



**Thames View
Infants**



Admission Policy

Thames View Infants and Thames View Nursery

Academic Year 2024 - 2025

Thames View Infants
Bastable Avenue
Barking,
Essex
IG11 OLG

Introduction

Thames View Infants (the School) is a mainstream infant academy located in the London Borough of Barking & Dagenham (LBBD) which is part of TVI Learning (the Trust), a multi academy trust. The Trust is the 'admission authority' for the School as defined by the School Admissions Code 2014 (the Code) and is responsible for determining its admission arrangements each year.

This policy sets out the admission arrangements for the School, as well as the Nursery. It will be published on the School's website after formal determination by the Trust (which takes place on or before 28 February each year) and will remain on the website for the remainder of that school year, the following school year (the offer year) and the school year after that (the entry year).

The School's admission arrangements can only be varied from the previous year following statutory consultation for a minimum of six weeks between 1 October and 31 January before formal determination on or before 28 February. Once formally determined, admission arrangements can usually only be varied with Secretary of State consent.

The School

Children are usually admitted to Reception Year at the School in the September following their fourth birthdays (known as 'the normal admission round'), however the School also accepts applications for admission of children in-year and to other year groups, subject to the availability of places.

The Nursery

The School also runs a nursery, Thames View Nursery (the Nursery), on the same site which offers either:

- One year of part-time nursery provision (15 hours in the mornings, or 15 hours in the afternoons). Children will usually enter the Nursery in the September following their third birthday.
- One year full-time nursery provision ("30 hours" a week). Children will receive 32.5 hours a week including an additional 30 minutes for lunch. Children will usually enter the Nursery in the September following their third birthday.

Although the arrangements for entry to nurseries are not governed by the Code, the Trust has opted to set out the entry arrangements for the Nursery in this policy as well.

Parents should note that children who attend the Nursery do not automatically transfer to Reception Year at the School, or receive priority over other applicants. An application for admission to Reception Year must be made in the usual way, and will be considered with all other applications received.

Definition of a 'Parent'

In education law and in this policy, the term 'parent' means a natural or adoptive parent of the child (regardless of whether they have care of or parental responsibility for the child, or with whom the child lives), as well as any person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

Staff to Pupil Ratios for Nursery Classes

The staff to pupil ratios for nursery classes are set out in the Statutory Framework for the Early Years Foundation Stage (EYFS Framework) published by the Department for Education from time to time. The Nursery adheres to these strict ratios.

Statutory Maximum Infant Class Size

The statutory maximum infant class size for pupils in Reception Year, Year 1 and Year 2 is 30 per teacher.

There are circumstances where certain categories of children may be admitted over the statutory maximum class size, in which case they will be 'excepted pupils' who do not count towards the class size for this purpose until the class size falls back to 30. These categories of children are set out in regulations and summarised at Paragraph 2.15 of the Code.

Children with an Education Health Care Plan (EHC Plan)

Children who already have an EHC Plan are admitted to the School or Nursery under separate statutory procedures, not under this policy. These procedures are managed by the child's home Local Authority. Parents of children with an EHC plan should not therefore apply for admission/entry under this policy, they should liaise with their home Local Authority's SEN team.

Where a child's EHC plan names the School or Nursery, they will be admitted/accepted for entry. Where this happens in the normal admission round to the School (i.e. entry to Reception Year in September) or in September to the Nursery, the child will be allocated their place before all other applications are processed, thereby reducing the number of places available within the published admission number (PAN) or stated nursery places for other children.

At all other times, children with an EHC plan naming the School will be admitted/accepted even where this means exceeding the PAN. This does not apply to nursery places due to strict ratios under the EYFS Framework.

Children with an EHC plan which names the School are 'excepted pupils' for the purpose of the statutory maximum infant class size (see above for further details).

Twins, Triplets and Children of Higher Multiple Births

If a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the PAN under this policy in the normal way, but their twin, triplet(s) or sibling(s) of a higher

multiple birth have not been successful in achieving a place at the School within the PAN, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

Where this happens, the children admitted over PAN will be 'excepted pupils' for the purpose of the statutory maximum infant class size, as set out above.

This does not apply to Nursery places due to strict ratios under the EYFS Framework.

Inclusivity

The School and Nursery are fully inclusive and welcome applications for the admission/entry of children with the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and/or sexual orientation. The School and Nursery's admission/entry arrangements have been determined and are implemented with its equality duties, including the public sector equality duty (PSED), in mind.

In particular, the School and Nursery welcome applications for the admission of children with special educational needs and disabilities, including behavioural disabilities.

The School and Nursery are also mindful of their duties towards parents and other parties who have the protected characteristics set out above, along with the additional protected characteristics of age, and marriage and civil partnerships.

Deferred Entry, Part-Time Attendance at School and Delayed Entry to School

Children are normally admitted to Reception Year in the September following their fourth birthday, and they are entitled to a full-time place from then. However, children do not reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows:

Born on or between:	Prescribed date the child achieves CSA:
1 September and 31 December	31 December
1 January and 31 March	31 March
1 April and 31 August	31 August (a whole school year later)

Parents have an absolute right to decide that their child will not start school until they reach CSA (known as 'deferred entry').

Where the child's entry is deferred until later in the school year, but not beyond the first day of the last term (usually after the end of term school holiday at or around Easter), the place that the child achieved in Reception Year will be held for them until they take it up. An achieved place cannot be deferred beyond the first day of the last term of the school year.

In addition, all parents have an absolute right to decide that their child will attend school part-time until they reach CSA. In contrast with deferred entry, this right can be exercised throughout the school year (i.e. including during the last term, in the case of 'summer born children').

These two parental rights can be combined. For example, a child born on 5 February can defer starting school until 1 January (or the day the school reopens after the Christmas break) and then attend part-time until 1 April (or the day the school reopens after the end of term break at or around Easter).

Children born between 1 April and 31 August (known as 'summer born children') do not reach CSA until 31 August and therefore are not required to start school until the September, one school year after they are entitled to a full-time place in Reception Year. As stated above, the parents of summer born children can choose to defer their child's place for the first one or two terms, and can also decide that their child will attend part-time until the end of the school year.

However, the parents of summer born children cannot defer their child's place entirely for the whole school year and still retain the place they achieved in Reception Year, which means that a new application for admission would need to be made for a place in Year 1 in accordance with the in-year procedure. Where the School was oversubscribed when that cohort was in Reception Year, this may mean that there are no available places in Year 1.

The parents of summer born children have a right to make a request for admission outside normal age group to Reception Year, one year later than normal. The procedure for making such requests is set out further below. As parents do not have an absolute right to decide that their child will be admitted outside their normal age group (this is at the discretion of the Trust Board, as the 'admission authority' for the School), parents are strongly recommended to make their request to the Trust Board in good time before they would normally apply for admission with the child's usual cohort, so that they can make an informed choice in relation to deferred or delayed entry once they know the outcome of their request.

Delaying the entry of a summer born child for a whole school year is known as 'delayed entry', whether they then enter the School outside their normal age group in Reception Year, or enter the School in Year 1 (where there is a place available).

Neither the School nor LBBB (or, where applicable the child's home Local Authority) can interfere with a parent's absolute right to decide to defer or delay their child taking up their place and/or that their child will attend school part-time. In addition, neither the School nor LBBB (or, where applicable, the child's home Local Authority) are permitted to decide that a child should defer or delay entry, and/or attend part-time, against parents' wishes.

Once a place has been offered and accepted, parents who want to exercise their right to defer and/or want their child to attend part-time should notify the School in writing as soon as possible, with provisional dates.

Requests for Admission Outside Normal Age Group

Parents have a right to ask for their child to be admitted to a year group other than their normal year group at the School. This may be to a year group below or above the one they would normally be admitted to. There are a variety of reasons why parents may want to make this request, for example where their child is gifted or has suffered a long period of illness.

Parents do not, however, have an absolute right for their child to be admitted outside their

normal age group. When a request is received, it must be considered by the Trust Board (as 'admission authority' for the School) so that they can decide whether or not to agree the request in principle or refuse the request. Requests for admission outside normal age group are not applications for admission, which will need to be made separately, therefore it is possible that the request could be agreed in principle, but a place not achieved when the application for admission is processed.

In all cases, the Trust Board will notify parents of the outcome in writing, explaining the reasons for its decision in sufficient detail for parents to understand why it came to that decision.

The Trust Board will make all decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not operate a blanket policy in relation to requests for admission outside normal age group. The Trust Board will take into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and there may be other factors put forward by the parents which the Trust Board may take into account.

Parents should make their requests by completing a Request for Admission Outside Normal Age Group form, which can be downloaded from the School's website or obtained from the School's office, and sending the completed and signed form with any supporting documents addressed to The Clerk to the Trust Board, TVI Learning, Thames View Infants, Bastable Avenue, Barking, Essex, IG11 0LG, by post or hand delivery, or by email to office@ThamesViewInfants.org.

As staff to pupil ratios for Nursery classes are determined by reference to the age of the child in those classes, and because the Nursery has limited places and only offers a maximum of one school year of provision, the Nursery will only accept requests for admission outside normal age group in the case of summer born children whose parents intend to exercise their right to delay entry to Reception Year for a whole school year. Parents are strongly recommended to make their request at the time that they would normally apply for their child to enter the Nursery (i.e. in the September following their third birthday), so that they can make informed decisions once they have been notified of the outcome.

Admission/Entry and Oversubscription Criteria

Published Admission Number (PAN) for Reception Year

The published admission number (PAN) for Reception Year is 120.

Number of Available Nursery Places

The number of nursery places is 78, typically consisting of 19 morning places totalling 15 hours (3 hours per morning, 5 days per week), 19 afternoon places totalling 15 hours (3 hours per afternoon, 5 days per week) and 20 full-time places (6.5 hours per day, 5 days a week). Nursery session times are as follows:

Type of place:	Session times:
Morning	8:45 to 11:45am
Afternoon	12:15 to 3:15pm
Full-time ("30 hours")	8:45am to 3:15pm

Places are available during term time only, and parents requesting a 15 hours place must select either a morning or afternoon slot. If children are eligible for a full-time "30 hours" place, they will attend for the whole day.

Full-time places are available only for parents who are eligible and have provided the requisite code from the gov.uk website. Parents must check their eligibility, apply and provide the code to the School in advance of each new term beginning. Failure to provide the required free childcare code may result in losing the full-time place.

Full-time Nursery children will be provided with a hot School lunch each day. Free childcare funding for Nursery aged children does not include Universal Free School Meals. A lunchtime supplement must be paid to cover the costs of the daily lunch which must be paid in advance of each term beginning. Failure to do so may result in losing the full-time place.

All 15-hours Nursery places are state funded without means testing.

Places will be offered for a maximum of one school year from September, at which point Nursery provision will cease - this is necessary to ensure that a new intake is able to take up their places each September.

Unlike a private nursery, the expectation is that children attend Nursery – whether for 15 or 30 hours – everyday. Failure to do so, may result in a child's place being rescinded.

Oversubscription Criteria for the Nursery and Reception Year at the School

When the number of applications exceeds the number of places available, the order in which places will be allocated will be as follows:

Category 1: Looked after and previously looked after children

Children with the status of looked after children or previously looked after children at the time the application is submitted will be allocated places in this category.

A 'looked after child' 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 at the date the application is submitted.

A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or residence order, or a special guardianship order.

In order to be included in this category, the application must be accompanied by a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status.

Category 2: Children with a sibling attending Thames View Infants or Thames View Junior School

Children who will have a sibling attending Thames View Infants, or Thames View Junior School, Samuel Ferguson Place, Bastable Avenue, Barking, Essex, IG11 0LG, at the time of their entry to the School or Nursery will be allocated places in this category.

In this category, a 'sibling' is a natural or adopted brother or sister (sharing one or both parents), a foster brother or sister (a looked after child being cared for by one or both parents of the applicant child), a step brother or sister (where one child's parent is married to the other child's parent) or the child of the parent's cohabiting partner, and in all cases the sibling must live with the applicant child as part of the same core family unit at the child's home address (as defined by this policy). For the avoidance of doubt, the children of friends or extended family members (e.g. cousins) will not be 'siblings' under this policy, even where they live at the child's home address.

In order to be included in this category, full details of the sibling must be clearly stated in the application form.

Category 3: Children of staff members

Children of staff members employed by TVI Learning at the School or the Nursery who were recruited to fill a vacant post for which there was a demonstrable skill shortage will be allocated places in this category.

In this category, a 'child' is defined as the staff member's natural or adopted child, a foster child placed with the staff member, or a child of the staff member's cohabiting spouse or partner, and in all cases the child must be living

with the staff member. For the avoidance of doubt, a child of a friend or extended family member will not meet the definition of a 'child' in this category, even where they live at the staff member's home address.

In order to be included in this category, the employed parent must complete the application form, with no details of the other parent being given.

Applications for a place at the School must also be accompanied (by the closing date, in the normal admission round) by a completed, signed and dated Category 3 Supplementary Information Form, which is available to download from the School's website or in hard copy from the School's office. This is not necessary in relation to Nursery applications.

Category 4: All other children

All children not falling into any of the categories above will be allocated places in this category.

No circumstances other than those outlined above can be considered. Parents are asked to refrain from providing any information about their child or their family which is not directly relevant to the criteria outlined above, as it cannot be considered and may be expressly prohibited by the Code.

Tie Breaker

Where there are more applications than remaining places in any of the categories above, the order in which places will be allocated will be determined by reference to the distance the child lives from the School or Nursery, with those living closer receiving higher priority.

Distance will be measured in kilometres in a straight line (as the crow flies). The LBBD Admissions Team measure all distances using Synergy's geographical information system, from the centre of the child's home address to the School's main gate.

Where two or more applications cannot be separated because the children live an equal distance from the School, the order in which places will be allocated to these children will be determined by random lottery which will be supervised by someone who is independent of the School and Nursery.

The Child's Home Address

Under this policy, the child's home address will be the residential (not business) address of their parent (as defined above) at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time, and the address at which they are registered with their GP, hospital, dentist and optician, and at which Child Benefit and Child Tax Credit (if eligible) is claimed, as at the application deadline. For the avoidance of doubt, the application will be processed using the address which meets this definition, rather than the address given by the parent in the application.

LBBD and/or the School/Nursery check addresses to prevent fraudulent applications. On the

child's induction, parents will be asked to provide three original documents as evidence of the child's identity and the child's home address stated in the application. Full details of the types of original documents required are available on LBBB's website (including the documents required if the family live with another person who is named as the owner/tenant of the property, or the child lives part-time with different parents, where a family court child arrangements or other order may need to be provided).

If a parent cannot provide the required evidence of the child's home address and the School or Nursery is oversubscribed, the offer of a place will be withdrawn. In those circumstances, the parent will need to contact their home Local Authority or other nurseries to obtain an offer of a place at another school or nursery.

If the child moves address during the application process, their parent must notify the School and the Admissions Team or Nursery immediately of the child's new address, and provide further documentary evidence for the new address. The stated length of any tenancy in this documentation must be sufficient to cover the date on which the child would start at the School in September.

If the applicant child moves address to LBBB from another area, and their parent submitted an on-time application for admission to school to the child's previous home Local Authority, the Admissions Team may treat the application as on-time for a limited period of time. Parents should contact the Admissions Team as soon as possible to enquire if this is the case. This does not apply to Nursery applications.

Children of UK Armed Forces Personnel or Crown Servants

Applications for the admission/entry of children of UK armed forces personnel with a confirmed posting to the School or Nursery's area, or Crown servants returning from overseas to live in the School or Nursery's area, will be accepted and processed before the family moves to the area where the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address to use when applying the oversubscription criteria.

This exception is necessary for the School and Nursery to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces or Crown servant families who regularly change address.

Application Procedure

Applications for Admission to Reception Year at the School in the Normal Admission Round

Applications for a place in Reception Year in September is known as admission 'in the normal admission round'. All Local Authorities are legally required to coordinate the admission of all children living in their area in the normal admission round.

The School participates in London Borough of Barking and Dagenham (LBBD)'s co-ordinated scheme, which is called the Pan-London Coordinated Admissions Scheme (the Scheme) and involves all 33 London Local Authorities and the seven Local Authorities that border London. The Scheme is a voluntary extension of the legal requirement that all Local Authorities must co-ordinate the admission in the normal admission round, and aims to simplify the application process for parents and increase the number of pupils who receive an offer of a place at one of their preferred schools.

The Scheme's Timetable for Admission to Reception Year in September 2024

15 January 2024	Statutory deadline for receipt of Common Application Forms (closing date for applications)
16 April 2024	National offer day for on-time applicants

How to Apply for a Place in Reception Year

Parents must apply to their home Local Authority using its Common Application Form (CAF) for a place at the School. Full information on the Scheme and how to apply for places will be published on each Local Authority's website.

Parents of children who live in London Borough of Barking and Dagenham (LBBD) should apply for a school place by using an online CAF at www.eadmissions.org.uk. A link is also available on LBBD's main admissions page www.barking-dagenham.gov.uk/admissions. The online system is hosted by London Grid for Learning (LGFL) and is financed through the Local Authorities within the Scheme. Help sessions for online applicants are provided by the Admissions Team once a week until the closing date at:

Dagenham Central Library
1 Church Elm Lane
Dagenham, Essex
RM10 9QS

Every Tuesday help is also available at The Barking Learning Centre:

Barking Learning Centre
2 Town Square
Barking Learning Centre
Barking, IG11 7NB

Parents of children living in LBBB can express a preference for the schools that they wish their child to be considered for, and rank them in order of preference. Parents should ensure that they clearly state the name of all state-funded schools and/or academies that they wish to apply for as a preference in the CAF. LBBB's Admission Team will then allocate a place at the highest preference school, subject to availability of places.

Parents will be notified of the outcome of the application in writing. Where a place is offered, parents are asked to formally accept the offer within 10 school days. Where a place is refused, parents will be giving full details of their statutory right of appeal.

Late Applications

Late applications (i.e. those received after the statutory closing date for applications) will be considered in the first allocation/offer round in exceptional circumstances only, where all necessary information and evidence has been provided, and there is still sufficient time to process the application. Each case will be considered on its own individual circumstances and a decision will be made by the LBBB Admissions Panel. Examples of exceptional circumstances justifying a late application may include the long term illness of a single parent, the recent death of a close relative, or a recent move to the area following the submission of an on-time application in the previous Local Authority area. Documentary evidence will be required in all cases.

Other than in the circumstances outlined above, applications received after the statutory closing date for applications will be considered after all on-time applications have been processed, which is likely to substantially reduce the child's chances of achieving as place at one of the schools a preference has been expressed for. It is therefore crucial that parents adhere to the statutory closing date for applications.

In-Year/Other Year Applications for places at the School

The School has arranged for LBBB to coordinate in-year/other year applications to the School. Parents must apply to LBBB using its In-Year Common Application Form (ICAF) for a place at the School. Full information and how to apply for places is published LBBB's website.

Waiting Lists at the School

The names of all children who are not successful in achieving a place at the School will be placed on a waiting list for the School until the last school day of the Autumn term following entry in September. The waiting list is maintained by LBBB.

Children are ranked on the waiting list by reference to the oversubscription criteria set out above, not by reference to the date that their name was included. This means that a child's name may go down, as well as up, the waiting list as other children's names are added.

Statutory Right of Appeal against the Refusal of a Place

All parents have a statutory right of appeal against the refusal of a place both in and outside the normal admission round. Full details about the statutory right of appeal are set out in the School Admission Appeals Code 2012.

The appeal will be heard before an independent Admission Appeal Panel consisting of three people, none of whom will have any connection with the School or LBBD's Admissions Team. Parents can make representations in writing ahead of the hearing and/or verbally at the hearing.

The Trust is responsible for arranging Admission Appeal Hearings, however it has contracted with LBBD to make the administrative arrangements in this respect. Full details about the right of appeal and the procedure that must be followed, including the deadline by which an appeal must be lodged, will be included in the letter notifying the refusal of a place.

The School will publish an Admission Appeal Timetable for appeals against refusals of places in the normal admission round on or before 28 February each year.

Parents do not have a right to a second appeal to the School during the same school year unless, in exceptional circumstances, the School has accepted a second application for admission of the child because of a significant and material change in the circumstances of the parent, the child or the School, but has again refused admission.

There is no statutory right of appeal against the refusal of a Nursery place.

Complaints about Appeals

Parents may complain about maladministration on the part of an Admission Appeal Panel to the Secretary of State, who may consider whether the Admission Appeal Panel was correctly constituted, and whether the School acted reasonably in exercising functions in relation to the appeals process, or failed to discharge a duty in relation to the appeals process. Complaints can be submitted by completing an online form, or requesting a hard copy form to complete, via the Department for Education's website:

<https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>

If the Secretary of State finds that something went wrong, the School can be directed to arrange a new Admission Appeal Hearing. The Secretary of State does not, however, have the power to overturn the Admission Appeal Panel's decision, as this can only be overturned by the courts on a successful application for judicial review.

Applications for Entry to the Nursery

Applications for Nursery places are processed by the School.

To apply for a place at the Nursery, parents must complete a Nursery Application Form, which is available to download from the School's website, or in hard copy format from the School office. For admission in September, the completed, signed and dated application form must be submitted to Nursery Admissions, Thames View Infants, Bastable Avenue, Barking, Essex, IG11 0LG, via post or hand delivery, or by email to Nursery@thamesviewinfants.org. The closing date for applications is February 28th 2024. Applications after this date can still be submitted, and a place will be allocated if a space is available.

Parents will be asked to indicate in the Nursery Application Form their order of preference for morning, afternoon, or full-time places. As stated further above, it will not be possible for children to have a mixture of morning and afternoon places.

Applicants for full-time places must provide the required free childcare code to prove eligibility for the additional funding to secure a place. Payment for the lunchtime supplement must also be received in advance of the following term commencing. Parents will be notified of the process of providing these upon application.

All applications received by the closing date stated above will be ranked by reference to the oversubscription criteria only, and then places allocated according to the availability of the highest preference expressed by the parent in the application form. Where parents have only expressed a preference for one type of place, they will not be offered the other type of place if they are unsuccessful.

Parents will be notified of the outcome of the application in writing by 31 May 2024.

Withdrawal of a School or Nursery Place

Where a place has been offered in error, or the offer was obtained through a fraudulent or intentionally misleading application, it may be withdrawn.

In the case of a fraudulent application, the place may be withdrawn even after the child has been admitted to the School or entered the Nursery. Before doing so, the length of time that the child has been at the school will be taken into account. Where the child has been at the School or Nursery for more than one term, it is unlikely that the place will be withdrawn.

If a parent is found to have used a false address or given other fraudulent information to obtain a place at the School, the parent may face legal action by LBBB or their home Local Authority.