



"Inspiring a love of lifelong learning"

Admissions Policy

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

ADMISSION TO COMMENCE FULL-TIME EDUCATION AT CHARVILLE ACADEMY

The Governing Board proposes to admit 90 children during each school year. Boys and girls will be admitted without reference to ability, aptitude, gender, race or religion.

Where the school is oversubscribed, after the admissions of pupils with a Statement of Special Educational Needs/Education, Health Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

1 **Looked After Children**

A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).

2 **Medical or psychological condition of child**

children who suffer from a long term medical or psychological condition which necessitates their attendance at Charville Academy rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

3 **Medical or psychological condition of member of immediate family**

details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

Parents who wish to claim priority on the grounds set out in 2 and 3 above must :

- i) provide details of that long term medical or psychological condition and must provide a doctor's statement in support of their application; and
- ii) must provide those details and supporting statement at the time of application or subsequently, but before the published date by which applications are to be considered.

The Governing Board will not take into account the medical or psychological condition of a child or a member of the child's immediate family if parents do not meet the criteria above before the date by which applications are to be considered.

4 **Sibling connection**

Sibling refers to 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 school place is sought is living in the same family unit at the same address as that sibling and who will continue to do so on the date of admission.

5 **Children of staff**

Children of staff, where the member of staff has been employed by Charville Academy for 2 or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

6 **Distance from school to home**

Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to Charville (the corridor outside the KS1 hall).) Ordnance Survey Co-ordinates 509118 183115. Those living closer to the school will receive the higher priority.

As there is no set catchment area, children living in a particular road may be allocated a place one year, but not in another.

** Areas of skills shortage are currently in classroom based roles. This is subject to review on a regular basis. Children of staff include; step brother or sister, or the child of the member of staff's partner living in the same family unit at the same address.

Summer Born – If a parent wishes his/her child to be educated outside his/her normal age group i.e. a child born between 1st April and 31st August, being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Tie Breaker - Distance is measured in a straight line from the child's home address (which is deemed to be the address at which the child benefit is paid) to the school, using a GIS system which is based on Ordnance Survey data. The measurement is from the address point for the home address to the address point for Charville Academy. If only one place is available at the school and the next child who qualifies for a place is equidistant the tiebreak will be by computerised random allocation.

In the event of their being more applications than places available, the Governors are required by law only to offer places strictly in accordance with the criteria listed above.

The Governors will admit all children in accordance with the schools admissions criteria, unless he or she has a statement of special educational needs that names another school.

The Governors reserve the right to withdraw the offer of a place if any information given is found to be false.

APPLYING FOR A PLACE

Before applying we would encourage you to visit the school. Please make an appointment with the Admissions Officer, who will arrange for you to be shown around.

Application forms are available from Pupil & Family Services at the Civic Centre, Uxbridge. If your child attends Charville Nursery or is on the waiting list for our Nursery, you will automatically be sent a form by the school.

If you want to apply for a full-time place at Charville Academy you should complete the application form and return it to Charville School by the due date. **Forms that are received after the due date will be considered only after places have been allocated for applications received on time.**

You are recommended to nominate other schools in case you are unsuccessful in gaining a place at Charville Academy. However, you should complete only **ONE** application form. Care should be taken when completing the form to ensure that all information is accurate.

The vast majority of the children who attend Charville Academy start in the Nursery. However, it is important that parents realise that a place in the Nursery does not guarantee a place in the school.

The admission process is carried out by the Client Services Team within Pupil and Family Services at the Civic Centre who will advise you of the placement for your child.

ACCEPTING THE OFFER OF A PLACE

Pupil & Family Services, Civic Centre, Uxbridge will inform you if you are offered a place at Charville Academy for your child. You must accept it within 2 weeks and return the Acceptance Form to Pupil and Family Services. If you lose the Acceptance Form, please contact Pupil & Family Services immediately.

If you are offered a place but do not accept it by the specified date, it will be re-allocated.

You will be able to accept only **ONE** place. Checks will be carried out in conjunction with the Local Authority and if they show that you have accepted more than one place for your child, the Governors reserve the right to withdraw any offer made.

Prior to taking up their place, children and parents will be invited to an induction meeting where children will be able to visit their new class and meet their teacher. Parents will receive a parent handbook which details school procedures and other relevant information.

APPEALS

Pupil & Family Services will inform you if the Governing Board is unable to offer a place for your child at Charville and will offer an alternative school. However you have the right to appeal against the decision not to offer a place at Charville Academy. Appeal forms and details of the Appeals procedure are available on request from the school office and should be returned to the Appeals Clerk, Charville Academy Governing Board, Bury Avenue, Hayes, Middlesex UB4 8LF.

The Governing Board is required by law to establish an Appeals Committee. Appeals will be heard by a panel of three persons in accordance with the 1993 Education Act.

Please note that you must lodge your appeal in writing within 14 days of the date of the letter notifying you that the school has not been able to offer you a place.

The Appeals Committee will hear any appeals within 30 working days from receipt of appeal papers.

In the case of split families, the address of the child will be taken as where the child benefit is paid.

WAITING LISTS

If your child is not offered a place, his/her name will be put onto a waiting list according to the criteria as published.

Please note that children who move into the area after the allocation of places will be placed on the waiting list according to the criteria of home-school distance and may be put above you.

GENERAL INFORMATION

If at any time you need further information, advice or clarification, please contact the Admissions Officer at the school.

ADMISSION TO CHARVILLE ACADEMY YEARS R - 6

In Year Admissions

In Year admissions are made directly to the school. If a place is available and there is no waiting list then the governing board will admit the child. If more applications are received than there are places available then applications will be ranked by the governing board in accordance with the oversubscription criteria. If a place cannot be offered, then you may ask us for the reasons and you will be informed of your right of appeal. The school maintains a waiting list. This waiting list will be maintained by the governing board based on the oversubscription criteria. When a place becomes available the school will then make an offer.

If you are moving into the area or transferring from another school and wish to apply for a place at Charville Academy, you should enquire with the Admissions Officer as to availability. You will be asked to complete a form and provide sight of the child(ren)'s birth certificate(s) and proof of your permanent address.

You will not be able to apply for a place at the school using Hillingdon's application forms or those of other Foundation schools in the area.

Children applying to Charville Academy will be admitted to the appropriate year group provided that there is a place.

If the year group is full (according to the stated admission number) the child's name may be placed on a waiting list until a place becomes available.

Criteria for the placement on the waiting list is based on:

1 **Looked After Children**

A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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 I Section 22(1) of the Children Act 1989).

2 **Medical or psychological condition of child**

children who suffer from a long term medical or psychological condition which necessitates their attendance at Charville Academy rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

3 **Medical or psychological condition of member of immediate family**

details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

Parents who wish to claim priority on the grounds set out in 2 and 3 above must :

- i) provide details of that long term medical or psychological condition and must provide a doctor's statement in support of their application; and
- ii) must provide those details and supporting statement at the time of application or subsequently, but before the published date by which applications are to be considered.

The Governing Board will not take into account the medical or psychological condition of a child or a member of the child's immediate family if parents do not meet the criteria above before the date by which applications are to be considered.

4 **Sibling connection**

Sibling refers to 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 school place is sought is living in the same family unit at the same address as that sibling and who will continue to do so on the date of admission.

5 **Children of staff**

Children of staff, where the member of staff has been employed by Charville Academy for 2 or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

6 **Distance from school to home**

Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to Charville (the corridor outside the KS1 hall) Ordnance Survey Co-ordinates 509118 183115. Those living closer to the school will receive the higher priority.

As there is no set catchment area, children living in a particular road may be allocated a place one year, but not in another.

** Areas of skills shortage are currently in classroom based roles. This is subject to review on a regular basis. Children of staff include; step brother or sister, or the child of the member of staff's partner living in the same family unit at the same address.

Tie Breaker - Distance is measured in a straight line from the child's home address (which is deemed to be the address at which the child benefit is paid) to the school, using a GIS system which is based on Ordnance Survey data. The measurement is from the address point for the home address to the address point for Charville Academy. If only one place is available at the school and the next child who qualifies for a place is equidistant the tiebreak will be by computerised random allocation.

In the event of their being more applications than places available, the Governors are required by law only to offer places strictly in accordance with the criteria listed above.

The Governors will admit all children in accordance with the schools admissions criteria, unless he or she has a statement of special educational needs that names another school.

The Governors reserve the right to withdraw the offer of a place if any information given is found to be false.

Where a family with several children moves into the area it may not be possible to offer places to all siblings. When one child from a family is admitted, the remainder of the family will move to the top of the waiting list.

Please note that children moving into the area with a closer home-school distance will be given priority over your child.

You have the right to appeal against the decision not to offer your child a place at Charville.

The Governing Board is required by law to establish an Appeals Committee. Appeals will be heard by a panel of three persons in accordance with the 1993 Education Act.

Please note that you must lodge your appeal in writing within 14 days of the date of the letter notifying you that the school has not been able to offer you a place.

The Appeals Committee will hear any appeals as quickly as possible so that parents and children may settle into a school.

ADMISSION TO CHARVILLE NURSERY

If you wish to apply for a place at Charville Nursery, you should put your name on the waiting list held in Reception as soon as possible.

You will be asked for sight of the child's birth certificate and proof of your permanent address. An application cannot be processed without sight of the above.

Governors of Charville Academy aim to offer each child three terms of Nursery provision prior to beginning full time education. There are 52 places in each a.m. and p.m. session.

The waiting list is organised in age bands, therefore the number of places available will vary from term to term.

For September and January of each year, the Admissions Officer allocates places to the children who are eligible for that term's intake. If there are sufficient places for all applicants - everyone will be offered a place, however, where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority. If there are spaces during the academic year these will be accepted if criteria is met.

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guardianship order. 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 I Section 22(1) of the Children Act 1989).

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The Governors reserve the right to withdraw the offer of a place if any information given is found to be false.

If places still remain they will be offered to children from the next term's intake according to the above criteria.