



# **Admissions Policy**

**2019-2020**

## Joining Richard Cobden School

Starting a new school is a very special time for your child and for you. It is important that your child makes a positive start. We strongly encourage all parents/carers who will be applying for a place at our school to arrange a visit to the school for you and your child.

If you wish to apply for a place for your child at Richard Cobden School you will need to complete an application form.

For a place in our Reception year group, you must apply directly to Camden Local Authority using a Camden Admissions Form. You will find details of how to do this in this policy.

If you are applying for a place in our Nursery or in Years 1 to 6, you will need to complete a Richard Cobden School application form. Again, further details of how to do this can be found in this policy.

Before a child is admitted an appointment to meet the Head Teacher is made and parents and children have a tour of the school. The child must accompany the parent to the admission interview. Proof of identity such as a passport or birth certificate for the child and proof of address for the parent must also be available at the interview with the Head Teacher.

Completing the application form does not necessarily guarantee a place at the school for your child. In the event of over-subscription the admissions criteria on the next page will be applied.

### **FULL TIME NURSERY PLACES are available for September 2019 – July 2020**

We have full time spaces available in our excellent Nursery. Children can start in Nursery in the first term after their third birthday in September, January or April. Just come to the school office or see our website for details of how to apply for a place.

Eligibility for free full time places will depend on your circumstances so please speak to us for more information. Our School Business Manager will be happy to help you with your application.



## Admissions Criteria for Reception Classes

Richard Cobden School abides by the admissions criteria of Camden Local Authority.

Applications for a Reception place should be submitted to Camden Admissions up until the end of autumn half-term. From this point onwards, you should apply directly to the school.

Children whose birthdays fall between the 1<sup>st</sup> of September and the 31<sup>st</sup> August start school in the September of the academic year in which they become 5.

Below is the order in which Camden Council determines places for its community schools when there are more applications than places available.

**Attendance at our nursery does not guarantee admission to the reception class at our school. Children who attend our nursery will still need to apply for a reception class place.**

Reception places will be offered to children on a full-time basis. In the event of oversubscription, places will be offered in descending order to:

1. Looked-after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order.
2. Children with a sibling\* (brother or sister) at the same school who will still be on roll when they join.  
\* 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 place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
3. Children whom the Council accepts have an exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the particular school being applied for. Contact Camden Admissions Team for further guidance.
4. Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and/or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
5. Other children, with priority given to those living closest to the school measured 'as the crow flies', measured from the home address to the centre

of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

If necessary, criteria 5 will be used as a 'tie-breaker' should any of the first four criteria oversubscribed.

For a place in Reception, applications are made directly to Camden Local Authority. Full information on starting school in Camden and online applications can be accessed at [www.camden.gov.uk](http://www.camden.gov.uk). Then click on the link to **Education** and then **Primary Schools** and finally click on **Primary Admissions**.

You will also find a link to online applications on our website.

If you are unable to make an online application, you can collect an application form from the Admission team at the address below.

**School Admissions Team**, 5 Pancras Square, London N1C 4AG;  
**Telephone** 020 7974 1625.

You can also collect a form from the school.

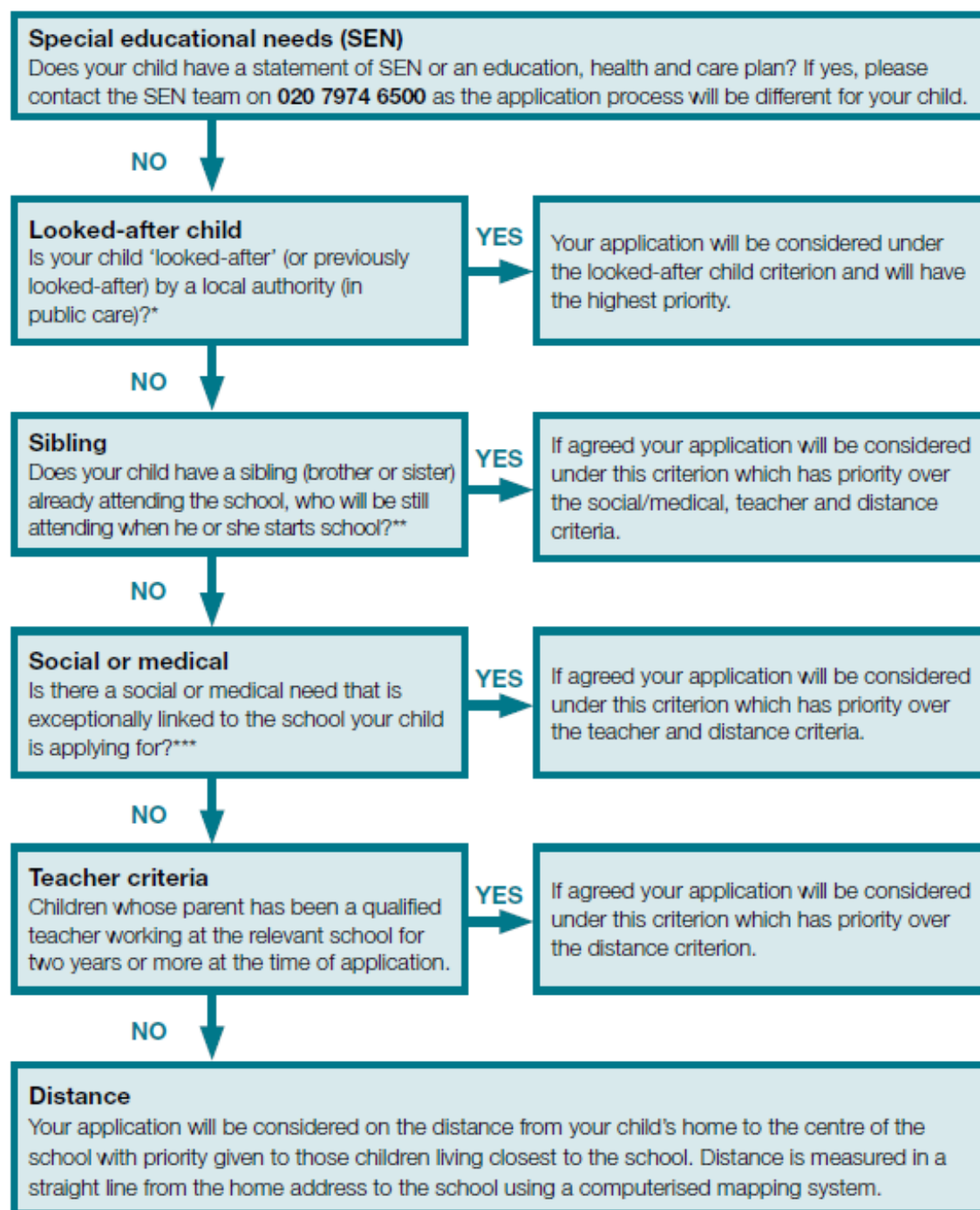
**See the Starting School in Camden Book for further details and important dates. You can download this book at [www.camden.gov.uk](http://www.camden.gov.uk), contact the Camden Admissions Team, collect one from a Camden library or use the 'Links' tab on the school website.**

**The closing date for applying for September 2019 Reception places is the 15<sup>th</sup> January 2019.**

**Camden Local Authority will send notification of the outcome of Reception Applications to parents/carers on the 16<sup>th</sup> April 2019.**

**By the end of the summer term 2019 Camden Local Authority will provide the school with a list of pupils who have been allocated places here.**

## Camden community schools only



\* Proof of 'looked-after' status will be requested from the relevant local authority. This also applies to a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order.

\*\* 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 place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.

\*\*\* Independent professional evidence must be included with the application. See page 19 for further details.

## Admissions to Nursery Classes

Applications are made directly to the school for a nursery place. Applications can be submitted once a child is two years old. Children start nursery when they are three years old.

The criteria for allocation of nursery places is the same as for admissions to Reception classes as above.

You can get an application form from the school office or from the website. Completed application forms should be returned to the school office.

**The closing date for applying for September 2019 Nursery places is the 15<sup>th</sup> January 2019.**

## Admissions to Other Year Groups and Reception (after Autumn half term)

### Admissions to Other Year Groups and Reception (after autumn half term)

Applications for places in Years 1-6 and in year admissions for Reception (after Autumn half term) should be made directly to the school. The criteria for allocation of available places are the same as for admissions to Reception classes as above.

You can get an application form from the school office or from the website.

You will be informed of the outcome of your application within 20 working days of the school receiving it. Successful applicants will be sent an offer letter and those who are not successful will be informed of their right to appeal against the refusal of a place. Unsuccessful applicants for any year group may choose to stay on our waiting list in the event of a place becoming available at a later stage.

**If you are offered a place at Richard Cobden School, confirmation of this offer will be dependent upon further proof that the address is your child's main and permanent address.**

If you are a parent considering sending your children to our school, you are very welcome to contact the school and make an appointment to be shown around on one of our **parent tours** which take place monthly.

**Applications for a place in our Nursery or Years 1 to 6 must be returned to the school office. You will be given a copy of your application form with the school stamp on it as proof that you have submitted it to the school.**

Effective From	June 2018
Review Date	July 2019