

GEMS Twickenham Primary Academy Admissions Arrangements for Entry in September 2016

Admission numbers

- GEMS Twickenham Primary Academy is a new school which opened in September 2015.
- The published admission number for 2016 is 60.
- There will be two Reception classes in 2016¹.

Each year thereafter the school will continue to take two Reception classes until it reaches capacity of 420 children.

Age of children upon admission

- If your child is born between 01 September 2011 and 31 August 2012 then they will be able to start reception class in September 2016.
- Any requests for admission outside the child's chronological age group will be considered on a case by case basis and must be accompanied by professionally supported evidence.

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):

1. 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:

¹ Parents can request that the date their child is admitted to the school be deferred until later in that school year or until the child reaches compulsory school age in the same school year. [i.e. the term after they have their 5th birthday]. Parents may also request that their child attend part time until the child reaches compulsory school age in that same year. Arrangements will be discussed between the parents and the Principal.



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- 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 offered to children who have a sibling living at the same address who is attending Twickenham Primary Academy 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. The remaining places will be offered to children whose home² is nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

Tie break Criteria

In the event of a tie in categories 1 and 2, the tie breaker will be distance. Places will be offered, in order, to children whose home is nearest to the school, as measured by a straight line to the main school gate. All distances will be measured using the Richmond Upon Thames School Admissions computerised Geographical Information System.

If criteria a, b or c produces an identical result for two or more applicants the GEMS Learning Trust will use random allocation by lottery to determine who will be offered a final place.

2. How to apply for a place

To apply for a place at the school parents must do so online www.richmond.gov.uk using the common application form by **15th January 2016**. It is advisable to keep a copy of the form before submitting it. All late applications will be considered after those received on time.

Applicants will be notified on **18 April 2016** as to whether the GEMS Learning Trust is able to offer a place or not. Unsuccessful applicants will 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.

3. Waiting Lists

² Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.



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The GEMS Learning Trust will keep a waiting list in rank 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.

4. 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 on tel 020 8891 7514 or by emailing education.admissions@richmond.gov.uk to request a copy or download a copy from the Richmond website at www.Richmond.gov.uk

5. Appeals against the GEMS Learning Trust's 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



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Email: democratic.services@richmond.gov.uk

Appeals for admission in September 2016 will be heard during June/July 2016.

6. 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.

7. Fair Access Protocol

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

8. 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.