



**Southfield Primary School**  
**Admissions Statement**  
**2019-20**

## Southfield Primary School Admissions Statement 2019-20

### Introduction

**This statement relates to admissions to Southfield Primary School. The School administers Nursery admissions. Please contact the London Borough of Ealing for Reception to Year 6 admissions. Please see the statement below for more detail regarding this.**

### Applying for a place at Southfield Nursery

Southfield Nursery places are allocated in accordance with the local authority's admission criteria. Please note that admission to Southfield Nursery does not guarantee admission to Southfield Primary School.

The criteria listed in order of priority are:

1. Looked after<sup>1</sup> children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order
2. Children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission\*.
3. The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode.

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<sup>1</sup> A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. A child arrangements order is defined in s8 of the Children Act 1989 as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians)

The measuring system is an integral part of the admission software produced by Synergy. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 2 metres.

It does not mean that we will be able to allocate a place at the nursery school nearest to your address.

If two or more children have equal priority under the criteria, the criterion of distance will then be applied.

#### TIE BREAK

In the event that the distances are equal the School will draw lots to randomly allocate the place

#### TWINS, TRIPLETS OR OTHER CHILDREN FROM MULTIPLE BIRTHS

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child admitted.

#### CHILDREN OF NEWLY APPOINTED STAFF

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the School will place the children of a new appointee for the post in question, at the top of the waiting list for places at the nursery .

### **Deferred entry to primary school**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2014, you will not be able to defer entry until September 2019, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

### **DELAYED ENTRY INTO RECEPTION**

Parents may seek places outside of their child's normal age group. In the case of Southfield Primary School the decision is made by Admission Authorities. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case and in the best interests of the child concerned.

If parents wish to apply for delayed entry into Reception at Southfield Primary School, they need to make a request to the Head of Admissions, providing reasons for the request with supporting documentation from a professional

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. The Local Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Local Authority to consider.
- The views of the head teacher of the school concerned.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council's complaints procedure for decisions made by Council Officers or under the school's complaints procedure where the school are the admissions authority.

### **Waiting Lists**

If Southfield Nursery cannot offer a place the parent will have the opportunity of placing their child's name on the waiting list. When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot normally be held open.

### **How to apply**

Application forms can be found on the school website - <http://southfieldschool.org.uk> or collected from the Southfield Primary School office. On completion of the form it should be returned to the school office by post or emailed to [admin@southfield.ealing.sch.uk](mailto:admin@southfield.ealing.sch.uk)

### **Documentation to be provided with the application form**

Documentary evidence of proof of date of birth needs to be provided with the application e.g. the child's medical card.

Proof of address - you are required to submit one item of documentary evidence of your home address when submitting your application form.

Please provide:

Your current year's Council Tax Bill

If you do not pay Council Tax then one of the following may be accepted:

- Letter confirming entitlement to income support for the current year
- Tenancy agreement from a registered private letting agency
- Letter from Social Services, NASS, Housing Department confirming placement at your address
- Car insurance
- If moving home a solicitor's letter confirming the date that contracts were exchanged and the date of completion (no longer than 6 weeks after contracts are exchanged). On the date of completion applicants must take up residency at the new address.

If none of the above are available then a letter explaining the circumstance and two items of documentary evidence showing that you are living at that address. i.e. if you are living with friends or relatives you will need a copy of their Council tax bill and a letter confirming you are residing with them for the foreseeable future and 2 of the documents referred to above. Without this documentation we will be unable to process your application. If you and/or your child are living abroad you must provide the home address in that country.

When using the Nursery's paper application form please attach to your completed application form proof of home address and your child's date of

birth. If you are submitting professional evidence (e.g. a letter from your child's consultant or social worker) to support your application, attach this to the application form and ensure that all documentation includes your child's name, date of birth and home address.

## FALSE AND MISLEADING ADDRESSES

Southfield Primary School takes very seriously any attempt to obtain a school place by deception.

If we find that a nursery place was obtained using a false or misleading address we will give serious consideration to withdrawing the offer, even after the child has started nursery. In deciding whether to withdraw the place, the length of time that the child has been at the nursery will be taken into account.

Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn.

The Local Authority uses their Audit and Investigation Service to investigate cases and if there is any doubt regarding the veracity of your claimed address you may be asked to provide additional information before your case is referred to this Service.

**The last date for applications to the Southfield Nursery is Friday 22<sup>nd</sup> March 2019**

Anything received after that date will be considered a late application. If you change your address after the offer date you must be living in the property before the new address can be used.

### **Children of UK service personnel (UK Armed Forces) and Crown Servants**

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in that area are allocated a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

### **Shared responsibility**

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application. Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required. In all other cases of personal or family arrangements the address of the mother will be taken as the main residence.

Monitoring of this policy will be undertaken by the School. Information relating to nursery admissions will be included in the Headteacher's report.

## ADMISSION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS 2018/19

PLEASE NOTE: This information has been taken from

[file:///C:/Users/smccabe3.307/Downloads/Determined\\_Admissions\\_Arrangements\\_community\\_schools\\_2019\\_20%20\(1\).pdf](file:///C:/Users/smccabe3.307/Downloads/Determined_Admissions_Arrangements_community_schools_2019_20%20(1).pdf)

and is accurate as of 25.09.2018

### ADMISSION CRITERIA FOR Southfield Primary School 2019 - 20

**IMPORTANT:** Please note that admission to a nursery class does not guarantee admission to the main school on the nursery site.

The criteria listed in order of priority are:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order
2. Children with a brother or sister <sup>2</sup>who will be attending the main school (not the nursery class) at the time of admission\*.

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<sup>2</sup> The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

3. The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode.

The measuring system is an integral part of the admission software produced by Synergy. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 2 metres.

It does not mean that we will be able to allocate a place at the school nearest to your address.

If two or more children have equal priority under the criteria, the criterion of distance will then be applied. twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child admitted..

If two or more children have equal priority under the criteria, the criterion of distance will then be applied.

#### TIE BREAK

In the event that the distances are equal the Local Authority will draw lots to determine which applicant should be offered the place.

#### TWINS, TRIPLETS OR OTHER CHILDREN FROM MULTIPLE BIRTHS

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the sixtieth child admitted (as there are currently two reception classes at Southfield Primary School.)

## CHILDREN OF NEWLY APPOINTED STAFF

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

## DEFERRED AND DELAYED ENTRY OUTSIDE NORMAL AGE GROUP TO PRIMARY SCHOOL

### DEFERRED ENTRY

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry. If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2010, you will not be able to defer entry until September 2015, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

### DELAYED ENTRY INTO RECEPTION

Parents may seek places outside of their child's normal age group. The decision is made by the Council. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case and in the best interests of the child concerned.

If parents wish to apply for delayed entry into Reception, for Southfield Primary School, they need to make a request to the Head of Admissions, providing reasons for the request with supporting documentation from a professional.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January.

In the case of community schools, the Local Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Local Authority to consider.

- The views of the head teacher of the school concerned.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school. If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council's complaints procedure for decisions made by Council Officers or under the school's complaints procedure where the school are the admissions authority.

### Waiting Lists

If the preferred school(s) cannot offer a place the parent will have the opportunity of placing their child's name on the waiting list(s). The child will automatically be placed on the waiting list for higher preferences than the school offered but if the parent wishes to be placed on a lower preference the parent will need to request this on the reply slip which is sent out with the offer letter.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot normally be held open and it is expected that they will be taken up almost immediately unless the child has not reached compulsory school age, has not yet started school and the parent wishes to defer entry to school. The Community Schools in Ealing will hold waiting lists for all year groups for one academic year, after which the waiting list will cease. If parents wish for their child to continue on the waiting list after that academic year the parents will have to write in and request this.

Proof of date of birth

Documentary evidence of proof of date of birth needs to be provided with the application e.g. the child's medical card.

#### PROOF OF ADDRESS

You are not required to submit documentary evidence of your home address when submitting your application form. Ealing council will check internal council databases in order to verify your address. Where it is not possible to verify your address or if you have recently moved we will advise you that proof is required. The following information may be required.

- The claimed address must be your permanent address where you are living with your child on the date you submit your application and the proof provided should be in the name of the applicant.
- Documentary evidence of your permanent address:

- Your current year's Council Tax Bill

If you do not pay Council Tax then the following may be accepted:

- Letter confirming entitlement to benefits e.g. child benefit, child tax credit, housing benefit, income support or Jobseekers allowance for the current year or any new benefits which may be introduced or replace any of these.
- Tenancy agreement from a registered private letting agency with 2 copies of recent bills e.g. bank/mobile/phone statement, utility bill (gas/water/electricity) or wage slip
- Car Insurance
- Letter from Social Services, National Asylum Support Service (NASS), United Kingdom
- Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address

If you are living with friends or relatives, you will need to provide a copy of their Council Tax bill, a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.

If you and/or your child are living abroad but intend to move back to this country you must provide the home address in the country you are currently residing. When you can prove that you are living in the country the last date that your address can be changed before the offer date is 12 February. If you move into the country after that date your address can only be changed after the offer date. In all cases you must be living in Ealing before the new address can be used.

## **PLEASE NOTE THAT INTERNAL COUNCIL CHECKS WILL BE MADE ON ALL APPLICANTS' CLAIMED ADDRESSES**

### **FALSE OR MISLEADING ADDRESSES**

Ealing Council takes very seriously any attempt to obtain a school place by deception. If we find that a school place was obtained using a false or misleading address we will give serious consideration to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn.

The Council uses our Audit and Investigation Service to investigate cases and if there is any doubt regarding the veracity of your claimed address you may be asked to provide additional information before your case is referred to this Service.

If you know someone who intends to or has used a false address to gain a school place, you can report this to the school admissions team confidentially by emailing [mainroundadmissions@ealing.gov.uk](mailto:mainroundadmissions@ealing.gov.uk) or by calling admissions on 0208 825 6339/5511/5522. You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

### **SHARED RESPONSIBILITY**

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this

parent will be used for the purposes of the application. Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required. In all other cases of personal or family arrangements the address of the mother will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.

#### CHANGE OF ADDRESS

If you move address within the London Borough of Ealing after the closing date of 15 January and are offered a place you will be entitled to retain that place if you wish. However, if you prefer to change your preference after the closing date and apply for a different school closer to your new home address you may do so by 8 February but if you wish to change your preferences after these dates your application will be administered as a late application. If you have recently moved into Ealing and have completed and returned a common application form between the closing date and the cut-off date of 8 February your application will be considered as on time. If you have moved from one Local Authority to another after submitting your on-time application you may wish to let your original preferences stand or submit new preferences by the cut-off date. In either case the application will be treated as on-time.

## PLEASE NOTE THAT YOU MUST BE LIVING IN THE NEW PROPERTY BY THE CUT-OFF DATE FOR THE NEW ADDRESS TO BE CONSIDERED IN THE APPLICATION PROCESS

The cut-off date is the last date that applications are allowed to be entered onto the system and therefore no change of address can be considered after that date until after the offer date.

If you move address after the offer date you must be living in the property before the new address can be used and you will be required to provide evidence of your new permanent home address as detailed above and proof that you are no longer living at your previous property e.g. proof of sale by means of a solicitor's letter or proof of termination of a tenancy agreement by means of a letter confirming such termination from the landlord or their agent.

If you change address whilst waiting for a school place you must be living at the address before the new address can be taken into consideration in your application and proof will be required as above.

## CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the Local Authority are allocated a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date to the area and/or a unit postal address or quartering area address.

## SUBMITTING PROOF

When applying online you must attach proof your child's date of birth (e.g. a medical card) to your online application. If you are unable to attach the

documents you must send them to Main Round Admissions, Ealing Council,  
Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL.

(Email: [mainroundadmissions@ealing.gov.uk](mailto:mainroundadmissions@ealing.gov.uk))

If you have completed a paper common application form you must attach the  
proof of your child's date of birth (e.g. a medical card).

## REVIEW OF PROCEDURE

<b>Governing Body Sub Committee</b>	<b>Published</b>	<b>Review Date</b>	<b>Author</b>
Full Governing Body	2018	October 2019	Sheila McCabe
<b>Headteacher's Signature</b>			
<b>Chair of Governors Signature</b>			



Child's details	
Surname:	Child's Home address: <b>Proof required - see below</b>
First Name:	This must be the address where the child normally lives. Line 1: Line 2: Line 3:
Middle Name:	
Date of Birth: <b>Proof required - see below</b>	
Male <input type="checkbox"/> Female <input type="checkbox"/>	
Is the child in public care? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, which Local Authority?	
Does your child have a Statutory Statement of Special Educational needs? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Name and address of current or previous nursery attended.	
Preference for morning or afternoon place: am <input type="checkbox"/> pm <input type="checkbox"/>	
Please Note: We will try to allocate according to preference but this cannot be guaranteed.	
Does your child have a sibling in Southfield Primary School?	

Sibling's name:	Sibling's class:
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Parent/Carer 1 details	Parent/Carer 2 details
Name:	Name:
Address:	Address:
Email :	Email:
Home number:	Home number:
Mobile number:	Mobile number:
Relationship to child:	Relationship to child:

**Please return the completed form to Southfield Primary School, Southfield Road, London W4 1BD with proof of address and proof of child's date of birth.**

<p><b>Declaration:</b> I certify that I am the person with parental responsibility for the child named on this form and that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given in this form or supporting documentation may render this application invalid or lead to the offer of a place being withdrawn.</p>		
<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature:</td> <td style="width: 40%;">Date:</td> </tr> </table>	Signature:	Date:
Signature:	Date:	

Data Collection Notice: Data Protection Act 1988. The information you have provided to Southfield Primary School in accordance with the Data Protection Act 1988 will be used to assist with your child's admission to our Nursery. You have a right to ask for a copy of the information about you held in our records. You must request this in writing to the school office. You also have the right to require us to correct any inaccuracies on your information.