COLLIS PRIMARY SCHOOL

Admissions Policy

Collis Primary School
Fairfax Road, Teddington TW11 9BS

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Statutory Policy

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1. Equal Opportunities

Collis Primary School is committed to offering equal opportunities to all pupils, parents, staff and governors. We do not discriminate on the grounds of ethnicity, religion, gender, ability or sexuality.

2. Admission to the Nursery

From September 2027 we will be offering:

15 hour places (part-time)

Monday and Tuesday full days (8.40 - 3.25) and Wednesday morning (8.40 - 11.40)
OR
Wednesday afternoon (12.20 - 3.20) and Thursday and Friday full days (8.40 - 3.25)

30 Hour places (full-time)

Full day sessions, 8.40 - 3.25, Monday - Friday

Children are eligible to join our Nursery in the academic year in which they turn four years old. All children turning three prior to 31st August will join at the start of the school year in September.

Depending on our class numbers, there may be an opportunity to offer places in January for ***Rising Threes*** (children who turn three in the Autumn term).
Note, these are **the only two enrolment windows for our Nursery and children turning three during Spring term should apply for admission starting September**. Please call admissions for more information.

Families are invited to join a school tour hosted by our Head Teacher. Full details can be found on our website.

2.1 Funding

All 3 and 4 year old children are entitled to 15 hours/week of free childcare (universal entitlement). Working parents may be entitled to a further 15 hours/week of childcare (30 hours/extended entitlement). To check if you are eligible, please see the link below:
https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility

The extended funding does not cover childcare over the 45 minute lunch break. This will be charged separately. Parents who are not eligible for extended funding have the option to pay for additional sessions. Parents have the option of i) providing a packed lunch ii) purchasing a hot meal for their child.

To apply for 30 hours extended funding, please follow this link:
https://childcare-support.tax.service.gov.uk/par/app/applynow.
Successful applicants will be given an 8-digit code that should be included on the nursery application form.
Please refer to our website for full details about applying for full-time places and the associated costs.

2.2 Applications

An application form can be downloaded from our website, or is available from the school office. Applications should be supported by a copy of the child's birth certificate and proof of the home address, e.g. Council Tax Statement, utility bill or similar.

The closing date for applications is the end of Spring Term each year. It is very important to apply on time. All late applicants will not be considered until all on-time applications have been dealt with. Offers of places are made by email. If a family does not respond to the offer within the deadline stated, it is assumed the place is no longer required and the place will be offered to the next child on the waiting list. The offer process starts soon after the closing date and can take some weeks to complete.

Please note**, acceptance of a nursery place does not guarantee a place in the school, it is a separate application.**

2.3 Allocation of places in the Nursery

Each year the Nursery is oversubscribed. Places are therefore allocated strictly in accordance with the guidance set out by the Local Authority, as follows:

i. **Children who are, or were, in public care,** including those that have subsequently been adopted or been subject to a residence or guardianship order, defined as: children who are (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 in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made; or children who were looked after, but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989), after November 2005. It also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.

ii. **Children who have an exceptional medical or social need requiring attendance at the nursery school applied for rather than any other school**. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

iii. **Children who have siblings** (by which is meant full, step-, half- and adopted siblings living in the same household) **at the attached infant or primary school at the point of admission.**

iv. **Children of members of staff** who have been employed at the school for two or more years at the time of application and who will continue to be employed at the School at the point of admission.

v. **Richmond upon Thames resident children living closest to the preferred school,** measured by the shortest route by road or maintained footpath, accompanied as necessary. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

vi. **Other children living closest to the preferred school,** measured by the shortest route by road or maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home, out of the front entrance, to the nearest pedestrian school gate used by nursery children. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Further information can be found in *Starting Nursery – A Parent's Guide,* available from the school.

3. Admission to Reception

Children join Reception in the academic year in which they become five years old. For September 2027 we will offer 90 Reception places. The children will all join at the start of the Autumn Term on a staggered schedule and on a full-time basis (8.45am – 3.15pm).

Families are invited to join a school tour hosted by our Head Teacher. Full details can be found on our website.

Applications are made on-line via the Richmond Borough website at www.eAdmissions.org.uk. Applications should not be made to the school. The brochure *Admission to Richmond's Primary Schools* is available to download at www.richmond.gov.uk/media/3082/primary_admission.pdf and gives thorough information about making your application.

The closing date for applications is 15 January 2027. It is very important to apply on time.

Please note, acceptance of a nursery place does not guarantee a place in the school. It is a separate application.

3.1. Allocation of places to Reception Infants

Collis Primary School receives far more applications than there are places available, therefore places are allocated by the Borough according to its admission policy as follows:

i. **Children who are, or were, in public care**, including those that have subsequently been adopted or been subject to a residence or guardianship order, defined as: children who are (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 in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made; or children who were looked after, but ceased to be so because

they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989), after November 2005. . It also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.

ii. **Children who have an exceptional medical or social need requiring attendance at a particular school rather than any other school**. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential. In-borough children who, when the waiting lists are in operation, have not been offered a school place may, at the Local Authority's discretion, be prioritised under this criterion if it appears unlikely that they would subsequently be offered a school place from the waiting lists.

iii. **Children who have siblings** (by which is meant full, step-, half- and adopted siblings living in the same household) **at the school at the point of admission.**

iv. **Children of members of staff** who have been employed at the school for two or more years at the time of application and who will continue to be employed at the school at the point of admission.

v. **Children living closest to the school,** measured by the shortest route by road or maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Parents have the right to appeal to the Local Authority if their child is not offered a place at the school of their choice. Appeals are considered by an independent panel.

Further information can be found in the brochure *Admission to Richmond's Primary Schools* at www.richmond.gov.uk/media/3082/primary_admission.pdf.

4. Deferred and part-time admission

Children do not reach compulsory school age until the start of the term after their fifth birthday. Parents can request that their child is admitted to school later in the academic year and that their child takes up the place part-time (mornings only) until the child reaches compulsory school age.

Parents of a child with a confirmed place at Collis Primary School who wish to make such a request should contact Stephanie Knight, SBM Admissions, in the first instance (admissions@collis.richmond.sch.uk).

5. SEN Admission

The admission arrangements will follow the usual school admissions procedure (or the Local Authority's procedures for children with Education and Health Care Plans) as stipulated in the SEND Code of Practice 2015 and the Equality Act 2010.

6. Admission outside the child's normal age group

If you would like to request that your child is educated outside their normal age group, you must still make an application for a school place by the normal closing date of 15 January. You should put your request in writing to Admissions and provide the necessary supporting documentation. Your application will be considered by the Borough's Admissions Department. Please refer to *Admission to Richmond's Primary Schools* for further information.

7. Admission to other year groups

Admission to all other year groups is handled by the Local Authority.

Families applying for a place in Years 1 – 6, or in Reception after the start of term, should make an in-year application to Richmond Admissions.

https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/in_year_admissions