



# **Admissions Policy**

**For children joining  
Richard Cobden School  
from September 2022 to July 2023**

## 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/guardians 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.

The government pay for 15 hours of nursery provision for all 3 to 4 year old children. Children can start in Nursery in the first term after their third birthday in September, January or April if places are available. Just come to the school office or see our website for details of how to apply for a place.

Depending on your circumstances, your child may be eligible for a free full time place 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. You can apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Your application should be submitted by the **15<sup>th</sup> Jan 2022**. In exceptional circumstances, you may need to apply for a place after this deadline, for example you have just moved into the area. Under these circumstances, you should still apply to Camden Admissions up until the end of autumn first half term (October 2022). From this point onwards, you should apply directly to the school.

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

**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.**

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

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 children who were previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order. This also includes previously looked after children who were in state care outside of England\* and ceased to be in state care as a result of being adopted.

\* 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.

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/guardian'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 in question. Parents/guardians 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 child's needs and the specific school. The local authority will also accept recommendations from the SEN exceptional needs panel for an applicant whose needs support a place at a particular school. Camden Admissions Team can be contacted 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. Children living closest to the school measured 'as the crow flies', 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. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child minder's address, relative address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

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

**Note:**

Children with an Education, Health and Care plan that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

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 [Primary admissions - Camden Council](#). 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.

**See the 'Starting School in Camden' Book for further details and important dates. You can download this book at [Primary admissions - Camden Council](#), collect one from a Camden library, use the 'Links' tab on the school website or contact the Camden Admissions Team directly, at the address below, to get one.**

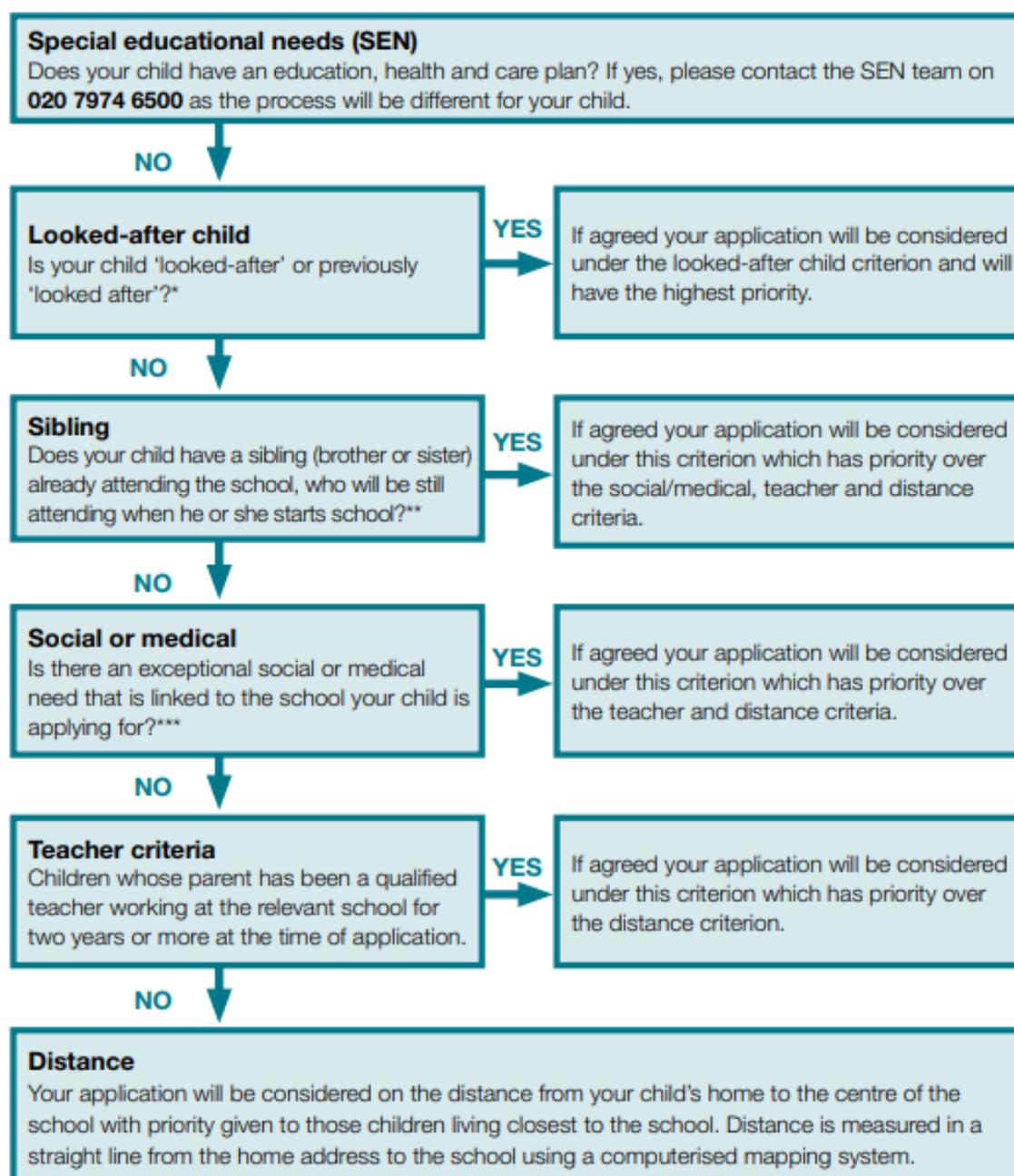
**School Admissions Team, 5 Pancras Square, London N1C 4AG;  
Telephone 020 7974 1625.**

**Applications for Reception places will open again on the 1<sup>st</sup> September 2021. The closing date for applying for September 2022 Reception places is the 15<sup>th</sup> January 2022.**

**Camden Local Authority will send notification of the outcome of Reception Applications to parents/guardians on the 19<sup>th</sup> April 2022.**

**By the end of the summer term 2022 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 must be provided from the relevant local authority or organisation. 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 being 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. Only pupils in Reception to Year 5 can be considered as siblings for reception coordinated admissions. Nursery pupils cannot be considered as siblings because they are not compulsory school age.

\*\*\* 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 2022 Nursery places is the 15<sup>th</sup> January 2022.** Anyone applying for a nursery place after this date will be allocated one according to the admissions criteria whenever a space becomes available.

## 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 for consideration should a place become 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 warmly invited to contact the school to arrange a visit.

**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	July 2021
Review Date	August 2022