



# Dame Tipping C of E Primary School

Admissions Policy for September 2025

Approved December 2023 - Review Sept 2024

*'Love to learn: learn to love'*



The Governors welcome applications for places for children whose parents wish them to be educated at Dame Tipping C of E Primary School. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health and Care Plans where Dame Tipping C of E Primary School is the named school, the oversubscription criteria will be applied in the order in which they are set out below.

## **Definitions**

### **Sibling**

A child whose brother or sister (sibling) (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address currently attends the school (not a nursery class attached to the school), and is expected to still be attending the school at the intended date of admission

### **Child**

Anyone under the age of 18.

### **Children Looked After (previously Looked After Children):**

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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 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.

### **Children of staff**

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post.

### **Policy and number for entry into Year R**

Dame Tipping C of E Primary School provides a 4 to 11 education. Children will be admitted at age 4 without reference to aptitude or ability. The number of intended admissions for the year commencing the 1 September 2025 will be 15.

### **Applying For a Place- Cohort Applications**

You must make an application to the Local Authority for your child to attend Dame Tipping C of E Primary School. The Governors recommend that parents/carers read the current Havering Co-ordinated Admissions Arrangements, available to download from the Infant/Primary section of the Havering website [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions) before completing any application.

### **Oversubscription for entry in Year R**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- 1) Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children of staff at the school.
- 3) Children with a sibling attending the school
- 4) Children living nearest the school as measured by the agreed by the local authority measuring system.

### **Home Address**

The home address excludes any business, relatives or childminders address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

Dame Tipping C of E Primary School will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the school and the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending the school.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

### **Waiting Lists:**

These are administered by the local authority.

In the event that parents/carers are offered a lower preference school, Havering will automatically place children on a waiting list for higher preference schools. The child's name will automatically remain on the waiting list for the Autumn Term (September to December) unless a parent advises the School Admissions Team to remove them from the list/s.

The Academy, in conjunction with the Local Authority, will maintain the waiting list until the end of the first academic term. At the end of this period, parents/carers will need to request that their children's names remain on the waiting list for the rest of the academic year and every subsequent academic year

Havering are not responsible for waiting lists for schools located outside of Havering. Parents/carers should contact the individual school concerned or the schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the schools published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

### **In Year Admissions**

For all In Year Admissions, please read the Havering "Finding a School Place" booklet, which is available to download from: [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)

All parents must complete an In Year Common Application Form (ICAF) application, which is available to download from: [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF).

### **Tie Break**

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children/Previously Looked After Children) with those living closest to the school. Distance will be measured from the centre of the child's home to the centre of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is the same in any individual case.

If children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

### **Deferred entry for infants**

In recognition that some parents will feel that their child is not ready to start school in the September after their child turns four, parents can request that their child attends part time until they reach statutory school age or that the date their child is admitted to school is deferred until later in the same academic year, but not beyond the start of the summer term of the academic year for which a

place has been offered. In addition, parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

### **Admission of children outside their normal age group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If it is agreed for the child to have a decelerated entry to Dame Tipping C of E Primary school the place cannot be deferred and instead the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If it is agreed for the child to have an accelerated entry to Dame Tipping C of E Primary School, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Applicants are only able to appeal once each academic year, unless there is a significant change in circumstance.

For information on how to appeal appellants should contact the school within 20 days of being notified that their application has been unsuccessful. Information on the timetable for the appeals process is on each school's website.

### **Admissions Advice**

If, after having read the following documents, you have any queries about applying for a place at Dame Tipping C of E Primary School, please contact Mrs McCarthy 01708 745409 or via e mail at: [office@dametipping.havering.sch.uk](mailto:office@dametipping.havering.sch.uk) or at the main school office.

The London Borough of Havering Admissions team can be contacted at [schooladmissions@havering.gov.uk](mailto:schooladmissions@havering.gov.uk) or on 01708 434600 or by post to Admissions Team c/o Town Hall, Main Road, Romford, Essex RM1 3BD.

Please pay particular attention to the various deadlines detailed throughout the documents.