



## **Nelson Primary School Admissions Arrangements for Entry in September 2024**

The published admission number for Nelson Primary for September 2024 is 30.

### **Age of children upon admission**

If your child is born between 01 September 2019 and 31 August 2020 then they will be able to start reception class in September 2024.

### **Request to delay entry to school in the same year (Deferred entry)**

Parents who feel that their child is not ready to start school in the September following the child's fourth birthday can either arrange for the child to attend part-time until they reach five, or defer the date the child is admitted until later on in the Reception year. The latest date a child can start school is at the beginning of the summer term 2025.

### **Admission outside of the child's normal age group**

Parents who would like to request for their child to be educated outside of their normal age group must still make an application for a school place by the closing date. They will also need to put their request in writing to the Local Authority, and may also provide supporting documentation.

Such requests will be carefully considered and a decision made on the merits of each case.

For summer-born children, if it is agreed that they can be educated in a younger age group, parents will need to re-apply in the following year for entry into Reception.

Note that there is no statutory right to appeal if the request is not agreed.

### **Oversubscription**

If there are more applications received than there are places, the following criteria will be used to decide which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in a Statement of Special Educational Needs or Education Health & Care Plan):

#### **Oversubscription Criteria**

- a. Places will be offered firstly to looked after children** i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this

criterion must be accompanied by details of circumstance and professionally supported evidence (eg from a social worker);

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- Children who are in the care of a Local Authority (LA), or being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made.
  - Previously looked after children who were looked after immediately prior to being adopted or who became subject to a child arrangement order under the Children's and families Act 2014, (previously known as a residence order) or a special guardianship order.
- b. Places will then be offered to children who have a sibling** living at the same address who is attending Nelson Primary School at the time of admission, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
- c. Children** (by which is meant full, step-, half- and adopted Children living in the same household) **of staff** directly employed by Nelson Primary School for two years or more before the admission application and employed at the point of admission.
- d. The remaining places will be offered to children whose home is nearest to the school**, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. All distances will be measured using the Richmond School Admissions computerised Geographical Information System.

### **Tie break Criteria**

In the event of a tie in categories a, b or c, the tie breaker will be distance. Places will be offered, in order, to children whose home is nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. All distances will be measured using the Richmond School Admissions computerised Geographical Information System.

### **How to apply for a place**

To apply for a place at the school parents must do so online going to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) or [www.richmond.gov.uk](http://www.richmond.gov.uk) using the common application form. All late applications will be considered after those received on time.

Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the over-subscription criteria set out in this document.

## **Waiting Lists**

The Local Authority will keep a waiting list in criteria order as identified by the published oversubscription criteria. The waiting lists will remain in place until the end of the Autumn Term of the relevant year of entry. In January, we will write to parents who will need to respond in writing as to whether or not they wish to remain on the waiting list.

Placing a child's name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents should note that when the admission criteria has been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant's position. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

## **In-Year Admissions**

All applications outside of the normal admissions round must be made via the Local Authority.

In Year applications must be made using Richmond's In Year Application Form available from Richmond School Admissions by emailing [Richmond.admissions@achievingforchildren.org.uk](mailto:Richmond.admissions@achievingforchildren.org.uk) to request a copy or download a copy from the Richmond website at [www.Richmond.gov.uk](http://www.Richmond.gov.uk)

## **Appeals against a Nelson Primary School decision to refuse admission**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes [YR to Y2] are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that: -

- the admission of additional children would not breach the infant class size limits, or
- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals will be heard by an Independent Appeals Service.

Appeals will be heard by The London Borough of Richmond's Independent Appeals Service.

Please contact:  
The Schools Appeals team  
Democratic Services  
York House  
Twickenham  
TW1 3AA  
Tel: 0208 891 7163  
Email: [democratic.services@richmond.gov.uk](mailto:democratic.services@richmond.gov.uk)

Appeals for admission in September 2024 will be heard during June/July 2024.

### **False Information**

- a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.
- c) Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

### **Fair Access Protocol**

The Fair Access Protocol is part of the admission arrangements for all schools in Richmond Upon Thames and Nelson Primary School will operate as a part of the protocols.

### **Late Applications**

Any late applications made direct to the academy will be forwarded to the LA immediately. All late applications will be considered after those received on time.

### **Nelson Primary School**

**DFE number: 318 2029**

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