

## Consultation Synaptic Trust

### CONSULTATION FOR PROPOSED ADMISSION ARRANGEMENTS 2018/2019

The Admissions Code of Practice 2014 requires an Admissions Authority to consult each time it proposes to make significant changes to its admissions arrangements.

The Synaptic Trust is the Admission Authority for West Thornton Primary Academy, Forest Academy, South Norwood Academy and Woodside Academy which administers the admission arrangements on behalf of the Local Governing Bodies of the above named Academies.

Accordingly, the Board of Directors of The Synaptic Trust is undertaking this statutory consultation process with the parents and other stakeholders for West Thornton Primary Academy, Forest Academy, South Norwood Academy and Woodside Academy including:

- parents of children between the ages of two and eighteen;
- other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- whichever of the governing body and the local authority who are not the admission authority;
- any adjoining neighbouring local authorities where the admission authority is the local authority; and
- in the case of faith schools, the body or person representing the religion or religious denomination.

The Synaptic Academy Trust wishes to invite interested parties to take part in this consultation on the amendment of the Synaptic Trust Admission Policy for West Thornton Primary Academy, Forest Academy, South Norwood Academy and Woodside Academy.

This is also available for view on

The Synaptic Trust website:	<a href="http://www.thesynaptictrust.org">www.thesynaptictrust.org</a>
West Thornton Primary Academy:	<a href="http://www.westthorntonacademy.org.uk">www.westthorntonacademy.org.uk</a>
Forest Academy:	<a href="http://www.forestacademy.org.uk">www.forestacademy.org.uk</a>
South Norwood Academy:	<a href="http://www.thesouthnorwoodacademy.org.uk">www.thesouthnorwoodacademy.org.uk</a>
Woodside Academy	<a href="http://www.woodside.croydon.sch.uk">www.woodside.croydon.sch.uk</a>

The consultation shall last from 1<sup>st</sup> November 2016 to 31<sup>st</sup> December 2016

Interested parties wishing to comment on the proposed amendments should be submitted by email to:

Or in writing to:  
Stuart Roberts (CEO)  
West Thornton Academy  
Rosecourt Road, Croydon  
CR0 3BS

## **Proposed Admissions Criteria 2018**

The Synaptic Trust intends to maintain the majority of its admission criteria as prior years and broadly in line with the admission policy for London Borough of Croydon community schools.

It intends to make one significant change to ensure children of staff are included in the oversubscription criteria.

The School Admission Code 2014 states it is for admission authorities to decide which criteria would be most suitable to the school according to the local circumstances.

It states Admission Authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- 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 the 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

The Synaptic Trust is consulting on adding children of staff as the fourth priority admissions criterion so that the oversubscription criteria for each academy will be

1. Looked After and previously Looked After children
2. Siblings
3. Medical
4. Children of staff
5. Distance

The Trustees are of the opinion that having such an oversubscription criterion will assist with staff recruitment and retention.

The Trustees did consider placing this oversubscription criterion higher, but decided this would be unfair to applicants with sibling and those with medical priority.

The effect of the criterion will be minimal as it is expected to affect no more than 1-2 places per year.

The proposed Admission Policy for 2018/9 for each Academy within the Synaptic Trust is attached.

**The Synaptic Trust Admissions Policy  
West Thornton Primary Academy  
Admissions Policy September 2018**

**The Synaptic Trust Admissions Policy  
West Thornton Primary Academy  
Admissions Policy September 2018**

West Thornton Primary Academy is based over two sites. This school has a published admissions number of 150 with 90 places being on the Rosecourt Road site and 60 places on the Canterbury Road site.

All places are allocated according to the admissions criteria below and distance (Category 5) is measured in a straight line from the applicant's home address to the main school gate located in Rosecourt Road as before.

**Supplementary Information Form (SIF)**

This school does not require a Supplementary Information form to be completed.

**Admissions criteria**

If the number of applications for a school is higher than the number of places available, the allocations will be made in the following order.

After the admission of children with a statement of special educational needs or Education Health and Care Plan (EHCP), where this school is named on the statement/plan, the criteria will be applied in the order in which they are set out below.

1. **Looked-after children and previously looked-after children** (see Note 1).
2. **Siblings**: children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil (see Note 2).
3. **Medical**: pupils with serious medical reasons for needing to attend the particular school. For primary age pupils, a serious and ongoing medical condition of a parent which would prevent them taking their child to school will also be relevant (see Note 3).
4. **Children of staff** : 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 the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see Note 4)
5. **Distance**: Priority will be given to pupils living nearest to the school as measured in a straight line from the main gate to the applicant's home address (see Note 5 and Note 6).

**Tiebreaker**

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applicants, random allocation will be used, which will be independently verified.

**Waiting lists**

A waiting list is held for the first term of the reception year, and thereafter applicants are required to complete the local authority's in-year application form 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.

### **Appeals**

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act, 1998. Appeals must be made in writing, setting out the reasons on which the appeal is made, and sent to the admission appeals clerk at the school address, so that it is received by the date given in the letter confirming the governors' decision not to offer a place. Parents/carers have the right to make oral representations to the appeal panel.

### **In-year applications**

If you wish to apply for a place at the school outside the normal admissions round you should complete Croydon's in-year application form, naming this school, and submit it to the council, with any supporting evidence required.

If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

### **Children of multiple births**

Where a parent applies for entry into the same year group for more than one child all children will be admitted. If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list, i.e. the school to which the successful child has been admitted.

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

Parents may request that their child is exceptionally admitted outside their normal age group. The academy will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and, where applicable, evidence of the child's circumstances from a relevant professional, detailing the child's educational need which makes education outside the normal age group necessary. Decisions, made in the best interest of the child, will take account of the following.

- Parents' 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 a child may have naturally fallen into a lower age if the child has not been born prematurely;
- Views of the head teacher.

## **Notes for clarification**

### **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' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

### **Note 2**

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister whose main residence is at the same address.

### **Note 3**

The medical reasons must be verified by a GP or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. The application must be supported by a letter from a hospital consultant and/or the family's GP.

### **Note 4**

Children of staff must be based at the Academy at which the member of staff is employed.

### **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. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The local authority should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

### **Note 6**

Distance will be measured in a straight line from the centre of the pupils main home to the designated main 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 this school.

Parents of children attending the nursery class must still apply in the usual way. These children are not guaranteed a reception class place at the school.

**The Synaptic Trust Admissions Policy  
The South Norwood Academy  
Admissions Policy September 2018**

**The Synaptic Trust Admissions Policy**  
**The South Norwood Academy**  
**Admissions Policy September 2018**

The South Norwood Academy has a published admissions number of 60.

All places are allocated according to the admissions criteria below and distance (Category 5) is measured in a straight line from the applicants home address to the main school gate located in Gresham Road as before.

**Enhanced Learning Provision (ELP)**

The school has an ELP for children with moderate learning difficulties. There are 14 places available within the ELP which covers the full primary age range and these are allocated by Croydon's special education needs (SEN) team. The places in the ELP are additional to those provided in the main school and do not impact on the places available in the main school (as determined by the school's published admissions number).

**Supplementary Information Form (SIF)**

This school does not require a Supplementary Information form to be completed.

**Admissions criteria**

If the number of applications for a school is higher than the number of places available, the allocations will be made in the following order.

After the admission of children with a statement of special educational needs or Education Health and Care Plan (EHCP), where this school is named on the statement/plan, the criteria will be applied in the order in which they are set out below.

- 1 Looked-after children and previously looked-after children** (see Note 1).
- 2 Siblings:** children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil (see Note 2).
- 3 Medical:** pupils with serious medical reasons for needing to attend the particular school. For primary age pupils, a serious and ongoing medical condition of a parent which would prevent them taking their child to school will also be relevant (see Note 3).
- 4 Children of staff :** 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 the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see Note 4)
- 5 Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line from the main gate to the applicant's home address (see Note 5 and Note 6).

## **Tiebreaker**

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applicants, random allocation will be used, which will be independently verified.

## **Waiting lists**

A waiting list is held for the first term of the reception year, and thereafter applicants are required to complete the local authority's in-year application form 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.

## **Appeals**

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act, 1998. Appeals must be made in writing, setting out the reasons on which the appeal is made, and sent to the admission appeals clerk at the school address, so that it is received by the date given in the letter confirming the governors' decision not to offer a place. Parents/carers have the right to make oral representations to the appeal panel.

## **In-year applications**

If you wish to apply for a place at the school outside the normal admissions round you should complete Croydon's in-year application form, naming this school, and submit it to the council, with any supporting evidence required.

If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

## **Children of multiple births**

Where a parent applies for entry into the same year group for more than one child all children will be admitted. If it is not possible to offer a place to all of the children, the names of those children who were unsuccessful will be accorded sibling priority on the waiting list, i.e. the school to which the successful child has been admitted.

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

Parents may request that their child is exceptionally admitted outside their normal age group. The academy will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and, where applicable, evidence of the child's circumstances from a relevant professional, detailing the child's educational need which makes education outside the normal age group necessary. Decisions, made in the best interest of the child, will take account of the following.

- Parents' 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 a child may have naturally fallen into a lower age if the child has not been born prematurely;
- Views of the head teacher.

## **Notes for clarification**

### **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' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

### **Note 2**

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister whose main residence is at the same address.

### **Note 3**

The medical reasons must be verified by a GP or consultant and declared at the time of application, if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. The application must be supported by a letter from a hospital consultant and/or the family's GP.

### **Note 4**

Children of staff must be based at the Academy at which the member of staff is employed.

### **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. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The local authority should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

### **Note 6**

Distance will be measured in a straight line from the centre of the pupils main home to the designated main 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 this school.

Parents of children attending the nursery class must still apply in the usual way. These children are not guaranteed a reception class place at the school.

**The Synaptic Trust Admissions Policy  
Forest Academy  
Admissions Policy September 2018**

**The Synaptic Trust Admissions Policy  
Forest Academy  
Admissions Policy September 2018**

Forest Academy has a published admissions number of 90.

All places are allocated according to the admissions criteria below and distance (Category 5) is measured in a straight line from the applicant's home address to the designated main entrance, nominated by the school.

**Supplementary Information Form (SIF)**

This school does not require a Supplementary Information form to be completed.

**2 Year Old Provision**

Forest Academy have introduced a 2 year Old Provision, which can accommodate up to 24 places. Please contact the Academy if further information is required.

**Nursery class**

The school has a Nursery class for 3-4 year olds. The school is working with parents to provide a flexible provision. If a place is required at the nursery please contact the Academy for further information, a copy of the application form and the timescales for applying. If more applications are received than there are places available at that time then the same criteria as below is used to prioritise applications.

Parents should be aware that attending the Nursery class does not mean your child will automatically transfer to the Reception class at this school. Parents will still need to apply at the appropriate time for a place for their child in a Reception class, using the Council's common Application Form.

**Admissions criteria**

If the number of applications for a school is higher than the number of places available, the allocations will be made in the following order.

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- 5 Distance**: Priority will be given to pupils living nearest to the school as measured in a straight line from the main gate to the applicant's home address (see Note 5 and Note 6).

### **Tiebreaker**

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### **Waiting lists**

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### **Appeals**

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### **In-year applications**

If you wish to apply for a place at the school outside the normal admissions round you should complete Croydon's in-year application form, naming this school, and submit it to the council, with any supporting evidence required.

If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

### **Children of multiple births**

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Child minding arrangements cannot be taken into account when allocating places at this school.

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**The Synaptic Trust Admissions Policy  
The Woodside Academy  
Admissions Policy September 2018**

**The Synaptic Trust Admissions Policy  
The Woodside Academy  
Admissions Policy September 2018**

The school has a published admissions number of 120.

All places are allocated according to the admissions criteria below and distance (Category 5) is measured in a straight line from the applicant's home address to the designated main entrance, nominated by the school.

**Supplementary Information Form (SIF)**

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- Views of the head teacher.

### **Notes for clarification**

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**Note 5**

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**Note 6**

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**Note 7**

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