

2018

# Admissions Policy



Torriano Primary School

## **Introduction**

This policy details Torriano Primary School's admissions procedure.

The *Starting School in Camden* booklet, which outlines all the different Camden schools and provides all the necessary information for completing the application, is available to download at

<http://www.camden.gov.uk/ccm/navigation/education/camden-schools/primary-schools/primary-admissions/>

## **Nursery**

There are 39 nursery places available at Torriano Primary School. Nursery admissions are handled internally by the school, abiding by Camden's admissions criteria.

The school currently accepts applications for children eligible for the Department for Education (DFE) and Camden Enhanced Offer (CEO) 30 hours free scheme. All parents and carers are required to complete eligibility forms prior to their child joining Nursery in order to ensure the appropriate funding has been claimed on behalf of the child.

From September 2018, part time and full time places will be offered to parents and an extended hours provision will also be available at a cost (please see supplementary application form for further information regarding pricing, eligibility and extended hours structure).

Nursery places will be offered to children on a full-time basis. In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria:

- a) Children for whom the school has been named on an Education Health Care Plan.
- b) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence order or special guardianship order.
- c) Children with a sibling at Torriano Primary School who will still be on roll when they join.  
Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- d) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

If the year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above criteria. (Please see notes section on page 4 for further information regarding admissions criteria).

The closing date for Nursery applications is the end of February. Places are allocated for Nursery in the April preceding the September start. Please note exact dates for the deadline and offers vary each year, please speak to the school office for further details.

Attendance at Torriano Primary School Nursery does not guarantee admission into Reception. Children who attend Nursery will still need to apply to Camden Admissions for a Reception place.

Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

Nursery applications are available from the school office or on the school website at:

<http://www.torriano.camden.sch.uk/school-info/admissions/>

## **Reception**

Admissions into Reception at Torriano are managed by Camden Education Authority. The closing date for Reception applications is during the January preceding the school year in which your child will start school aged 5 years old. Responsibility for Reception admissions is transferred from the Local Authority to the school in the autumn term. Please note the exact dates for the deadline and the transfer vary each year. Visit the local authority's admissions website for further information regarding Reception applications

[\(http://www.camden.gov.uk/ccm/navigation/education/camden-schools/primary-schools/\)](http://www.camden.gov.uk/ccm/navigation/education/camden-schools/primary-schools/)

## **Year 1 – Year 6**

There are 2 classes per year group at Torriano Primary School. Each class has 30 children, 1 space per class is reserved for the Language Resource Base. Admissions for Year 1 – Year 6 are handled internally by the school, abiding by Camden's admissions criteria.

In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria:

- a) Children for whom the school has been named on an Education Health Care Plan.
- b) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence order or special guardianship order.
- c) Children with a sibling at Torriano Primary School who will still be on roll when they join. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- d) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

If each year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above criteria. (Please see notes section on page 4 for further information regarding admissions criteria).

In-year applications for Year 1 – Year 6 are accepted throughout the year. Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

We encourage all prospective parents and carers to visit the school. Open days take place once a term and the dates for these will be published on the school calendar. If you would like to attend an open day, please contact the main office on 0207 424 0202. In-year applications are available from the school office or on the school website at <http://www.torriano.camden.sch.uk/school-info/admissions/>

### **Language Resource Base**

Many children with Speech and Language and Communication Needs (SLCN), including Specific Language Impairment (SLI) can have their needs met successfully in mainstream schools. A Language Resource Base (LRB) is a specialist provision based within a mainstream school. It is designed for pupils who would benefit from a mainstream placement but require additional opportunities to learn in a specialist environment that can be modified to optimise the child's experience. There is one Language Resource Base in Camden; this is at Torriano Primary School.

Children attending the LRB receive regular, specialist support both within the base and also in their school class. Children will receive support from speech and language therapists, specialist teachers and teaching assistants. This ensures that children and young people can focus on the curriculum and have additional input to address their specific needs.

Pupils identified as having a language or social and communication difficulty will be referred to the SEN LRB panel. Parents/carers of children who have speech and language difficulties are encouraged to make an appointment to visit the Language Resource Base at Torriano in order to discuss the possibility of a placement for their child.

The panel meet three times a year in line with key times for decision of children's placement. Reception entry will be decided in the autumn term in the academic year before the next September. Information is gathered from a range of sources in order to decide whether needs can be met in mainstream school or whether they can be best met through the provision provided by the LRB. The Resource Base has 2 places in each year from nursery to year 6. In the majority of cases children and young people attending the LRB will have an Education Health Care Plan which reflects the need for additional provision that cannot be provided within a mainstream setting. The plan typically specifies that a social and communication difficulty has been identified or a specific language impairment.

**Notes:**

1. In order to be given highest priority for admission, a child has to fall within the definition of 'looked-after' in section 22 (1) of the Children Act 1989. As this act applies to England and Wales, a child has to be looked-after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the Camden School Admissions Code gives equal highest priority to 'previously looked-after children'. Given the definition of a looked-after child, a child will have to have been looked-after by an English or Welsh local authority in order to be considered previously looked-after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became a subject to a child arrangement or special guardianship order. Proof of looked-after status will be requested from the relevant local authority.
2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
3. Criterion e) will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.
4. Children with an education, health and care plan that specifies the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.
5. The school and council reserve the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been provided.
6. Multiple births: If only one place is available at the school and the next child who qualifies for a place is one of multiple births the school will go over their published admission numbers to support the family. These children will be 'excepted pupils' under the class size legislation.
7. Where one child of multiple birth has an education, health and care plan that names a specific school, the other children will be treated as having a sibling link for that academic year.
8. In the minority of cases when applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.
9. The school may give priority to children with exceptional social or medical needs. If you state a preference because of medical or social needs you must explain how the school meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why the school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues then you will be expected to accept a place at your nearest community school. Each application under this criterion will be considered by the social medical advisory panel, which includes a consultant paediatrician, admissions officer, senior social worker, educational psychologist and school inclusion officer.

*Approval Date: March 2018*

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