



BENEDICT ACADEMY ADMISSIONS POLICY 2021/2022

Benedict Academy is a one-form entry primary school for children between the ages of 3 and 11. There are places for 30 children in each year group from Reception to Year 6.

Benedict Academy also has a nursery which is available for morning only sessions with 39 places. Benedict has 10 places of full time provision for parents. These can be accessed through the funded 30 hour provision for working parents or through the academy where charges apply. Please see the charging flyer or contact the academy for details of how to access 30 hour funding.

NURSERY ADMISSION

Early Years follows the Foundation Stage Guidance for the curriculum in Nursery and Reception.

We admit the children into Benedict Academy in the following way:

- Pupils will be admitted to the academy in September and January of each academic year.
- Summer term admissions will also be allocated after Easter where places are available

Date of Birth	Date eligible to start nursery
1 January 2017 – 31 August 2017	Starts Nursery from September 2020
1 September 2017 - 31 December 2017	Starts Nursery from January 2021
1 January 2018 - 31 March 2018	Starts Nursery after Easter where possible
1 January 2018 – 31 August 2018	Starts Nursery from September 2021
1 September 2018 – 31 December 2018	Starts Nursery from January 2022
1 January 2019 – 31 August 2019	Starts Nursery after Easter where possible
1 January 2019 – 31 March 2019	Starts Nursery from September 2022
1 September 2019 – 31 December 2019	Starts Nursery from January 2023
1 January 2020 – 31 March 2020	Starts Nursery after Easter where possible

CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

There are separate statutory procedures in place which govern the admission of children with special educational needs (“SEN”) for whom an education health and care plan (“EHC plan”) has been issued by their Local Authority. This means that the parents of children who have an EHC plan should not apply for admission of their child to the Academy under this Admission Policy. If parents have a preference for the Academy to be named as the provider in their child’s EHC plan, the Local Authority needs to be made aware of this so that they can consider whether the Academy is suitable in consultation with the child’s parents and the Academy.

Where a child’s EHC plan names the Academy as the provider, the child will be admitted to the Academy even if this will result in the published admission number (“PAN”) for that year group, or the statutory maximum infant class size, being exceeded. Where admission is to Reception Year in September (i.e. in the normal admission round), the number of places available within the PAN for other children will be reduced.

Where application for admission exceeds the number of places available the following criteria will be applied in the order set out below.

PLEASE SEE THE FURTHER NOTES EXPLAINING THESE CATEGORIES IN MORE DETAIL.

1. LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN

Looked after and previously looked after children will be allocated places in this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

A "looked after child" is a child in public care at the date on which the application is made. A "previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a Child Arrangements Order, Residence Order or Special Guardianship Order immediately after being in public care, as well as those children who appear to STEP Academy Trust/Local Authority to have been 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.

To be included in this category, the application for admission must be supported by the relevant Local Authority's Children's Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also accompany the application for admission where a child falls under this criteria because they are subject to such an order. For a child who appears to STEP Academy Trust/Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criteria.

Failure to provide the above noted evidence will result in the child being placed into the next category that applies.

2. SPECIAL REASONS

There are exceptional medical, educational or social reasons for admitting the child, which **indicate a specific requirement for Benedict Academy**. This may include refugee/asylum seeker children. This must be supported by a letter from an appropriate agency eg doctor, social worker or education welfare officer. Childminding arrangements are not taken into account as an exceptional social reason.

3. CHILDREN OF STAFF**

- a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to academy is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. SIBLINGS*

The child has a brother or sister in Benedict Academy at the proposed date of admission.

5. PROXIMITY***

Proximity of home to the academy. Priority will be given to children living nearest to the academy and the distance will be measured in a straight line from the entrance of the academy to the home address.

Parents who are refused a place for their child may choose to have their child's name put on the waiting list. The position on the waiting list is subject to the admissions criteria.

Admission to Reception

Children who attend Benedict Academy Nursery must complete and return an online Merton Application form for entry to Reception. The closing date for applications in the academic year 2021-2022 is on or around 15th January 2021. Please note that attendance at Benedict Nursery does not guarantee a place in Reception.

Admission Dates

Benedict Academy Nursery

Applications for children due to start in the Nursery in 2021/22 can be made to the academy at any time. Places will be allocated according to the admissions criteria and parents will be notified of their place in April 2021. Application forms can be downloaded from the website or collected from the academy office. They should be returned to the academy for consideration. ****

Please note: The allocation of all places for Reception in September is made in April of each year by The London Borough of Merton. The allocation of all places for Nursery in September and January is made by Benedict Academy, in April.

CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS

The Academy will accept applications and allocate a place for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the Academy, or the children of Crown Servants returning from overseas to live in the area of the Academy, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date. The Academy will use the address at which the child will live when applying our oversubscription criteria, as long as parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

FURTHER EXPLANATORY NOTES:

Benedict Academy is part of the Pan London coordinated admissions scheme for Reception class/primary admissions in Merton but runs its own admissions to the academy nursery. Please note:

For Nursery Applications:

Nursery applications can be made direct to the academy. Applications forms are available from the academy office or via the academy website.

For Reception Applications:

Parents must complete their Home Local Authority's Common Application Form (CAF) and return it to Merton Local Authority by Thursday 15th January 2021. The CAF is available with Merton's Starting School booklet from September 2020 or on line at www.merton.gov.uk/education/admissions. If you wish to apply for a place at Benedict Academy for a reception place, you must name the academy as one of your preferences on the Common Application Form.

For mid year admissions to nursery, parents/carers may apply to the academy direct. For all other year groups (Years 1-6) parents/ carers must apply via Merton Local Authority admissions team. You must name Benedict as one of your preferences on the application form.

- ****‘Sibling’ refers to brother or sister, half brother or sister, or the child of the parent/carer’s partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Siblings in Year 6 at the time of an application to start Nursery the following year will not qualify.***
- *****Definition of staff – ALL staff.***
- ******The child’s home address excludes any business, relative’s or childminder’s address and must be the applicant’s normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. The point within the academy to be used in any distance calculation will be the main entrance to the academy building. All distances will be measured in a straight line using the computerised Geographical Information System maintained by Merton’s School Admissions team, with those living closer to the academy receiving higher priority. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application.***

The address to be used for the initial allocation of places to Early Years/Nursery will be the child’s address at the closing date for application. Changes of address up to 15th February 2021 may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the child’s current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents/ carers have a responsibility to notify the Local Authority and Academy of any change of address.

Where two or more applicants share priority for a place e.g. Where two children live equidistant from the academy, and where there is only one place remaining, the child to be allocated will be selected by drawing lots.

Where a parent/ carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

- *******Waiting lists and late applications will be managed in accordance with the above Nursery entry criteria. Parents/ carers wishing to remain on the waiting list after this date must write to the academy stating their wish and providing their child’s name, date of birth and the name of their current academy (if applicable). The waiting list for Nursery will be maintained until the end of the Autumn Term of the academic year for which the parent applied.***

Where there are more applicants than places available. Waiting lists will operate according to the oversubscription criteria shown above and without regard to the date the application was received or when a child’s name was added to the waiting list.

Priority may be given to placements made through the LB Merton Fair Access Protocol.

NURSERY APPLICATION FORM TO BE COMPLETED AND HANDED TO BENEDICT ACADEMY

THE FORM CAN BE COLLECTED FROM THE ACADEMY OFFICE OR DOWNLOADED FROM THE WEBSITE.