

**Consultation on the 2016/17 proposed school admissions arrangements  
for schools which Croydon Council is the admissions authority**

**Community and Voluntary controlled schools**

**Consultation document**

**Consultation period 08 December 2014 to 02 February 2015**

Introduction

This document sets out:

- Background information on why we need to consult on admission arrangements
- What we mean by admission arrangements
- Admission Authorities for different types of schools
- Consultation period
- The proposed admission arrangements – Annex A
- Consultation timetable – Annex B
- Consultation questionnaire - Annex C
- *List of Community and Voluntary controlled schools – Annex D*
- *Glossary – brief explanation of terms – Annex E*
- How you can give your views

Background

In line with the School Admissions Code<sup>1</sup>, “Admission authorities must set (‘determine’) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years.” Part of this responsibility includes consulting with relevant parties in determining (setting) the admission arrangements for Community and Voluntary Controlled schools each year.

Currently, there are 34 Community schools and 2 Voluntary controlled primary schools in Croydon for which the Council is the admission authority and therefore is responsible for determining the admission arrangements for these schools.

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<sup>1</sup> The purpose of the Code is to ensure that all school places for maintained schools (excluding maintained special schools<sup>6</sup>) and Academies are allocated and offered in an open and fair way.

The Governing Body or Academy Trust is the admission authority for Foundation, Voluntary Aided schools and Academies. You can view the admission criteria for these schools at [Admission Criteria for Foundation, VA & Academies](#)

All secondary schools within Croydon are their own admissions authorities and determine their own admission arrangements and criteria.

The Admission Authorities for Foundation, Voluntary Aided schools and Academies have been reminded to consult on any changes to their proposed admission arrangements for the 2016/17 academic year.

**There are no proposals to change the 2016/17 admission arrangements for community and voluntary controlled schools.** The Council is therefore consulting on its admissions arrangements in order to be compliant with the requirement to consult at least every 7 years. Where there are more applications for a school than there are places available, it is proposed that places will be allocated using the admission criteria (oversubscription criteria) shown at Annex A, or can be viewed at: [Admission Criteria](#)

#### What we mean by admission arrangements

By admission arrangements we mean, “The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.” (*School Admissions code*)

#### Admission Authorities for different types of schools

The **admission authority** for the different types of schools within the borough of Croydon is:

- **Croydon Council** - Community and Voluntary controlled schools
- **Governing Body** – Foundation and Voluntary aided schools
- **Academy Trust** – Academy schools, including Free schools

The admission authority is responsible for consulting on any proposed changes to their admission arrangements which are to apply to applications for the 2016/17 academic year.

#### Consultation period

Admission authorities are required to publicly consult on any changes to their school’s admission arrangements for a minimum of 8 weeks and the consultation must take place between 1 November 2014 and 1 March 2015.

Croydon Council is consulting on admission arrangements for Community and Voluntary Controlled schools within its borough from **08 December 2014 to 02 February 2015**. There are no changes to the admission arrangements used for the 2015/16 academic year and we are proposing to use the same admission arrangements for pupils who will be applying to start school in September 2016 and for in-year application up to July 2017. The proposed admission arrangements are attached at Annex A or can be viewed at [Admission Criteria](#)

A consultation timetable is attached at Annex B.

A consultation questionnaire is attached at Annex C.

A list of Community and Voluntary controlled schools is attached at Annex D.

A glossary – brief explanation of terms used is attached at Annex E.

### Have your say

This consultation period allows anyone with an interest, for example, parents, other schools, religious authorities and the local community to comment or raise any concerns about proposed 2016/17 admission arrangements for Community and Voluntary controlled schools within Croydon.

The consultation period on the proposed admission arrangements for the 2016/17 academic year runs from 24 November 2014 to 19 January 2015. **Please respond by 5pm on 02 February 2015.**

You can comment on the Council's admission arrangements for the 2016/17 academic year (Annex B) by:

- completing the questionnaire at Annex C and returning it by post at the address below
- writing to us at:  
Croydon Council  
School place planning and  
admissions 4<sup>th</sup> floor, Zone D  
Bernard Weatherill House  
8 Mint Walk  
Croydon CR0 1EA
- emailing us at: [school.org@croydon.gov.uk](mailto:school.org@croydon.gov.uk)

## Proposed admissions criteria for community and voluntary controlled schools 2016/17

The criteria outlined below apply only to Croydon community and voluntary controlled schools.

Voluntary controlled schools also have their own denominational criteria, and therefore these schools have their own pages in this prospectus setting out their full admissions criteria.

Should any community/controlled school convert to academy status prior to September 2015; their admissions arrangements will apply as published below or otherwise in their funding agreement.

If the number of applications for a community or voluntary controlled school is higher than the number of places available then, after admitting to that school the children with a statement of special educational need that names this school, the following criteria will be applied in the order set out below to decide the allocation of places:

### 1. Looked-after children and previously looked-after children (see Note 1).

2. In the case of Beulah Junior, Elmwood Junior and Parish Church CE Junior schools, children who are on the roll of their linked infant school at the time of application, and in the case of Winterbourne Junior Girls, girls who are on the roll of Winterbourne Nursery and Infants at time of application (see Note 2).

3. **Siblings:** Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).

4. **Medical:** Pupils with serious medical reasons for needing to attend this school. For primary age children, their need to attend this school because of a parent's serious and continuing medical condition may also be relevant. Supporting evidence should be set out on the medical form which is available online at: [www.croydon.gov.uk/education/schools-new/school-admissions/how-toapply/school-place-home](http://www.croydon.gov.uk/education/schools-new/school-admissions/how-toapply/school-place-home) giving the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend

another school. The medical reason must be verified by a GP or consultant, and both the completed medical form and the supporting statement from the GP or consultant must be submitted with the application (see Note 4).

**5. Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

**Tiebreaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide

between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

The local authority uses the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The order of preference will be used only if it is possible to offer more than one of the preferences. The highest preference offer available will be made, except where the authority is unable to offer any of the preferences, in which case, a place at the nearest school with a place available will be offered.

**Note 1:** Looked-after children are defined as ‘children in public care at the date on which the application is made’. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked-after. If an application is made under the ‘looked-after’ criterion, it must be supported by a letter from the relevant local authority children’s services department and/or relevant documents.

**Note 2:** This criteria does not include siblings on the roll of the infant school’s nursery class, if it has one.

| <b>Linked Infant School</b>  | <b>Linked Junior School</b>  |
|------------------------------|------------------------------|
| Beulah Infants               | Beulah Junior                |
| Elmwood Infants              | Elmwood Junior               |
| Parish Church C of E Infants | Parish Church C of E Juniors |
| Winterbourne Infants         | Winterbourne Junior Girls    |

**Note 3:** A sibling is defined as a brother or sister, half -brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made.

This criteria does not include siblings on the roll of the school’s nursery class, if it has one.

**Note 4:** All schools have experience in dealing with children with medical needs. 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 a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online at: [www.croydon.gov.uk/education/schools-new/school-admissions/howto-apply/school-place-home](http://www.croydon.gov.uk/education/schools-new/school-admissions/howto-apply/school-place-home) or you can obtain a paper version from your local Croydon primary school or by contacting the council on 020 8726 6400), setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2015**. The admissions team is not responsible for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16 April 2015. If evidence is received after the closing date of 15 January 2015, it will not be taken into account until after places have been offered on the 16 April 2015.

**Note 5:** 'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, the Croydon school admissions team undertakes random checks on (all) addresses against the Croydon Council tax register. If after checking council tax records, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address.

If the parents/carers are found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should be live during the course of the

week. The local authority would expect that the parents/carer with whom the child is normally resident receive the child benefit for the child.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

With regards to how the information provided by parents/carers is handled, the following statement is detailed on their application form:

Croydon Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

**Note 6:** Distance will be measured in a straight line from the centre of the pupil's main home to the designated main school entrance, nominated by the school, using the local authority's computerised measuring system, with those living closer to the school, receiving higher priority. For shared properties – e.g. flats – the centre will be taken from the centre of the building.

**Note 7:** Child-minding arrangements cannot be taken into account when allocating places at oversubscribed community or voluntary schools.

**Note 8:** Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception class place at the school where they are attending the nursery class.

**Note 9: Twins/triplets or other multiple births for admission into an infant class.** If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth. The government's school admissions code does state that infant classes must not contain more than 30 pupils with a single

school teacher, but the code considers multiple births to be an 'exceptional circumstances' and they can be admitted in excess of the published admission number.

**Waiting lists**

If you are offered a place at a school, and you have also expressed a higher preference for another school or schools, you will automatically be placed on the waiting list for your higher preference school/schools. Waiting lists for community/controlled schools are held for the first term of the reception year, and thereafter applicants are required to complete the local authority's in-year Common Application Form (iCAF) if they wish to remain on the waiting list. In year waiting lists are maintained for one academic year and applicants are required to re-apply for each academic year.

Consultation timetable**Timetable from consultation to determination of Admission Arrangements**

| <b>DATE</b>                          | <b>ACTION REQUIRED</b>  |
|--------------------------------------|---|
| 08 December 2014 to 02 February 2015 | Consultation must be for a minimum of 8 week and will take place between these dates.                 |
| 15 April 2015                        | The date by which admission arrangements must be determined.  |
| 1 May 2015                           | The date by which Admissions authorities must publish their determined admission arrangements.        |
| 30 June 2015                         | The deadline for objections to be submitted to the Schools Adjudicator on any admission arrangements. |

**Consultation on proposed 2016/17 admission arrangements for Community and Voluntary controlled schools in Croydon Please complete and submit the questionnaire by 5pm on 02 February 2015.**

**Questionnaire**

**1 Please tell us who you are – tick all that apply**

- Parent or carer of a child/children who currently attend/s a primary school in Croydon?
- Parent or carer of a child/children who will be applying for a place at a primary school in Croydon before 2016?
- Parent or carer of a child/children who will be applying for a place at a primary school in Croydon during or after 2016?
- A member of staff at a primary school in Croydon
- A School Governor
- A local resident
- Other. Please tell us more \_\_\_\_\_

**2 What is your view of the proposed admission arrangements for the academic year 2016/17 for Community and Voluntary controlled schools in Croydon?**

- Strongly in favour
- In favour
- Not sure
- Not in favour
- Strongly against

**3 If you disagree with the proposed admission arrangements, please tell us why.**

## About You

In order to ensure we collect comments from a broad range of people and families reflective of our community it would be helpful if you could take a moment to complete the section below. Many thanks

### Gender:

Male

Female

### Age

16-18 19-25 26-34 35-44 45-54 55-64 65+

**Ethnicity** (which of these describe your ethnic group?):

#### Asian/Asian

**British** Bangladeshi

Indian

Pakistani

Chinese

Any other Asian background

(please specify)\_\_\_\_\_

#### Other Ethnic Group

Arab

Any other ethnic background

(please specify)\_\_\_\_\_

#### Black/African/Caribbean/

#### Black British

African

Caribbean

Any other Black background

(please specify)\_\_\_\_\_

#### White

English/Welsh/Scottish

Northern Irish/British

Irish

Any other White background

(please specify)\_\_\_\_\_

#### Mixed/Multiple Ethnic Groups

White and Asian

White and Black

Caribbean

White and Black African

Any other Mixed/Multiple

Ethnic background

(please

specify)\_\_\_\_\_

Do not wish to declare

ethnic group

**Do you consider yourself to have a disability?**

Yes

No Mobility

Visually impaired

Hearing impaired

Mental health problems

Learning disability

Other  (please specify) \_\_\_\_\_

**Community schools**

Beaumont Primary School

Norbury Manor Primary School

Beulah Junior School

Orchard Way Primary School

Courtwood Primary

School Cypress Primary

Davidson Primary School

Downsview Primary and Nursery  
School

Elmwood Infant School

Elmwood Junior School

Forestdale Primary School

Gilbert Scott Primary

School Greenvale Primary

School Gresham Primary

School The Hayes Primary

School

Heavers Farm Primary &  
Nursery School

Howard Primary

School Kenley Primary

School

Kensington Avenue Primary School

Keston Primary School

Kingsley Primary School

Monks Orchard Primary School  
and Nursery

Park Hill Infant School

Purley Oaks Primary

School Ridgeway

Primary School

Rockmount Primary

School Smitham

Primary School

South Norwood Primary

School St Peter's Primary

School

Winterbourne Nursery and  
Infants School

Winterbourne Junior Girls'

School Wolsey Infant School

Woodcote Primary School

Woodside Primary School and  
Children's Centre

**Voluntary controlled schools**

Parish Church C of E Nursery &  
Infant School

Parish Church C of E Junior School

**These schools – community and  
voluntary controlled - all follow  
the admissions criteria set out by  
Croydon Council.**

### **Glossary – explanation of terms**

#### **Admission Authority**

The organisation or body that decides the admission criteria for a school.

#### **Admission criteria**

The priority order used to decide who to admit to a school if there are more applications than available school places.

#### **Admission arrangements**

The admission arrangements set out how schools will admit pupils.

#### **School Admissions Code**

The School Admissions Code contains guidance and rules that an admission authority must follow to ensure fairness when considering application and offer of a school place.

#### **Community school**

A Community school is one that is controlled by the Local Authority and the Local Authority is responsible for its admission arrangements.

#### **Voluntary controlled school**

A Voluntary Controlled school is usually a Christian school and the Local Authority is responsible for the admissions arrangements.

#### **Voluntary aided school**

A Voluntary aided school is usually a Church school and the governing body is the admission authority.

#### **Foundation school**

The Governing Body is the admission authority for Foundation schools.

#### **Local Authority**

The local Council is responsible for the provision of statutory education within its area.

#### **Governing body**

The Governing Body is responsible for the overall management of the school.

#### **Academy school**

An Academy school is an independent school which is set up by a sponsor but is funded by the state.

#### **Free school**

A Free School is an independent, state-funded school set up by an organisation or members of the community.