See Notes for further explanation.

#### **5. Children of Staff**

Children of permanent staff of Park Hill Junior School who have been recruited to fill a vacant post where there is a demonstrable skill shortage or those who have worked at the School for 2 consecutive years or more.

If you are a member of staff working at this School and you wish to make an application to this School for your child, please ensure your Admissions Officer (or equivalent member of staff) is contacted and informed of your wish to use this oversubscription criterion. Please be aware of any conditions that may apply.

#### **6. Distance**

Other children living closest to the School will be given priority for admission. The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used to decide who will be admitted.

See Notes for further detail.

## **Tie-break**

If a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission.

In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

See Notes for definition of Home Address.

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 and exceed our PAN.

## **Late Applications**

Applications which are late for no good reason will not be considered in the initial application round but will be considered after all on-time applications have been processed. For further details please see the Local Authority guidance on their admission website.

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

Parents / Carers may request that their child is admitted outside their normal age group. To do so parents / carers should include a request with their application, specifying why admission out of the normal year group is being requested. Parents / Carers are asked to submit 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.

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 Headteacher and any supporting evidence provided by the parent. This includes taking account of the following:

- Parents' / carers views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher of Park Hill Junior School

## **Waiting lists**

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

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 recorded 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.

The right to appeal is to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and the response must set out the reasons on which the appeal is made.

For information on how to appeal please see the Park Hill Junior School website.

## **In-year Admissions**

In-year Admissions Applications for a primary school place outside the normal admissions round are treated as 'in-year' admissions. If you wish to apply for an in-year admission you will need to complete an in-year Common Application Form (iCAF) from Croydon Council. If a vacancy arises at the school an offer can be made to the next child on the waiting list, which is ordered strictly in accordance with our published admissions criteria.

The iCAF can be found at:

<https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/primary>

## **Notes**

### **Home address:**

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. All distances will be measured in a straight line on a map.

Any offer of a place under this criterion is conditional on the child being resident at the address provided. The address to be used for the initial allocation of places to Year 3 will be the child's address at the closing date for application.

Changes of address up to the date specified by the Local Authority under the co-ordinated admissions scheme 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. Please consult with the Local Authority arrangements online to clarify. 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 have a responsibility to notify the Local Authority and Park Hill Junior School of any change of address.

### **Sibling:**

Sibling means brother or sister, a half brother or sister, fostered brother or sister, a legally adopted brother or sister or half-brother or half-sister, a step 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, at the date of their application for a place.

### **Medical:**

All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this. In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school.

If you feel there are exceptional reasons for your child to be considered for a priority placement at Park Hill Junior School, you must indicate this in the section provided in your application, and complete the medical form which can be found on the school's website. All medical applications must be supported in writing by a doctor, GP or hospital consultant, and this must make it clear why it is necessary for your child to attend Park Hill Junior School, and the difficulties it will cause for your child to attend another school.

The medical reasons must be declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not normally be considered if submitted after a decision on the original application has already been made. The Local Governing Board will make decisions on priority of admission on medical grounds after taking into account all the information provided.

Applicants who request priority of admission on medical grounds to Park Hill Junior School will not be advised of the outcome until after national offer day on 16 April 2024.

**Fair Access Protocol:**

The School participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admissions Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.