

Pimlico Primary Admission Arrangements 2021-22

1. The admission arrangements for Pimlico Primary for the year 2021-22, subject to any changes approved or required by the Secretary of State, for subsequent years are:

1.1 Pimlico Primary has an agreed admission number of 60 pupils. Pimlico Primary will accordingly admit 60 pupils into the Reception class each year if sufficient applications are received.

1.2 Pimlico Primary may set a higher admission number as its Published Admission Number for any specific year.

2. Process of Application

2.1 Applications for places in the Reception classes will be made in accordance with Westminster City Council's co-ordinated admissions arrangements and will be made on the Common Application Form provided and administered by Westminster City Council.

3. Consideration of Applications

3.1 Pimlico Primary will consider all applications for Reception places at the school.

Where less than the Published Admission Number for any relevant age group are received, the school will offer places to all those who have applied.

4. Procedures where Pimlico Primary is oversubscribed

4.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs where Pimlico Primary is named on the Statement, the criteria will be applied in the order in which they are set out below:

A. Children looked after and children who were previously looked after, including those 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 or became subject to a child arrangements order¹ or a special guardianship order².

A "child looked after" 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 (section 22(1) of The Children Act 1989)

B. Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

C. Siblings of students currently attending the school who will continue to do so on the date of admission. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, whose main residence is at the same address. The school reserves the right to ask for proof of relationship.

D. Nearest walking distance to the school – children who live the nearest distance from the school. The distance which determines how close the child lives to the school is the shortest walking distance along public highways and footpaths between the front door to the child's permanent address and the main entrance to the school's main building. The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

E. Tie-breaker: first of all criterion 'D' will be used as a tie-break if necessary in categories 'B' and 'C' above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

4.2 If false or misleading information is used to gain entry to the school, applicants may lose their priority for admission.

4.3 Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected for a place within a year group, the twin/triplet/same year sibling will also be admitted even if this leads to exceeding the Published Admissions Number. The Academy reserves the right to exceed the Published Admissions Number in accordance with the Schools Admissions Code.

4.4 Split residence: Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The address used will be that where the child spends the majority of the school week. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If parents cannot agree on the pattern of residence or the residential address to be used the address used will be that registered with the child's GP.

5. Operation of waiting lists

5.1 Pimlico Primary will operate a waiting list for each primary year group.

Unsuccessful applicants for entrance to any year group, including any applications received after the closing date for entrance to Reception, will be included in the waiting list for the relevant year group. The waiting list will operate until the end of the school year.

5.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4 of this document without regard to the date that the application was received. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

6. Appeals

6.1 Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Free School. The Appeal Panel will be independent of the Free School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals.

6.2 The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Free School will prepare guidance for parents/carers about how the Appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

APPEAL TIMETABLE 2021-22

For primary appeals for Reception, September 2022 entry.

If you are refused a school place on 15th April 2022, your appeal form must be received by Pimlico Primary within 40 school days of this date (**by 5 pm on 24th June 2022**). Appeals received after these deadlines will not be heard until September 2022, or later. Appeals received by this deadline will be heard between 24th June and 22nd July 2022.

Appeals for children who are refused a place at Pimlico Primary for admission to Reception in September 2022 will be heard in line with the School Admissions Appeals Code (2012).

For In-Year Appeals (Years 1-6)

The appeal form should be submitted within 20 school days of the date you received written notification that your child was refused the school place.

Parents/carers will be notified of their appeal date by Pimlico Primary. You will be given at least 10 days' notice of your appeal and your appeal will take place within 30 school days of Pimlico Primary receiving your appeal form.

Please note that appeals are **not** held during school holidays. When appeals are heard within 30 school days of being lodged, school days do not include weekends; INSET days; holidays.

If you wish to appeal for a place in Reception/ or an in-year place, please complete an **Appeal Form**. Please contact us via the following email if you would like to complete an appeal form: admissions@pimlicoprimary.futureacademies.org.

PIMLICO PRIMARY IN-YEAR APPEAL FORM

To be completed by parent/guardian.

Before completing this form, please read the following notes carefully:

- This form should be completed if you wish to appeal against the decision of Pimlico Primary, to not to offer your child a place.
- Before filling in this form, you must have received written notification that your child has not been offered a place by Pimlico Primary.
- Parents wishing to appeal against non-admittance to any other schools should contact those schools directly.
- If your child has an Education and Health Care Plan (EHCP) or a Statement of Special Educational Needs, you should contact the Local Authority, instead of completing this form.
- **If your child is offered a place after you submit this form, please let us know as soon as possible.**

1. Year Group for which you have been refused admission

- | | |
|---|---|
| <input type="checkbox"/> Year 1
<input type="checkbox"/> Year 2
<input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 4
<input type="checkbox"/> Year 5
<input type="checkbox"/> Year 6 |
|---|---|

STUDENT INFORMATION

Legal Surname: _____

Legal Forename: _____ Middle Name(s): _____

Gender: Male Female Date of Birth (Day/Month/Year): / /

Address: _____

Postcode:

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PARENT/GUARDIAN DETAILS

Parent/Guardian Name: Mr/Mrs/Ms/Miss/Dr _____

Relationship to Student: _____

Does the student live with this person? Yes No (Please give details of address below)

Address (if different from student): _____

Home Phone No. _____ Mobile Phone No. _____

Email Address: _____

2. Please give details of the school your child presently attends, if any. If your child doesn't attend school, please give as much details as you can.

3. Does your child have a disability? If yes, please specify which disability they have and what support they may require.

4. In this box, please give your **reasons for appealing** against the decision not to offer your child a place, giving as much information as possible to explain your case. Please use additional paper if needed.

APPEAL HEARING

5. I will be attending the appeal hearing (if you cannot attend, the appeal will be heard in your absence)

- Yes, **I WILL** be attending the appeal hearing
- No, **I will NOT** be attending the appeal hearing

6. If you plan to attend the hearing, please indicate any dates or times of day when you would be unavailable. Please be note that although every effort will be made to avoid these days/dates when scheduling your appeal, it may not be possible to do so.

7. You have a statutory right to 10 school days notice of the appeal hearing date, but this can be waived. This may enable us to hear your appeal more quickly. I agree to waive the right to 10 school days notice of the hearing date.

- Yes, I agree to waive the right to 10 school days' notice of the hearing date.
 No, I DO NOT agree to waive the right to 10 school days' notice of the hearing date.

8. If you require any assistance, e.g. interpreter (please specify language), wheelchair access, signer, or other, please give details here:

Supporting Documents

Please include a photocopy of any supporting documents which may help towards your appeal with this form.

This completed form should be signed and returned, or handed in, to the following email address:

DECLARATION

DECLARATION AND SIGNATURE OF PARENT/ GUARDIAN

Please ensure that you sign below, the Academy cannot update your details unless you do so.

Name of parent/guardian: _____

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

Signed by
parent/guardian: _____ **Date:** _____

All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

Please return this form to us via post or email.

Address: Pimlico Primary, Lupus Street, London, SW1V 3AT

Email: admissions@pimlicoprimary.futureacademies.org