

## **Pimlico Primary Admission Arrangements 2018-19**

**1.** The admission arrangements for Pimlico Primary for the year 2018/19, subject to any changes approved or required by the Secretary of State, for subsequent years are:

**1.1** Pimlico Primary has an agreed admission number of 60 pupils. Pimlico Primary will accordingly admit 60 pupils into the Reception class each year if sufficient applications are received.

**1.2** Pimlico Primary may set a higher admission number as its Published Admission Number for any specific year.

### **2. Process of Application**

**2.1** Applications for places in the Reception classes will be made in accordance with Westminster City Council's co-ordinated admissions arrangements and will be made on the Common Application Form provided and administered by Westminster City Council.

### **3. Consideration of Applications**

**3.1** Pimlico Primary will consider all applications for Reception places at the school. Where less than the Published Admission Number for any relevant age group are received, the school will offer places to all those who have applied.

### **4. Procedures where Pimlico Primary is oversubscribed**

**4.1** Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs where Pimlico Primary is named on the Statement, the criteria will be applied in the order in which they are set out below:

**A.** Looked after Children and children who were formerly looked after (previously Looked after Children who have left care under an adoption order, residency order or special guardianship)

**B.** Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why the admission to the school is necessary.

**C.** Siblings of students currently attending the school who will continue to do so on the date of admission. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, whose main residence is at the same address. The school reserves the right to ask for proof of relationship.

**D.** Nearest walking distance to the school – children who live the nearest distance from the school. The distance which determines how close the child lives to the school is the shortest walking distance along public highways and footpaths between the front door to the child's permanent address and the main entrance to the school's main building. The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

**E.** Tie-breaker: first of all criterion 'D' will be used as a tie-break if necessary in categories 'B' and 'C' above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

**4.2** If false or misleading information is used to gain entry to the school, applicants may lose their priority for admission.

**4.3** Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected for a place within a year group, the twin/triplet/same year sibling will also be admitted even if this leads to exceeding the Published Admissions Number. The Academy reserves the right to exceed the Published Admissions Number in accordance with the Schools Admissions Code.

**4.4** Split residence: Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The address used will be that where the child spends the majority of the school week. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If parents cannot agree on the pattern of residence or the residential address to be used the address used will be that registered with the child's GP.

## **5. Operation of waiting lists**

**5.1** Pimlico Primary will operate a waiting list for each primary year group.

Unsuccessful applicants for entrance to any year group, including any applications received after the closing date for entrance to Reception, will be included in the waiting list for the relevant year group. The waiting list will operate until the end of the school year.

**5.2** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4 of this document without regard to the date that the application was received. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **6. Appeals**

**6.1** Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Free School. The Appeal Panel will be independent of the Free School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals.

**6.2** The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Free School will prepare guidance for parents/carers about how the Appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.