Determined Admissions Criteria for Monks Orchard Primary School: 2027/2028

Admission arrangements, set in accordance with the supplementary funding agreement for the school.

The school has a nursery unit with 14 places for 2-year-olds and 25 places for 3-year-olds allocated on both a full time and part time basis, depending on the applications received each year.

The published admission number for Monks Orchard Primary School is 30 children per class, from Reception through to Year 6. Monks Orchard is a one form entry school that is 210 pupils in total years R-6)

Admission arrangements for children joining any school within the Trust are in line with School Admissions Code 2021 and the School Admissions Appeals Code 2022.

Enhanced Learning Provision (ELP)
Monks Orchard Primary has an Enhanced Learning Provision (ELP) for children with ASD. There are 25 places available within the ELP, which covers the full primary age range, and these are allocated by Croydon's Special Educational Needs (SEN) Team. Further information about the council's SEN provision, and the process for children being given a place within an ELP can be found in the Local Authority primary brochure. 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 admission number).

Mainstream Admissions

If the number of applications for Monks Orchard Primary School is higher than the number of places available then, after admitting to the school the children with an Educational Health Care Plan 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. Siblings: Children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil.

3. Medical: Pupils with serious medical reasons 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, 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 3).

4. Children of Staff Member: Children whose parent is a member of staff who has been employed by the Trust for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

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 school will use random allocation, which will be independently verified.

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. This also applies to children adopted from care outside of England. 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: 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.

Note 3: 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 parents feel there are exceptional reasons for a child to be considered for a priority placement at a particular school, this must be indicated in the section provided in the application form, and the appropriate medical form must be completed which is available online at: http://www.factrust.org/home-monksorchard or a paper version can be obtained from the school.

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

It is for parents to decide how to support a medical application case and what additional documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant, by the application closing date as posted on the school's website. Monks Orchard Primary is not responsible for contacting professionals for information about any case. Any decision will be based on documents submitted by the closing date.

Decisions on priority of admission on medical grounds to Monks Orchard Primary will be made on the basis of recommendations of the Trust's nominated medical advisor, taking into consideration 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. If evidence is received after the closing date, it will not be taken into account until after places have been offered.

Note 4: '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 Croydon Council will undertake checks using a piece of software known as 'Datatank ' which will enable the LA to verify applicants' addresses by cross referencing applications against multiple Council databases i.e. Council Tax register, electoral roll etc. 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 living during the course of the week. The local authority would expect that the parents / carers, 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.

Note 5: 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.

Note 6: Child-minding cannot be taken into account when allocating places at oversubscribed schools.

Note 7: Parents of children attending the nursery unit at Monks Orchard must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school.

Note 8: Twins/triplets or other multiple births for admission into an infant class
If parents are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows the school to admit them all i.e. all siblings from a multiple birth. The government 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 birth to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number. Please note this is only applicable if the first sibling of the multiple births qualifies for the one remaining place at the school.

Appeals

If parents do not receive an offer for a Reception school place at Monks Orchard and wish to appeal, this is possible via the online council appeals system. However, please note: there are three circumstances in which an appeal panel can uphold an appeal for a school; if an appeal does not satisfy any of these conditions then it cannot be upheld. These conditions are:

- the child would have been offered a place if the admission arrangements had been properly implemented
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998, and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case. Unreasonable in this sense means irrational - a decision which was 'perverse in the light of the admissions arrangements'.

Appeals for Monks Orchard that are completed online by the council's published deadline, will be heard within 40 school days of that deadline.

Waiting lists

The Trust's waiting lists are maintained by the local authority's school admissions team. A waiting list is held for the first term of the Reception year until December 31st, with each added child requiring the list to be ranked again in line with our oversubscription criteria. After this date, 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.

Deferred entry and Part-time attendance

All children are entitled to start full-time in Reception from the September following their fourth birthday. However, parents who have achieved a Reception year place for their child at Monks Orchard Primary can, should they wish, choose to defer their child's start date until they have reached compulsory school age. There are dates when admission becomes compulsory for any child aged 5. These are December 31st for children born between September and this date and March 31st for children born between Jan 1st and this date. Children born between April 1st and 31st August (known as summer born) must start school on the first day of the Summer term regardless of when they reach 5. Whilst these are the compulsory start dates, the school will welcome children starting full-time from the date of their fifth birthday, should parents prefer.

If parents choose to defer the place they have achieved for their child, but the child fails to attend by the appropriate compulsory dates, then the place will be lost, and allocated to another child.

Unlike the right to defer entry, this right can be exercised during the last term in the case of "summer born children", and can also be exercised in combination with the right to defer the child's start date until later in the school year, as set out above.

For example, a child born on 18 November could start school part-time from 1 September and then full-time from 1 January, and a child born on 22 March could start school part-time from either 1 September or 1 January and then full-time from 1 April.

Delayed entry for summer-born children

Parents of children born between 1 April and 31 August (known as "summer born children") also have additional options. They can choose to delay their child starting school for a whole school year, or, choose for their child to start school in the September they are four but remain part time until they reach five, at which time they attend full time in line with the above compulsory dates.

In summary, below are the options parents have if their child is born between 1 April and 31 August:

1. To start school full-time in Reception Year in the September following their fourth birthday in the usual way;
2. To retain the place they have achieved for their child in Reception Year and decide that their child will start school later in the school year (i.e. deferred entry) and/or attend part-time, as set out above;

3. To lose any place achieved for their child in Reception Year and delay (rather than defer) their child starting school for one whole school year (i.e. the following September). Parents choosing this option then have a further choice to make. They can choose for their child to be admitted to Year 1 in the following September with their usual age group (subject to their being an available place in Year 1, as no place will be have been reserved for the child) or be admitted to Reception Year in the following September with children below their normal age group.
   The second of these options will require parents to submit a separate application for Admission Outside Normal Age Group. Details for this are below.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. The school will decide whether or not the individual child's circumstances make this appropriate on educational grounds.
It is the expectation of Fairchildes Academy Community Trust that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school, through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include written request from parent 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 are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking 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 child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

In year admissions

To apply for a place at one of the schools within The Fairchildes Academy Community Trust outside the normal admissions' round it is necessary to complete Croydon's in-year application form, naming the school of preference. This should then be submitted to Croydon LA's Department for Primary Admissions with any supporting evidence.