Primary School Admissions 2017

Admissions Fair:
6 December 2016
Advice Sessions:
7, 8 & 9 December 2016
Closing Date:
15 January 2017
Offer Date:
17 April 2017

Apply online at: www.eadmissions.org.uk
Apply online at www.eadmissions.org.uk

Why apply online?

1. It's quick and easy to do
2. You will receive instant confirmation by email that your application has been received
3. There is no risk that your application will get lost in the post
4. You can change your details and school preferences online up to the closing date
5. The system is secure and available 24 hours a day 7 days a week up to the closing date
6. You can register your mobile phone number to receive reminder alerts
7. You can view the outcome of your application on 17 April 2017, no waiting for the postman
8. You can accept or decline the place offered online, no paperwork to send in
9. You can attach supporting documents to your online application
10. It is more environmentally friendly

Need help? Contact: 020 8825 5511 or email: mainroundadmissions@ealing.gov.uk

Check List

Before you apply

Have you?

☐ Checked that your address is in Ealing if you are applying on paper (online applications will automatically be submitted to your home Authority).

☐ Visited the schools you are interested in applying to before making your application to ensure that you are making an informed choice.

☐ Read Ealing’s prospectus, individual school’s prospectus, & the school’s oversubscription criteria to ensure that you choose schools where your child has a realistic chance of being offered a place.

☐ Spoken to staff in the Schools Admission Service or your preferred school to clarify any issues you are not sure about, don’t forget our Advice sessions and Admissions Fair.

Before the closing date

Have you?

☐ Completed your online application and received your unique 16 digit reference number or returned your paper form to your preferred Ealing Primary School.

☐ Provided proof of your child’s date of birth with your application.

☐ Completed and returned the supplementary information forms for any voluntary aided, (faith) schools you have applied to.

If you are claiming Exceptional Medical/Social circumstances:

☐ Checked that your preferred school considers exceptional circumstances as part of their admissions criteria.

☐ Attached supporting documentary evidence to your application.
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Important Notice

Primary School Prospectus.
This document contains information about council services. If you are unable to read it and you don’t know anyone who can read it for you, please contact Admissions Service: 020 8825 5511.
Starting Primary School
If your child was born between 1 September 2012 and 31 August 2013 s/he will start primary school in September 2016.

Co-ordinated Admissions System
Under the Co-ordinated Admissions System, all parents living in the borough of Ealing can apply for up to six different state maintained primary schools or academies in or outside the borough of Ealing. This is done online at www.eadmissions.org.uk or by completing a paper application.

Preferences need to be ranked in order of priority. This is important as we will offer the highest preference possible and withdraw your lower preferences.

Where a school is oversubscribed, its published admissions criteria will be used to decide the order in which applicants will be offered places. Schools will not see where they are ranked in your preference order and no school will see any other preference schools you have applied to.

Please note this system only applies to state maintained sector. If you are applying to private/independent schools you need to contact them and apply direct to the school.

All new schools proposed to open in 2017 will be outside the co-ordinated application process. Parents wishing to apply to those schools will need to contact the school direct and apply on the school's application form.

Parents are strongly advised to also apply for established primary schools through the co-ordinated system as there is no guarantee at this point that the new schools will open in 2017.

Deciding on your preferences
You are strongly advised to name your nearest non faith school as one of your preferences.

Make an informed choice
Before deciding on your preferences it is very important that you look at each school's admissions criteria in relation to your circumstances so that you are aware of the order in which places are allocated. Each year parents are disappointed because they apply to schools where they are a lower criteria or live outside of the distance to be offered a place i.e. distance from home to school is far greater than the last to be offered in the previous year or are in a lower criteria than the last to be offered.

Remember that some schools get many more applications than there are places available (see school statistics table on pages 12 & 13 or Ealing Schools), you need to consider very carefully whether you are likely to receive an offer based on your criteria/distance compared to that of the last child to be offered in the previous year.

The Admissions Staff are available to advise parents on making informed preferences. You can attend the Admissions Fair on 6 December 2016 from 4.00pm to 8.00pm at Ealing Town Hall or you may either call the office to speak to a member of staff or make an appointment for an individual advice session at Perceval House on 7, 8 or 9 December 2016.

Infant to Junior Transfer Applying for a Year 3 place
If your child is in Year 2 and attends an infant school s/he will have to transfer to junior school in September 2017. You will need to apply before the closing date of 15 January 2017.

There are three junior schools in Ealing for which you may apply, Berrymede Junior School, Dormers Wells Junior School and Wood End Academy.

You can apply online at www.eadmissions.org.uk from 1 September 2016. If you wish to apply for a primary school after attending an infant school you will need to contact in-year admissions in June 2017 to apply for a place in Year 3 for September 2017.

Late applications
The closing date for receipt of all applications either paper or online is 15 January 2017 applications received after this date will be considered as late and will be dealt with after the offer date of 17 April 2017.

If your application is received after the closing date of 15 January 2017 you are greatly decreasing your chance of obtaining a place at your preferred school(s).

If you have returned an application between 16 January 2017 and 8 February 2017 and any of the below apply you must contact the Admissions Team as your application may be considered on time:

- You have recently moved.
- You have proof that your application was submitted on-time but has not been received by Schools Admissions before 15 January 2017.
- You have exceptional circumstances for lateness (e.g. where a single parent/carer had been ill and the illness prevented the application being made on time or the family has been dealing with the death of a close relative).

Moving address
If you move after submitting your application form but before the closing date, 15 January 2017 you must inform the Admissions Team or if applying online you can update your online application with your new address, up to the closing date.

If you move address after the closing date of 15 January and are offered a place in an Ealing School you will be entitled to retain that place if you wish.

If you move after the closing date but before the 8 February 2017 you may update your address and make new on-time preferences. If you wish to use your new address and change your preference schools you will need to contact the Admissions Team. Please note that you must be living in the property by 8 February 2017 for the new address and preferences to be considered.

The last date for applications or changes to be entered onto the system is 11 February 2017 therefore no changes can be considered after this date until after the offer date of 17 April 2017.
How to apply

Applying online
If your child was born between 1 September 2012 and 31 August 2013 you can apply online for a reception place from 1 September 2016 to 15 January 2017. If it was agreed that you could delay entry for your child to September 2017 and their date of birth does not fall in the above range you will need to make a paper application.

How to apply online
Go to www.ealing.gov.uk/admissions for our ‘step by step’ guide on how to apply online. You will then be directed to www.eadmissions.org.uk to make your application.

First you will be asked to register with eadmissions, you will then be supplied via email with a username and a password to access your e-admissions account. Once these have been received you will be able to log in and complete your application.

Please keep your log in details safe as they will enable you to view and if necessary amend your application (up until the closing date) and to view the outcome on 17 April 2017. If you change your email address after submitting your application you must update your eadmissions account with your new email address to ensure you receive your offer email.

When your application has been submitted you will be sent an email confirming your application details with a unique 16 digit application reference number that will look like the following: 307-2017-09-E-123456.

This unique reference number is your proof of having submitted an application, please keep it somewhere safe.

If you do not have an application reference number you have not completed the application.

To apply on paper you will need to contact the Admissions Team for an application form.

Completing your online or paper application

Parent/Carer details: Please enter details of the person with parental responsibility for the child. All correspondence will be sent to the address provided. If your address is different to the child’s address you will need to provide a written explanation with the application.

Child’s details: Please complete your child’s name as it appears on their birth certificate. Do not use shortened names or nicknames.

Current school: If your child is in nursery please complete the details even if this is independent or outside the borough of Ealing.

Address: Please check that your address is within Ealing before completing a paper form, online applications will automatically be submitted to the home Local Authority.

The address used must be your permanent home address. Please do not provide a business address, child-minder’s address, relative’s address or any address other than your permanent home address.

Providing an incorrect or false address may result in your application being cancelled and any place offered on the basis of the address will be withdrawn.

Shared responsibility
Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent must be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child’s application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required.

In all other cases of personal or family arrangements the address of the parent will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.

Preferences: You may list up to 6 different state maintained primary schools or academies in or outside the borough of Ealing.

You should try and use all the preferences available to you. We strongly recommend that you choose your nearest non faith school as one of your preferences.

Consider the admissions arrangements of each of the schools you are applying to and, using the information about how places were offered in the past, consider how successful your application might be. You will find the statistics on page 12 & 13 which show how places were allocated at Ealing schools last year.

The order in which you list your preferences is very important. If more than one of your chosen schools is able to offer you a place you will receive an offer for the school you have placed higher in your preference order and will be withdrawn from the lower preference schools.
Sibling claim: If your child has a sibling (brother or sister) attending the school you are applying to you must enter their name and date of birth on the form to be considered for sibling criteria. Siblings are generally defined for the purpose of school admission in Ealing as all blood, half, foster, step and adoptive brothers and sisters, living at the same address on a permanent basis or for the majority of time in any calendar year.

Medical/Social claim: Exceptional medical/social circumstances will not be considered for Ealing community primary schools as this no longer forms part of the over-subscription criteria. Please see the admission criteria for the other school(s) you are applying to for details on exceptional medical/social criteria and supporting documents required. Please note that supporting documents should be sent directly to the school concerned.

Looked after/Previously looked after claim: If you are completing your application for a child that is currently in the care of a local authority please complete the relevant section, giving the name of the local authority that the child is in the care of. You will need to attach to your application a letter from the child’s social worker.

If your child was in the care of a local authority immediately prior to adoption or becoming subject to a residence, special guardianship, special educational or child arrangements order you will need to provide a copy of the order or proof of adoption and proof of your child’s previous looked after status.

Child of UK service personnel (UK Armed Forces) and Crown Servants claim: If you are not living in Ealing but have a confirmed posting to the area, or if you are a crown servant returning from overseas you will be allocated a place in advance of arriving into the borough. Your application must be accompanied by an official letter that confirms a relocation date and a Unit postal address or quartering area address.

Supplementary Information Forms (SIF): If you are applying to faith schools, you will be required to complete an additional Supplementary Information Form (SIF). These can be obtained directly from the school and, for Ealing schools, are available on the Ealing Council website. The SIF must be completed in addition to your online or paper application and must be returned directly to the school before the closing date. Please do not send these to Schools Admissions as we will not take responsibility for the school receiving them before the closing date.

The closing date for receipt of all applications either paper or online is 15 January 2017.

If you are applying on paper please submit your completed application form to your preferred Ealing primary school or hand it in directly to Perceval House.

Important: If you think your application form has been lost, you must be able to produce proof of receipt. Please do not post your application to the LA or school, hand deliver it to your preferred school or Perceval House.

What to expect after you have completed your application
Online applications will receive an automatic acknowledgement once the form is submitted, you will receive an email confirming your application details with your unique 16 digit application reference number. There is no acknowledgement for paper applications. It is very important that you ask for a receipt if you are handing your form in or keep proof of postage.

Documentary Evidence Required
Please provide copies only, do not send original documents as they may not be returned.

Proof of date of birth
Proof of your child’s date of birth needs to be provided with the application e.g. medical card, passport or short birth certificate.

Proof of address
We do not require proof of address with your application form. Ealing Council will check internal council databases in order to verify your address. Where it is not possible to verify your address or if you have recently moved we will advise you that proof is required. Please see page 108 for details.

Important:
Please note that provision of an incorrect home address or other false information is likely to lead to the withdrawal of an application or offer of a school place based on that information. If there is any doubt as to the validity of the address given the matter will be put in the hands of an investigator.

KEY DATES:
1 Sept 2016: Eadmissions website opens for online applications, paper applications available.
6 Dec 2016: Primary School Admissions Fair 4.00pm to 8.00pm at Ealing Town Hall.
7 Dec 2016 to 9 Dec 2016: Individual advice sessions at Perceval House.
15 Jan 2017: Final closing date for both paper and online applications.
17 Apr 2017: National offer day.
1 May 2017: Deadline for parents to respond to offers made on national offer day.
This is what we will do
Provided that your application was received by the closing date: If you applied online you will receive an email during the evening of 17 April 2017 with the outcome of your application. If you made a paper application on 17 April 2017 we will send you a letter by first class post confirming the outcome of your application.

If we are unable to offer you a place at any of your preferred schools, we will offer you a place at the school closest to your home address that has a vacancy as far as practically possible. We strongly advise that you accept the school offered, until you have secured a place at an alternative school.

This is what you need to do
You must confirm whether you are accepting or declining the place that has been offered by 1 May 2017. If you have applied online you can simply log into your eadmissions account and accept or decline online. If you have applied on paper you will need to complete and return the reply slip enclosed with your offer letter. If you do not respond to your offer the place may be withdrawn and offered to another child.

Waiting lists
Your child will automatically be placed on the waiting list for any higher preference schools for which you did not receive an offer. If you wish to be placed on the waiting list for a lower preference school or a different school to those on your original application you will need to request this in writing after the 17 April 2017.

If you change address whilst waiting for a school place you must be living at the address before the new address can be taken into consideration and proof will be required, see page 108 for details.

Please be aware that any changes to your preferences after the offer date are unlikely to be successful as the majority of schools will have allocated all of their places. It is therefore extremely important that you list the schools you want in the correct order on your application form.

When vacancies arise, places will be allocated according to the over-subscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list not on a “first come, first served” basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils that have a higher priority have their names added to the waiting list.

Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available.

The community schools in Ealing will hold a waiting list for all year groups, for one academic year after which the waiting list will cease. If parents wish for their child to continue on the waiting list after that academic year they will need to write and request this.

For own admission authority schools please check the individual schools admissions arrangements.

Late Offer Rounds
Ealing Council co-ordinates the offers for schools in Ealing until the end of August 2017. After the initial offer date of 17 April 2017 the following timetable will be followed:

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<td>11 May 2017</td>
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<tr>
<td>3</td>
<td>22 May 2017</td>
<td>25 May 2017</td>
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<td>8 June 2017</td>
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<td>19 June 2017</td>
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Between 7 July 2017 and 31 August 2017 offers will be made as and when vacancies become available.

Please note that during the late offer rounds any applications/information received after the closing date will not be considered until the following round of offers.

Post offer day guidance
Location of Primary Schools in London Borough of Ealing
### List of Ealing Schools

**Closing date: Friday 15 January 2016**

Where Breakfast and/or After School provision is advertised parents should check with the school to establish the type and extent of provision available.

#### ★ Community Primary Schools

- Allenby Primary School 18
- Beaconsfield Primary and Nursery School 18
- Berrymede Infant and Nursery School 19
- Berrymede Junior School 19
- Blair Peach Primary School 20
- Clifton Primary School 20
- Coston Primary School 21
- Dairy Meadow Primary School 21
- Derwentwater Primary School 22
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- Wolf Fields Primary School 47

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- ARK Byron Primary Academy 50-52
- ARK Priory Primary Academy 53-56
- Brentside Primary Academy 57-59
- Floreat Southall Primary School 60-61
- St Mary's CE Primary School 62-64
- Wood End Academy 65

#### ▲ Foundation Schools

- Dormers Wells Infant School 66
- Dormers Wells Junior School 67-68
- Wood End Infants School 69-71

#### ● Voluntary Aided Schools

Complete the school’s additional information form (which will be used to assess denominational commitment) together with Ealing Common Application Form.

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- Holy Family Catholic Primary School 75-77
- Khalsa Primary School 78-80
- Mount Carmel Catholic Primary School 81-83
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<td>90</td>
<td>104+20 wrap around</td>
<td>164</td>
<td>125</td>
<td>2.875 (distance)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Ark Byron Primary Academy</td>
<td>4-11</td>
<td>60</td>
<td>0</td>
<td>168</td>
<td></td>
<td>0.500 (distance)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ark Priory Primary Academy</td>
<td>3-11</td>
<td>60</td>
<td>30</td>
<td>257</td>
<td>309</td>
<td>0.266 (distance)</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Brentside Primary</td>
<td>3-11</td>
<td>60</td>
<td>50</td>
<td>257</td>
<td>215</td>
<td>5.929 (distance)</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>St Mary’s CE Primary School</td>
<td>4-11</td>
<td>60</td>
<td>0</td>
<td>38</td>
<td>40</td>
<td>4.585 (distance)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Wood End Academy</td>
<td>7-11</td>
<td>120</td>
<td>Published admission numbers at 11yrs</td>
<td>132 (Yr 3)</td>
<td>122 (Yr 3)</td>
<td>1.452 (distance)</td>
<td>0</td>
<td>0</td>
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<td>Beaconsfield Primary and Nursery</td>
<td>3-11</td>
<td>60</td>
</tr>
<tr>
<td>Bernymede Infant</td>
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<td>120</td>
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<tr>
<td>Berryame Junior</td>
<td>7-11</td>
<td>120</td>
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<tr>
<td>Blair Peach Primary</td>
<td>3-11</td>
<td>60</td>
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<tr>
<td>Clifton Primary</td>
<td>3-11</td>
<td>60</td>
</tr>
<tr>
<td>Coston Primary</td>
<td>3-11</td>
<td>60</td>
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<tr>
<td>Dairy Meadow Primary</td>
<td>3-11</td>
<td>60</td>
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<td>Derwentwater Primary</td>
<td>3-11</td>
<td>90</td>
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<td>Downe Manor Primary</td>
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<td>Drayton Green Primary</td>
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<tr>
<td>Durdans Park Primary</td>
<td>3-11</td>
<td>60</td>
</tr>
<tr>
<td>East Acton Primary</td>
<td>3-11</td>
<td>30</td>
</tr>
<tr>
<td>Featherstone Primary</td>
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</tr>
<tr>
<td>Fielding Primary</td>
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<tr>
<td>Gifford Primary</td>
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<tr>
<td>Grange Primary</td>
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<tr>
<td>Greenwood Primary</td>
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</tr>
<tr>
<td>Hambrough Primary</td>
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<tr>
<td>Hathaway Primary</td>
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<tr>
<td>Havelock Primary</td>
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<tr>
<td>Hobbsaye Primary</td>
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</tr>
<tr>
<td>Horshenden Primary</td>
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</tr>
<tr>
<td>John Perryn Primary</td>
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<tr>
<td>Lady Margaret Primary</td>
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<tr>
<td>Little Ealing Primary</td>
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<tr>
<td>Mayfield Primary</td>
<td>3-11</td>
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</tr>
<tr>
<td>Montpelier Primary</td>
<td>3-11</td>
<td>90</td>
</tr>
<tr>
<td>School Name</td>
<td>Age</td>
<td>Morning Places</td>
</tr>
<tr>
<td>-------------------------------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>North Primary</td>
<td>4-11</td>
<td></td>
</tr>
<tr>
<td>North Ealing Primary</td>
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<td></td>
</tr>
<tr>
<td>Oakslands Primary</td>
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<tr>
<td>Oldfield Primary</td>
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<tr>
<td>Perivale Primary</td>
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<tr>
<td>Petts Hill Primary</td>
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</tr>
<tr>
<td>Ravenor Primary</td>
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</tr>
<tr>
<td>St John’s Primary</td>
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<td>St Mark’s Primary</td>
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<td></td>
</tr>
<tr>
<td>Selborne Primary</td>
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<td></td>
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<tr>
<td>Southfield Primary</td>
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<tr>
<td>Stanhope Primary</td>
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<td></td>
</tr>
<tr>
<td>Three Bridges Primary</td>
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<td></td>
</tr>
<tr>
<td>Tudor Primary</td>
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<td></td>
</tr>
<tr>
<td>Vicar’s Green Primary</td>
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<td></td>
</tr>
<tr>
<td>Viking Primary</td>
<td>3-11</td>
<td>26 morning places</td>
</tr>
<tr>
<td>West Acton Primary</td>
<td>3-11</td>
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<tr>
<td>West Twyford Primary</td>
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</tr>
<tr>
<td>Willow Tree Primary</td>
<td>3-11</td>
<td>90*</td>
</tr>
<tr>
<td>Wolf Fields Primary</td>
<td>3-11</td>
<td>100</td>
</tr>
</tbody>
</table>

**Foundation Schools - Co-educational**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Age</th>
<th>Number of applications for the intake year</th>
<th>Appeal Statistics 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormers Wells Infant</td>
<td>3-7</td>
<td>120</td>
<td>130 (Yr 3)</td>
</tr>
<tr>
<td>Dormers Wells Junior</td>
<td>7-11</td>
<td>120</td>
<td>131 (Yr 3)</td>
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<tr>
<td>Wood End Infant</td>
<td>3-7</td>
<td>120</td>
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**Voluntary Aided Schools - Co-educational**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Age</th>
<th>Number of applications for the intake year</th>
<th>Appeal Statistics 2014</th>
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<tbody>
<tr>
<td>Christ the Saviour C.E Primary</td>
<td>3-11</td>
<td>120</td>
<td>326</td>
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<tr>
<td>Holy Family Catholic Primary School</td>
<td>4-11</td>
<td>60</td>
<td>171</td>
</tr>
<tr>
<td>Kalsa Primary School</td>
<td>3-11</td>
<td>60</td>
<td>138</td>
</tr>
<tr>
<td>Mount Carmel Catholic Primary</td>
<td>3-11</td>
<td>60</td>
<td>225</td>
</tr>
<tr>
<td>Our Lady of the Visitation</td>
<td>3-11</td>
<td>60</td>
<td>310</td>
</tr>
<tr>
<td>Catholic Primary</td>
<td>3-11</td>
<td>52</td>
<td>75</td>
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<tr>
<td>St Anselm’s Catholic Primary</td>
<td>3-11</td>
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<tr>
<td>St Gregory’s Catholic Primary</td>
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<tr>
<td>St Joseph’s Catholic Primary</td>
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<td>52</td>
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<tr>
<td>St Raphael’s Catholic Primary</td>
<td>3-11</td>
<td>52</td>
<td>179</td>
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<tr>
<td>St Vincent’s Catholic Primary</td>
<td>4-11</td>
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</tr>
<tr>
<td>The Edward Betham C.E Primary</td>
<td>3-11</td>
<td>50</td>
<td>211</td>
</tr>
</tbody>
</table>

*Please note that these schools took a bulge class for September 2015 intake

*Information not available at the time of going to print

N.B. Due to the significant rise in demand for primary school places in Ealing, the council has been expanding a number of schools and this will continue over the next few years. The published admissions numbers listed are correct at the time of printing; however, it should be noted that additional places at a number of schools are likely to be agreed over the next 12 months. Please contact the admissions team if you have any queries.
Early Years Education

IMPORTANT INFORMATION ABOUT FUNDING AVAILABLE IN EARLY YEARS EDUCATION
All Local Authorities fund part-time early education places for all three and four year olds (starting the term after their third birthday) in maintained nursery schools, primary schools and children's centres as well as nurseries, childminders and pre-schools (playgroups) in the private, voluntary and independent sectors.

This entitlement for a free education place is for 15 hours a week, 38 weeks of the year. The 15 hours may be taken flexibly although the amount of flexibility a childcare provider may be able to offer varies. Parents/carers should contact the school or childcare provider directly to find out what is available.

This prospectus outlines the maintained schools and those schools with attached nursery classes. For information on all other childcare providers please contact the:

Family Information Service (FIS)
Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL
020 8825 5588

The FIS can provide you with a list of all Ofsted registered childcare providers in your area who offer the three and four-year-old free childcare. They can also advise on other sources of childcare funding including Tax Credits.

EALING CHILDREN'S CENTRES

The London Borough of Ealing currently has 27 Sure Start Children's Centres.

At a children's centre, children under the age of five and their families can access information and services to ensure they get the best start in life.

Services include:
- Early education and childcare
- Support and information for parents including: parenting, local childcare options and access to specialist services.
- Child and family health services
- Help into work with links to Jobcentre Plus and training

To find a children's centre near you visit www.childrenscentres.org.uk or call the Family Information Service (FIS) on 020 8825 5588.

The FIS can also offer advice on help with the costs of childcare and support you in finding suitable childcare in your area.

There are also free nursery places available for two-year-olds whose parents are on a low income either from work or benefits. For more information and to check if you qualify, you can contact the Family Information Service.

ADMISSION TO NURSERY SCHOOLS AND CHILDREN'S CENTRES

IMPORTANT: Please note that admission to a nursery class does not guarantee admission to the main school on the nursery class site.

Nursery schools and nursery classes take children aged between three and five years old. Parents can apply to any of the nursery schools or nursery classes. Parents can register their interest for a nursery place with the school by completing an application form when their child is two.

Details of each primary school (indicating which of these have a nursery class attached) are given on pages 18-107.

Admission to community nursery schools and nursery classes is based upon residence in the London Borough of Ealing. Any remaining places may be offered to children living outside the London Borough of Ealing in accordance with the admission criteria.

Children generally start nursery the September after their third birthday. If there are places still available after those children have been offered and accepted places, younger children will be considered and may start nursery when they are three.

You will be informed of the outcome of your application at the end of the Spring Term.

THE CRITERIA ARE LISTED IN ORDER OF PRIORITY AS FOLLOWS:
1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order.
2. Children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission.
3. Children with a brother or sister who will be attending the main school (not the nursery class) on the same site* (this refers only to Berrymede Infant and Junior schools) at the time of admission.
4. The distance from home to school as measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode.

If two or more children have equal priority under the criteria, the criterion of distance will then be applied.

In the event that the distances are equal the Local Authority will draw lots to determine which applicant should be offered the place.

WAITING LIST

Vacancies are filled from the waiting list using the admissions criteria. A vacancy is offered to the child with the highest priority on the waiting list. The position of a child on the waiting list can change when other children leave or join the waiting list.

Documentary evidence to be provided with the application form

You are required to provide a photocopy of your child's short birth certificate, passport or immigration papers as proof of his/her date of birth. This information is required when you return the reply slip accepting the offer of a nursery place.

You are required to provide one of the following as documentary evidence:

- Your current year's Council Tax Bill
- Tenancy Agreement from a registered private letting agency
- Letter from Social Services, National Asylum Support Service (NASS) or Housing Department confirming placement at your address
- If moving home, a solicitor's letter confirming the date that contracts were exchanged and the proposed date of completion (no longer than 6 weeks after contracts are exchanged). On the date of completion applicants must take up residency at the new address.

If none of the above are available, a letter explaining the circumstances and two items of documentary evidence showing that you are living at that address. Without this documentation we will be unable to process your application.

IMPORTANT

 Provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a nursery place. If you change address after registering your child for a place in a nursery school or nursery class, you should advise the school in writing immediately.
Admissions Criteria for Community Primary Schools

PLEASE NOTE: The admission criteria for nursery schools are the same criteria as that for community primary schools.

IMPORTANT: Please note that admission to a nursery class does not guarantee admission to the main school on the nursery site.

The criteria listed in order of priority are:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order.

   (NOTE definitions of looked after children or previously looked after children are detailed at the end of the criteria).

2. Children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission*.

3. Children with a brother or sister who will be attending the main school (not the nursery class) on the same site* (this refers only to Berrymede Infant and Junior schools) at the time of admission.

   NOTE
   The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

4. The distance from home to school as measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode.

   The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

   It does not mean that we will be able to allocate a place at the school nearest to your address.

   If two or more children have equal priority under the criteria, the criterion of distance will then be applied.

DEFINITION OF LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. A child arrangements order is defined in s8 of the Children Act 1989 as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

TIE BREAK

In the event that the distances are equal the Local Authority will draw lots to determine which applicant should be offered the place.

TWINS, TRIPLETS OR OTHER CHILDREN FROM MULTIPLE BIRTHS

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child admitted.

CHILDREN OF NEWLY APPOINTED STAFF

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.
Admissions Criteria for Community Primary Schools

DEFERRED AND DELAYED ENTRY OUTSIDE NORMAL AGE GROUP TO PRIMARY SCHOOL

DEFERRED ENTRY
Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part–time basis or defer their child’s entry.

If you decide you prefer to defer your child’s entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child’s fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2012, you will not be able to defer entry until September 2017, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

DELAYED ENTRY INTO RECEPTION
Parents may seek places outside of their child’s normal age group. The decision is made by Admission Authorities, in the case of community schools it is the council with the school and all other schools it is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case and in the best interests of the child concerned.

If parents wish to apply for delayed entry into Reception, for a community school, they need to make a request to the Head of Admissions, providing reasons for the request with supporting documentation from a professional.

Requests for delayed entry into Reception for other schools would need to be made to the governing body for the school concerned.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. In the case of community schools, the Local Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

• The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
• In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
• Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
• Any other information which the parent requests the Local Authority to consider;
• The views of the head teacher of the school concerned.

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council's complaints procedure for decisions made by Council Officers or under the school's complaints procedure where the school are the admissions authority.
Allenby Primary School

**DfE No: 307/2161**

**Allenby Road, Southall UB1 2HX**

Headteacher: Mrs B Ahluwalia  
Enquiries to: Mrs Howard, Senior Administrator  
Age range (including nursery): 3-11  
Telephone: 020 8578 6636  
Planned admission limit at 4 years: 30  
Email: admin@allenby.ealing.sch.uk

**Arranging a school visit**

Please telephone Mrs Howard on 020 8578 6636 to make an appointment. Visits are welcomed. We are a small, friendly and inclusive school with one class in each year group and a Unit of two classes for children with severe learning disabilities.

Teaching staff provide creative and inspiring opportunities for learning through a language rich and literacy based curriculum. We are also committed to enriching learning through whole class instrumental music in key stage two as well as workshops, drama, sports and trips to places of interest.

**Ethos and Values**

Staff and children work hard to fulfil our mission statement which summarises our ethos and values: ‘Our school is a small, caring community, where individuals are valued and achieve self-esteem through success. Children and adults are encouraged to belong to, learn and develop in an inclusive and positive learning environment. Our actions impact on others - ‘what we do matters’ - so in learning, attitudes, behaviour and aspirations we strive to make a difference for the better.’

**Summary of Special Educational Needs Policy**

Every child at Allenby Primary School is an important and valuable part of our school community. Children of all abilities and needs are welcomed. The Assistant Headteacher is highly skilled in ensuring that children with special educational needs have high quality and adapted teaching so that they achieve their full potential. We are proud of our unique Unit for children with severe learning difficulties. The Unit is made up of two classes (ages 4-7 and ages 8-11) each with specialist staff. Staff use PECs, Makaton and TEAACH to support the children’s learning. The children are included with the mainstream for lunch, playtimes and some appropriate assemblies and lessons. Teachers work closely with parents so that each child has a tailored and successful programme for learning and development.

**Uniform**

**Boys:** White shirt, grey trousers, red jumper or sweatshirt.  
**Girls:** White blouse, grey skirt, trousers, skirt or pinafore, red cardigan or sweatshirt. White, red or black head scarves (if required). In summer red/white checked dress can be worn in summer months. PE kit: Cloth bag for P.E. Kit, Red or black shorts, white t-shirt and a pair black plimsolls. School’s sweat shirts, PE bags, book bags and sweatshirts are available from the office only.

** Provision of school meals**

Hot meals are available. They include vegetarian and halal options (certain days) as well as a healthy salad bar. Senior staff sit with the children most lunch times to encourage a social atmosphere as well as healthy eating. Packed lunches should only contain healthy items of food (no crisps, chocolate or fizzy drinks). Please ask Mrs Howard about eligibility for free school meals.

**The School’s travel policy**

Children are encouraged to walk or cycle to school. Helmets must be worn by cyclists. A cycle shelter is available where bikes can be stored under cover. Cycling lessons are available for children in Years 5 and 6.

Beaconsfield Primary School

**DfE No: 307/2083**

**Beaconsfield Road, Southall UB1 1DR**

Headteacher: Mr Dave Woods  
Enquiries to: School Business Manager  
Age range (including nursery): 3-11  
Telephone: 020 8574 3506  
Planned admission limit at 4 years: 60  
Email: admin@beaconsfield.ealing.sch.uk

**Arranging a school visit**

If you would like to visit our successful school please telephone the School Business Manager to make an appointment on 020 8574 3506.

Beaconsfield Primary School aims to educate children to the highest possible standards. Children are encouraged to do their best academically, artistically, physically and socially in an environment based upon mutual respect.

We take great pride in being a one form entry multi-cultural school with 2 (SEN) ARP Classes. We value our children as individual learners and we aim to offer a curriculum that is broad, challenging, personalised and relevant for the 21st century with a dynamic international perspective. To achieve this we ensure that all children have access to a variety of activities from sports, arts, musical and humanities backgrounds.

**Ethos and Values**

Beaconsfield Primary School is a friendly, welcoming school that celebrates the rich diversity of the local community. All members of our community work together to create a culture where learning and achievements can flourish. Our children enjoy coming to school and are eager to learn. We monitor behaviour and progress closely and we keep parents informed through regular meetings to discuss targets.

**Summary of Special Educational Needs Policy**

Beaconsfield Primary School is an inclusive school where all pupils regardless of their needs and abilities are welcomed. We aim to ensure early identification of pupils’ so that the school and parents can work together to develop the appropriate support strategies. We have access to a variety of professionals to support families. We also have a SEN ARP for children with language, communication difficulties and autism, staffed by specialist SEN teachers in two classes with up to 8 children in each. Children in these classes all have a statement of special educational needs/educational and health care plan.

**Uniform**

All pupils are expected to wear the school uniform each day. White polo-shirt or blouse, black trousers or skirt and blue sweatshirt with school logo. Plain coloured head scarves (if required) are permitted. A blue & white checked dress can be worn in summer months. PE kit: black shorts, white t-shirt and plimsolls. Sweatshirts, PE shirts, book bags, caps and polo-shirt are available from the office.

** Provision of school meals**

Hot meals are cooked on site daily. The school encourages all children to have a hot lunch and we offer a range of menu choices including Vegetarian and Halal choices. Our food policy does not allow ‘unhealthy’ items to be included as packed lunches. Pupils are encouraged to bring a water bottle to school each day. Staff will support parents with Free School Meals application forms.

**The School’s travel policy**

The school encourages parents to walk or use public transport for all school journeys. No parking is available near the school as all bays are resident parking. A cycle storage area is available.
Berrymede Infant and Nursery School
DfE No: 307/2006
Castle Close, Park Road North, Acton, W3 8RN
Temporary location: Bollo Green Open Space, Osborne Rd, W3 8SP
Headteacher: Mrs Billie Ann Ohene
Enquiries to: School Administrator
Age range (including nursery): 3-7
Telephone: 020 8992 6612
Fax: 020 8993 3996
Planned admission limit at 4 years: 120
Email: office@berrymede-inf.ealing.sch.uk
Website: www.berrymedeinfants.co.uk

Arranging a school visit
Telephone the school office to make an appointment.

We recently moved into our new 2 storey, well designed building. It has greatly improved facilities that better meets the needs of all our children.

We are a welcoming, friendly and inclusive school that puts children at the centre of everything we do. We are a learning community that recognises and respects all the different groups. We feel that teamwork involving pupils, staff, parent/carers, governors and the community is essential for ensuring the highest possible standards in teaching, learning and behaviour.

Ethos and values
We aim to create a secure, happy and purposeful learning environment in which all pupils are valued, respected and encouraged to succeed and reach their full potential.

We strive to provide a broad and balanced curriculum, appropriate resources, and a good level of adult support through which pupils learn to become confident, independent and reflective learners.

Summary of Special Educational Needs Policy
Pupils with special educational needs and disability (SEND) are identified and supported in class and in withdrawal groups. Parents are involved from the beginning of the process and pupils attain good progress in relation to the targets set for them. SEN provisions are well co-ordinated partnership working with relevant professionals is effective and we ensure that the Revised SEND Framework / Code of Practice are followed.

Uniform
We have a new school uniform. It is green sweatshirt/fleece jacket, yellow polo shirt and a new school logo. Grey pinafores, skirts, trousers. Gym kit: black shorts, White t-shirt and plimsolls.

Provision of school meals
All our children are now entitled to free school meals and we actively encourage parents to take advantage of this. If necessary we can help you to apply online. We provide a wide and varied range of menu choices which are enjoyed by the children. Packed lunches need to be ‘healthy’ and should not include fizzy drinks or sweets. All children under 5 and those receiving the PP grant will get free milk.

The School’s travel policy
We ask parents NOT to park near the school. We encourage parents to walk or use public transport.

Berrymede Junior School
DfE No: 307/2005
Osborne Road, Acton W3 8SJ
Headteacher: Lubna Khan
Enquiries to: School Administrator
Age range: 7-11
Telephone: 020 8993 9053/9063
Planned admission limit at 7 years: 90
Email: admin@berrymede-jun.ealing.sch.uk

Arranging a school visit
Telephone the school office to make an appointment.

We believe that all children have the right to an education appropriate to their abilities and needs and should be appropriately challenged and supported to enable them to achieve their full potential. Excellence from all pupils is actively encouraged through high expectations and the achievements of all are valued and rewarded in an environment focusing on serious study and the development of individual talents.

Ethos and values
Each child is encouraged to work to the best of their ability and achieve their full potential. We seek to foster respect, understanding and tolerance, teach children to be a positive influence in the local community, engender an understanding of different cultures and respect towards those who hold different beliefs and values, and develop their interests and talents in academic, cultural, sporting and artistic activities.

Summary of Special Educational Needs Policy
If a child is identified as having special educational needs, specific programmes of work are arranged to assist the child. The school’s Deputy Head is responsible for overseeing and monitoring the provision of Special Needs and liaises closely with teachers, parents, outside agencies and learning support assistants to organise delivery of programmes of work suitable for each child’s needs as per present code of practice.

Uniform
White, shirt or blouse, grey trousers, skirt or pinafore, burgundy V-neck jumper or cardigan with logo, School tie, black shoes. PE kit: burgundy sweat-shirt and jogging bottoms/burgundy shorts or PE skirt/white polo shirt with school logo/black plimsoles or black trainers.
Clifton Primary School

DfE No: 307/2163

Clifton Road, Southall UB2 5QP

Headteacher: Mr David Robinson
Enquiries to: The Headteacher
Age range (including nursery): 3-11
Telephone: 020 8574 5712
Planned admission limit at 4 years: 60
Email: admin@cliftonprimary.ealing.sch.uk
Website: www.cliftonprimaryschool.com

Arranging a school visit

We welcome school visits, please contact the school office to make an appointment.

Clifton Primary School aims for the highest possible standards of achievement and encourages children to become independent and develop a life long enthusiasm for learning.

It values and celebrates children's achievements and instills a sense of pride in themselves and the school. Clifton is a safe environment for children and adults to learn.

Ethos and values

Our vision is “the Clifton family are united in striving to create a calm, safe and positive school which nurtures friendships” Clifton Primary School is the centre of its community and values the input and relationship with parents and community.

Summary of Special Educational Needs Policy

All children with needs (including SEN) are supported at Clifton; performance management and other structures in school assess and track children to ensure progress is made. Staff are trained to understand, identify and develop specific programs for all children.

Uniform

White shirt or blouse, black trousers, skirt or pinafore, bottle green jumper/cardigan, green and white summer dress. Gym kit: black shorts and white t-shirt.

Provision of school meals

Parents are alerted in the news letters to inquire from the office if they are eligible for free school meals/uniform grant. Forms are available online.

Travel policy

Our school travel plan was updated recently and we were awarded a Silver award for our efforts in encouraging children to walk to school.

Healthy School

We are very proud to have been awarded the Healthy School Status again this year.

Blair Peach Primary School

DfE No: 307/2162

Beaconsfield Road, Southall UB1 1DR

Headteacher: Mrs Anita Puri
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8571 9947
Planned admission limit at 4 years: 60
Email: admin@blair-peach.ealing.sch.uk
Website: www.blair-peach.ealing.sch.uk

Arranging a school visit

We warmly welcome visits to our school. Please contact the school office to make an appointment.

Blair Peach Primary School is a great place to be in. We aim for academic and creative excellence and to provide an education that will meet the needs of all our children. We are committed to working with pupils, parents and the community to provide the best possible education within a happy, caring and stimulating environment. We aim to promote confidence and independence in all children through valuing their efforts and developing their self-esteem.

Ethos and values

Our school is a learning community with high expectations of all adults and children. We provide all staff appropriate professional development opportunities and resources that will enable each child to fulfil their academic, social and emotional potential.

Summary of Special Educational Needs Policy

We are an inclusive school and put the child at the centre of all that we do. We have a team of experienced and highly trained staff who work with the Inclusion Manager to ensure early identification of need and targeting of appropriate resources to support needs. We work closely with parents and encourage parental involvement at every stage.

Uniform

White shirt or blouse, grey/black trousers, skirt or pinafore, bottle green sweatshirt with logo (available at school), green and white summer dress. PE Kit: yellow t-shirt, black shorts, black plimsolls and tracksuits during the winter.

Provision of school meals

Meals are cooked on the school site. Pabulum Caterers are responsible for the provision of school meals on our site. A vegetarian option is always available. Menus can be viewed on the school website and copies are also sent out to parents.
Coston Primary School
DfE No: 307/2088
Oldfield Lane South, Greenford UB6 9JU
Head Teacher: Katie Moyse
Enquiries to: The Administrator
Age range (including nursery): 3-11
Telephone: 020 8578 1515
Planned admission limit at 4 years: 60
Email: admin@coston.ealing.sch.uk

Arranging a school visit
Contact the Administrator by phone or in writing.

Coston Primary is a caring, stimulating and effective school which is committed to helping all children achieve social and academic successes regardless of their backgrounds or abilities.

We always aim to achieve standards of excellence and believe that all children should be given equal chances to access teaching and learning so that they leave us being able to read, write, calculate and question effectively.

Ethos and values
We are proud to reflect the cultural, ethnic and social diversity within our school. We are committed to equal opportunities for all and endeavour to ensure that every individual is valued.

We aim to serve the community by developing happy, confident and caring citizens and consider it fundamental that everyone treats each other with respect and that they accept responsibility for their own actions.

Summary of Special Educational Needs Policy
We use early assessment and intervention strategies to meet special educational needs. We consider it very important that there is close partnership with parents/carers, relevant professionals and the children as we believe this will help pupils achieve their best.

Uniform
White shirt or blouse, navy trousers, skirt or pinafore, navy sweatshirt with logo. Gym kit: navy shorts and yellow t-shirt.

Dairy Meadow Primary School
DfE No: 307/2164
Swift Road, Southall UB2 4RP
Headteacher: Mr Arjinder Singh Sunner
Enquiries to: Administrator
Age range (including nursery): 3-11
Telephone: 020 8571 7925
Planned admission limit at 4 years: 60
Email: office@dairy-meadow.ealing.sch.uk

Arranging a school visit
Telephone the school office.

Our mission statement is Enjoy, Educate, Embrace, Empower. Dairy Meadow children are well behaved and there is a strong emphasis on academic achievement together with a curriculum that encourages children to excel in the arts and sport.

Our children are happy and friendly. We work with parents to ensure that the necessary support is given to each child to allow them to fulfil their potential.

Ethos and values
We aim to encourage pupils to take pride in their work and achievements. We offer a broad curriculum which develops academic, aesthetic, physical and emotional growth and development so that children gain self confidence, are able to persevere and learn to understand and respect others. We value the abilities and talents of all children and celebrate their effort and achievements.

Summary of Special Educational Needs Policy
Lessons are planned so that all children can make maximum progress possible. The curriculum and teaching methods are adapted to meet the needs of pupils with special educational needs so that they are able to develop skills and knowledge in mainstream classes. The school works in partnership with parents and children are encouraged to assess their progress in achieving their targets.

Uniform
Blue shirt or blouse, navy blue trousers, skirt or pinafore, royal blue jumper, cardigan or sweatshirt with logo (available at school), blue and white summer dress. Gym kit: black top and bottom and yellow t-shirt.

Provision of school meals
Meals are cooked on the school site.
Arranging a school visit
Please telephone for the dates and times of visits/tours.

Derwentwater is a strong and dynamic community. We are proud of our multi-ethnic and culturally diverse school. Everyone contributes - children, staff, parents and governors, so that our pupils attain high standards and become:

• self confident in life and learning
• responsible and caring citizens of the future.

Ethos and values
Our aim is to challenge and empower all the children who come to Derwentwater and to develop their talents - academic, artistic, sporting and social - to the full.

We believe that every child deserves to be valued for their unique qualities & gifts. We achieve these aims by:

• focusing on learning
• fostering co-operative relationships
• working in partnership with parents.

Summary of Special Educational Needs Policy
All children have an equal right of access to the whole curriculum, full participation in the life of the school and to be valued for their individual contributions.

We make every effort to identify and provide for children's individual needs within a caring and supportive environment.

We are firmly committed to parental partnership and see it as crucial when children have special educational needs.

Uniform
Pale blue/white shirt or blouse, black/grey trousers, skirt or pinafore, royal blue jumper cardigan or sweatshirt with logo, royal blue and white summer dress. Gym kit: royal blue t-shirt and any shorts.

Provision of school meals
Every child is able to eat a hot meal at lunch time. Harrison's run the catering service at the school and each meal provides a balanced nutritional choice. Vegetarian options are provided everyday and, as a healthy school, a balanced diet is positively encouraged. Alternatively, children can bring a packed lunch.

The School's travel policy
We encourage children to walk to school or use public transport. We remind parents of the dangers of car use around the school entrance.
Drayton Green Primary School
DfE No: 307/2094
Drayton Grove, Ealing W13 0LA
Headteacher: Mrs K Doherty
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8997 2307
Planned admission limit at 4 years: 60
Email: admin@draytongreen.ealing.sch.uk

Arranging a school visit
School visits are welcomed and can be arranged by telephoning the school office to make an appointment.

We strive to provide the very best education for every child, so that, by the time they leave us, each child will:
• Have achieved success with their learning.
• Developed a caring attitude to those around them.
• Value learning and be self confident and motivated.
• Have made substantial progress in their learning and development.
• Be equipped to access learning in the next stage of their education.

Ethos and values
Excellence, Empowerment and enjoyment.

Drayton Green is a friendly and caring school that works hard with parents and carers to provide every child with the very best educational opportunities. An exciting curriculum combined with excellent teaching gives the children confidence and a love of learning. We value the achievements of every child and the children learn to celebrate their success as well as those of all their friends in school. We are committed to providing pupils with an education that will equip them with the skills and attributes needed to be a successful citizen.

Summary of Special Educational Needs Policy
This school is proud of its reputation for meeting the needs of pupils with special educational needs. We have two special units attached to the school and many of our staff are very experienced and skilled in working, in partnership with families, to develop strategies for managing and improving pupils with a wide range of difficulties. By identifying needs at an early age, this helps children’s needs to be met more effectively.

Uniform
White shirt or blouse, grey trousers, skirt or pinafore, bottle green cardigan or v neck sweatshirt with school logo (available at school), green/black tie. Gym kit: dark shorts and white/green t-shirt.

Provision of school meals
Every child is able to eat a hot meal at lunch time. Harrison’s run the catering service at the school and each meal provides a balanced nutritional choice. Vegetarian options are provided every day and, as a healthy school, a balanced diet is positively encouraged.

The School’s travel policy
Drayton Green Primary School encourages all children to walk to school. We have a cycle shelter and bicycle training will be offered to pupils during the year. A new crossing has been applied for in order to increase the safety of all pupils on their walk to school.

Durdans Park Primary School
DfE No: 307/2166
King George’s Drive, Southall UB1 2PQ
Headteacher: Mr Chris Duhig
Enquiries to: Headteacher
Age range (including nursery): 3-11
Telephone: 020 8575 1477
Planned admission limit at 4 years: 60
Email: admin@durdans-park.ealing.sch.uk

Arranging a school visit
Parents may telephone, write or e-mail the school to make arrangements for a visit.

Durdan’s Park Primary School provides a welcoming, safe, happy school where everyone is respected and listened to. A school where we take pride in ourselves and our achievements enabling children to become confident and successful learners.

Ethos and Values
School aims:
• To respect and value ourselves and other people.
• To work willingly with others to improve ourselves, our school, our community and the wider world.
• To provide a caring, secure and ordered environment where all can work and play with confidence.
• To forge enthusiastic, confident and successful learners for life, where pupils attend school regularly, on time and demonstrate positive behaviour, relationships and progress.
• To provide a variety of experiences, socially, emotionally, physically and spiritually to ensure that each pupil becomes a valued member of their community and a responsible individual.
• To promote the highest possible standards of achievement for all children and encourage them to be independent.
• To provide the opportunity to fulfil their potential in all subjects.
• To reward and celebrate children’s achievements and instil a sense of pride in themselves and the school.

Summary of Special Educational Needs Policy
We identify children with special educational needs as early as possible to ensure that their needs are met. Each class teacher has overall responsibility for children’s progress within an inclusive, but individualised, programme of support. Children are helped in class by a team of learning support assistants and our special needs co-ordinator who co-ordinates the support of all pupils with special educational needs.

Uniform
Yellow/white polo shirt, shirt or blouse, grey trousers, skirt or pinafore, royal blue jumper, cardigan or sweatshirt with logo (available from Tesco On-Line uniform supplies), royal blue/yellow tie (optional, available from school) and blue and white summer dress. PE kit is also required.

Provision of school meals
Children can have a school meal or bring a healthy packed lunch. Children are encouraged to choose health options and are rewarded for doing so. If you think you are eligible for free school meals, please ask the school office for information.

The School’s travel policy
We encouraged pupils to walk to school and letters have been sent to parents to walk with their children to school and discouraged using car to drop the children. We had railings installed in King Georges Drive. We also offer road safety as part of the curriculum in PSHE.
East Acton Primary School

DfE No: 307/2022

East Acton Lane, Acton W3 7HA

Headteacher: Ms Helen Williams
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8762 0540
Email: admin@eastacton.ealing.sch.uk
Website: www.eastactonprimary.org.uk

Arranging a school visit

Please contact the school office to arrange a visit.
We are a small, friendly, successful multicultural school. We will have 1 form of entry in this year's Reception class, having previously taken some additional classes in other year groups. We value the contributions made by all members of our school community – teaching and support staff, children, parents and governors.

"Most teaching in the school is consistently good, with some examples of outstanding practice." Ofsted 2013

We teach a good range of themes and activities across the curriculum, including popular enterprise projects. We have several new buildings including a new school hall, classrooms, group rooms and a well-equipped library. A new computer suite opens in the summer term 2015. We are lucky that we have some shared hard playground surfaces with The Park Club, adjacent to the school, which enhance our facilities.

Ethos and Values

"Growing together" is our motto. Our ‘values tree’ is the foundation of our ethos and we encourage children to value education as well as contributing to the wider community. We strive for high standards of achievement for all children by building self-esteem and confidence. Children see themselves as successful learners utilising their skills, talents and knowledge to the full. We aim for all children to be independent, responsible, respectful and caring, achieving their best as a foundation for their future lives in our multicultural society.

Summary of Special Educational Needs Policy

We welcome all children, regardless of ability. Children with special educational needs are identified early to ensure that their needs are effectively met through good teaching and the use of intervention groups where necessary. We have very good adult/child ratios throughout the school. Our two deputy headteachers manage the provision for SEN and we work in close partnership with parents.

Uniform

Red/white polo shirt, skirt or blouse, grey trousers, skirt or pinafore, red school sweatshirt with logo, red and white summer dress. Sensible, low-heeled black shoes. Gym kit: white or black shorts and a white t-shirt with black slip on plimsolls. All children in Reception should also have a school book bag. School Uniform is available from “Class Designs” in Ealing.

Provision of school meals

Harrison's is our school meals provider. School meals are cooked on the premises and Halal meat is served twice weekly. A range of healthy options are served each day. Pupils in the junior classes can choose school meals or bring a packed lunch. We prefer all infant children to take advantage of the free school meals provided, but a packed lunch may be brought if parents wish. No crisps, sweets or fizzy drinks are allowed in packed lunches.

The School's travel policy

The majority of our families live close to the school. We encourage and reward walking to school and we have facilities for cycle and scooter parking. We have an approved school travel plan and parents using cars are asked to park responsibly. There is very limited parking in nearby roads and no on-site parking.

Featherstone Primary & Nursery School

DfE No: 307/2180

Western Road, Southall UB2 5JT

Headteacher: Mr Des Lee
Enquiries to: School Admissions Administrator
Age range (including nursery): 3-11
Telephone: 020 8571 4977
Email: admin@featherstone-pri.ealing.sch.uk

Arranging a school visit

Contact the School Administrator. The school is in a new, attractive building set back from the road near the junction of Western Road and Brent Road in Southall. The following buses stop outside the school: H32, 105, 195, 482.

"Teaching is consistently good, with some that is outstanding. Pupils make good progress in all subjects. Pupils of all backgrounds work and play happily and safely together. They behave well." Ofsted 2012

"The parents are very supportive of the school and appreciate the good care, guidance and support it provides. The children are keen to learn; consequently, attendance is high. Pupils behave well and cooperate with each other successfully in lessons. They show a clear understanding of the need to respect people’s differences, beliefs and values and this contributes well to the cohesive community." Ofsted 2011

Ethos and values

These are our aims for pupils when they leave our school and move into adulthood:

Pupils at Featherstone Primary and Nursery School will be able to communicate and respond to others with confidence and good manners. They will be literate, numerate and knowledgeable. Pupils will be curious, able to think with increasing independence and able to express themselves through the creative arts and appreciate the creativity of others. Pupils will appreciate the beauty of the world around them and be able to care for our environment. They will have respect for their own heritage and faith and understand and respect the culture and faith of others. Pupils will understand the reasoning behind rules and understand how to resolve problems. They will be able to collaborate positively with others, develop leadership skills and contribute to the community. Pupils will know how to manage their own safety, health and well-being and how to promote this in others with empathy and understanding. Pupils will know how to learn, be motivated to learn and know when and how to ask for help. They will be ambitious for their future, industrious and tenacious.

Summary of Special Educational Needs Policy

The staff of Featherstone Primary and Nursery School work in partnership with parents and other professionals to help children who need additional support to access the curriculum. Children of all abilities are welcomed into the school community. The school follows the Special Educational Needs Code of Practice. There is a specialist provision for pupils of Nursery age who require additional support for Speech, Language and Communication needs.
Uniform
All pupils wear a white shirt or blouse, black/grey trousers, skirt or pinafore, maroon and white checked summer dress and burgundy jumper, cardigan or sweatshirt with logo (available to buy at the school). Pupils may wear a maroon and gold tie. All pupils wear black shoes, not trainers. Any head or hair covering should be maroon, black or white. Gym kit: black shorts and white t-shirt, black track suit. All pupils have a maroon book bag, P.E. bag and rucksack.

Provision of school meals
Meals are provided by Chartwells. The dietary requirements of all pupils is catered for with a vegetarian option offered every day and Halal meat provided on two days and non-Halal meat on two other days. There is a fish option once a week. All pupils in Reception, Y1 and Y2 are provided with a free school meal. Children may choose to bring a packed lunch which must meet the school healthy eating policy.

The School’s travel policy
The majority of pupils live in the area near the school and are expected to walk to school so that they develop healthy habits and understand choices which have a positive impact on the environment. There is no parking available at the school and few spaces on the streets nearby. Parents are expected to park responsibly. Parents are encouraged to walk or use public transport. Bikes and buggies are left at the owners own risk.
Fielding Primary School
DfE No: 307/2167
Wyndham Road, W13 9TE
Headteacher: Peter Dunmall
Enquiries to: Administrator (Pupils)
Age range (including nursery): 3-11
Telephone: 020 8567 9524
Planned admission limit at 4 years: 120
Email: admin@fielding.ealing.sch.uk
Twitter: @fieldingprimary

Arranging a school visit
Find out more about starting school at Fielding, including dates and times of open sessions for prospective parents:
- www.fieldingprimary.com/admissions
- Reserve a place on an open session from our website, by email or telephoning the school.

Fielding is a fantastic place to learn, achieve and thrive. With excellent teaching and an engaging curriculum we are committed to help every child excel and reach their potential – academically and socially.

We are proud of our spacious site with its modern facilities, superb resources and happy, purposeful atmosphere. Outside, our large field enables children to take part in a wide range of sports and play with friends. Excellence in PE, sports, computing, the arts and science are particular strengths of the school.

For working parents, a breakfast club, after-school and holiday childcare service is operated by the school on-site.

Ethos & Values
Our Values-based philosophy underpins the way that we work, instilling our children with core values, including honesty, co-operation, tolerance, love, respect, determination and happiness. This combined with our wonderful facilities and safe, nurturing environment, enables our children to enjoy their learning, achieve excellent results and develop the confidence to succeed.

Summary of our Inclusion Policy
We welcome all children – no matter what their individual needs – and strive to include them with additional support in all areas of the curriculum. We aim for every child to make progress whatever their starting point or background.

Uniform
White or blue shirt, blouse or polo shirt; grey trousers, skirt or pinafore; blue jumper, cardigan or sweatshirt with logo (available from school); blue and white summer dress; plain black shoes. Full details available from school website.

School Meals
Hot meals are prepared and cooked daily on site by Harrisons’ Catering Services, including freshly baked bread and a salad bar. A vegetarian option is always available. Meals can be taken on a day-by-day basis with payment being made in advance.

Travelling to Fielding
All children are encouraged to walk, scooter or cycle to school. Cycle shelters and scooter parks are provided on site.

Gifford Primary School
DfE No: 307/2168
Greenhill Gardens, Northolt UB5 6BU
Headteacher: Mr N. E. Cook
Enquiries to: School Office
Age range (including nursery): 3-11
Telephone: 020 8845 4661
Planned admission limit at 4 years: 120
Email: admin@gifford.ealing.sch.uk
Website: www.giffordprimaryschool.co.uk

Arranging a school visit
If you wish to visit the school please phone the school office and staff will be pleased to help you.

All of us at Gifford Primary School are committed to supporting our children to achieve their best. Our new building set within extensive grounds provides opportunities for a wide range of activities.

We aim to enable all our pupils to succeed and take pride in whatever they do. We offer a broad and exciting curriculum which develops pupils not only in the academic but also the social, physical and personal aspects within a safe setting.

Ethos and Values
We work in close partnership with our parents to provide every child with excellent and enjoyable education to enable them to achieve their best in a healthy, secure and stimulating environment.

We aim to develop confident and caring citizens who treat others with consideration and respect and who take responsibility for their actions.

We are proud of the cultural and ethnic mix of children in our school and try to make coming to Gifford as exciting and enjoyable as possible.

Summary of Special Educational Needs Policy
We are an inclusive school and support children whatever their language or abilities.

Pupils with special educational needs are fully included in all aspects of the school life through the use of additional support.

Gifford offers extra facilities for deaf children of primary age in our Hearing Impaired Provision. Mainstream and specialist staff work together to enable deaf pupils to integrate into mainstream classes according to the child’s needs and abilities.

We encourage every family to be positively involved in their child’s learning.

Uniform
White polo shirt or blouse, black or dark grey trousers, skirt or pinafore, red sweatshirt or cardigan, red and white summer dress. Gym kit: black shorts, white t-shirt and black plimsolls. Full details are available in our prospectus on the school website: www.giffordprimaryschool.co.uk.

Most items of uniform are available to purchase at the school shop located in the main office or an order form can be downloaded from the school website.
Provision of school meals
Chartwells are our school meal provider. They provide a three week menu. They can also cater for any other dietary requirements as long as sufficient notice is given. Dinner money is collected in advance and the cost of the meal is reviewed annually. Application forms to apply for free school meals and uniform grants are available from the school office.

The School’s travel policy
The school encourages pupils to walk or ride to school; 48% of pupils currently do so. We have bike racks on the school grounds. Children in Year 5 are given the opportunity to take a cycling proficiency test leading to a recognised qualification. Scooter training is also offered to Year 2 pupils to keep them safe.
Grange Primary School and Children’s Centre

DfE No: 307/2187

Church Gardens, Ealing W5 4HN

Headteacher: Mr Graham Beeden
Enquiries to: Headteacher
Age range (including nursery): 3-11
Telephone: 020 8567 1432
Planned admission limit at 4 years: 120
Email: admin@grange.ealing.sch.uk
Website: www.grange.ealing.sch.uk

Arranging a school visit
Please telephone for an appointment.

At Grange Primary we value each child as an individual and provide a caring and secure environment in which children are encouraged to reach their full potential. We offer a broad curriculum which places an emphasis on literacy and numeracy skills alongside a creative curriculum, which develops thinking skills and enables participation in a variety of creative activities. Music, drama and art are a feature of the school which has a GOLD Artsmark. The school teaches Spanish to the children from the age of 4. A wide range of Extended School activities are available both before and after the teaching day.

The new school building was opened in September 2007 and features the latest technology and resources to enable children’s learning. The school opened its brand new Early Years Centre in September 2014 and expanded to be four form entry in September 2016.

The school now has fully integrated ICT facilities, a separate music/drama studio, classrooms with interactive white boards and landscaped outdoor facilities including a sports area for football, netball and tennis.

Ethos and Values
We have high expectations of pupil achievement and in the development of their social skills. We place a great emphasis on developing good relationships and in pupils taking responsibility for their actions. Parents are seen as key partners in their child’s development and encouraged to be active participants.

The school enjoys a rich cultural diversity, an aspect that we celebrate. We aim to develop children’s awareness and to appreciate the value of living in a multi-cultural society.

Summary of Special Educational Needs Policy
Grange is an ‘inclusive’ school, we have pupils from a wide range of abilities and needs. All children at the School Action stage of the SEN register are provided support from the school’s special needs team. Pupils are provided with Individual Education Plans, which are reviewed regularly. We consult and involve parents and guardians at every stage.

Uniform
White shirt or blouse, grey trousers, skirt or pinafore, royal blue sweatshirt with logo (available at school), black shoes, pale blue summer dress. Gym kit: royal blue shorts and royal blue t-shirt.

Greenwood Primary School

DfE No: 307/2169

Wood End Way, Northolt UB5 4QG

Headteacher: Jim Britzman
Enquiries to: The Administrator
Age range (including nursery): 3 -11
Telephone: 020 8864 7265
Planned admission limit at 4 years: 90
Email: admin@greenwood.ealing.sch.uk

Arranging a school visit
Telephone the school office to make an appointment.

Greenwood Primary is a school where children develop the qualities of responsibility, self-confidence and care for others. We aim to provide the children with the skills, qualities and attitudes which enable them to succeed. We offer all children a broad, balanced, relevant and differentiated curriculum.

‘Greenwood Primary School is a GOOD school. Pupils are well looked after and feel very safe. Staff have created a caring climate where no- one is left out and the needs of the individual are always met.’ (Ofsted 2012)

Ethos and values
Greenwood Primary School is a warm and happy community where all children and adults work hard to succeed. We are committed to all children achieving and reaching their potential.

Summary of Special Educational Needs Policy
Children with special educational needs are identified early to ensure they succeed. They are fully included in all aspects of school life through the use of differentiated learning and the provision of additional support.

Uniform
White shirt or blouse, black or green trousers, skirt or pinafore, green sweatshirt with logo (available at school), green and white summer dress. Optional gym kit.

The School’s travel policy
We promote a healthy lifestyle for our pupils.
**Hambrough Primary School**

DfE No: 307/2150

South Road, Southall UB1 1SF

Headteacher: Louise Singleton

Enquiries to: The school office

Age range (including nursery): 3-11

Telephone: 020 8574 2002

Planned admission limit at 4 years: 60

Email: admin@hambrough.ealing.sch.uk

Website: www.hambrough.ealing.dbprimary.com

**Arranging a school visit**

Visits are welcome. Please contact the school office to arrange a visit.

Hambrough Primary is a warm and friendly school which aims to achieve the highest academic standard for each individual child through a stimulating and caring learning environment. We offer a broad and balanced curriculum including social and spiritual development and promote good citizenship, health and hygiene.

**Ethos and values**

We aim:

- To maintain a high standard of behaviour based on mutual respect and care for each other.
- To encourage pupils to pursue a wide range of interests and to develop a confident independent approach to learning.
- To meet the needs of each individual child.
- To establish strong community links.

**Summary of Special Educational Needs Policy**

Children requiring specialist support or provision are a high priority in school. Concerns will be discussed with parents at the earliest opportunity to ensure their needs are met. The SENDCO in conjunction with the class teacher liaises with parents, pupils and outside agencies to promote access for all.

**Uniform**

Sky blue shirt or blouse, grey trousers, skirt or pinafore, turquoise jumper, cardigan, sweatshirt with logo. Gym kit: black shorts or turquoise t-shirt. Items with logo are available from the school.

**Provision of school meals**

School provides a hot meal service every day. Meals are in line with national nutritional standards. Our menu options take into account the ethnic and religious background of our pupils. Children can also choose to bring a packed lunch.

**The School’s travel policy**

The majority of our pupils live within 800m radius of the school and we encourage pupils and families to walk or cycle to school. Road Safety awareness is taught across the curriculum. The school takes part in various initiatives, such as “Walk to School” to promote sustainable, safe & healthy travel options, for those living out of the area, to reduce car journeys, congestion and pollution.

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**Hathaway Primary School and Children’s Centre**

DfE No: 307/2184

Hathaway Gardens, Ealing W13 0DH

Interim Headteacher: Pat Yardley

Enquiries to: School Administrator

Age range (including nursery): 3-11

Telephone: 020 8998 2479

Planned admission limit at 4 years: 60

Email: office@hathaway.ealing.sch.uk

Website: www.hathawayprimary.net

**Arranging a school visit**

Visits are welcome. Please contact school office to make an appointment.

Children throughout the school make good progress, behave well and work with sustained enthusiasm. Utilising the international primary curriculum, pupils will continue to develop key skills, personal qualities and a love of learning.

The school provides a stimulating learning environment and benefits from extensive fields and wooded areas.

The Children’s Centre offers daycare for babies from 3 months, and wrap around care for children from Hathaway Nursery. We also offer a breakfast and afterschool club. There is an extensive programme of activities for children under 5 and their families.

**Ethos and Values**

Hathaway benefits and celebrates an international mix of children with a range of cultural backgrounds. We aim for children to achieve the highest possible standards, to be enthusiastic about learning and to develop a positive image of themselves as learners.

**Summary of Special Educational Needs Policy**

Hathaway has an inclusive whole school approach to special needs, committed to ensuring that children are identified early and appropriate strategies implemented. Children benefit from highly trained teaching assistants who support special needs learners individually and in class.

External agencies provide further support and assistance to ensure that special needs pupils achieve their full potential.

**Uniform**

Pale blue polo shirt, shirt or blouse, navy sweatshirt with logo, grey trousers or pinafore.

Gym kit: black shorts and white t.shirt.

**Provision of school meals**

School meals served on site. Pupils are welcome to bring a packed lunch.
Havelock Primary School
DfE No: 307/2170
Havelock Road, Southall UB2 4PA
Headteacher: Clare Rees
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8571 7204
Planned admission limit at 4 years: 60
Email: admin@havelock.ealing.sch.uk

Arranging a school visit
Visits are welcome at any time. Please contact the school office to make an appointment.

Our school motto ‘EXCEED TO SUCCEED’ captures our philosophy. We are proud to be part of the local community and work closely with families to help our children to develop both academically and socially within a happy and supportive environment. We promise to encourage the aspirations of all our children, providing an exciting curriculum that will nurture a life-long love of learning. We invite you to come to Havelock Primary School and see for yourself what ‘EXCEED TO SUCCEED’ looks like in action.

Ethos and Values
Havelock is a thriving school which celebrates the diversity of the pupils and provides a nurturing environment for effective learning to take place. Our children enjoy coming to school and are eager to learn. Links with the local community and relationships with parents is strength of the school. The school has a positive ethos in which the needs of children are paramount and met by a harmonious team of teachers and governors.

Summary of Special Educational Needs Policy
Havelock Primary School and Nursery is an inclusive school where all our pupils can access the curriculum and continue to make progress at their own level. The school is committed to ensuring that children with SEN are identified early and with parental involvement an individual education plan is developed. We have a strong team of learning support assistants that provide additional help in class. The school has very strong links with external support agencies and values the advice offered by such agencies.

Uniform
Pale blue shirt or blouse, navy trousers or skirt, emerald green jumper, cardigan or sweatshirt with logo, navy/green tie. Gym kit: navy blue shorts and school t-shirt.

Provision of school meals
The school works closely with Harrison to deliver a healthy and varied lunch menu. Themed days are popular and happen throughout the year.

Hobbayne Primary School
DfE No: 307/2151
Greenford Avenue, Hanwell W7 1HA
Headteacher: Mr J Brown
Enquiries to: Administrator
Age range (including nursery): 3-11
Telephone: 020 8567 6271
Planned admission limit at 4 years: 90
Email: admin@hobbayne.ealing.sch.uk

Arranging a school visit
Please contact our Administrator to make an appointment for a “show around”.

• Hobbayne lies at the heart of the Hanwell community and celebrates the diversity of ethnic and social backgrounds represented in the school.
• The school is in the process of expanding from a 2 form entry to a 3 form entry school.
• We provide an inclusive, secure, happy and purposeful learning environment which reflects our ethos of “Caring, Sharing and Learning”, and in which attention is paid to the development of the “whole child”.
• We offer a wide range of extra-curricular activities provided by a committed team of staff and independent providers.

Ethos and values
Hobbayne places the highest value on learning and teaching, providing staff with the appropriate professional development and resources to enable them to create the optimum learning environment for children in line with our school motto of “Caring, Sharing and Learning”.

We put the learner at the heart of everything we do, placing a strong emphasis on equal opportunities for all, raising children’s self-esteem and nurturing their independence. We want every child to fulfil their academic, social, spiritual and emotional potential.

Summary of Special Educational Needs Policy
We have an inclusive approach to special needs. Our team of teachers, teaching assistants and learning support assistants works closely with our Inclusion Manager and with parents and outside agencies. We place priority on early diagnosis and intervention, ensuring that resources and training are of the highest quality so that children have the appropriate support to reach their potential.

Uniform
Children should wear items with the school logo on; white or green polo shirt, green sweatshirt, fleece or cardigan alongside grey trousers or skirt. In the summer pupils can wear grey shorts, green check dresses. PE Kit: black shorts and white t-shirt and plimsolls.

Provision of school meals
We work closely with Harrison Catering, our school meals provider, to ensure that children have healthy and interesting school meal options.

The School’s travel policy
We promote sustainable, safe and healthy travel options and to reduce our journeys, congestion and pollution. We aim to raise awareness of road safety across the curriculum.
Horsenden Primary School
DfE No: 307/2171
Horsenden Lane North, Greenford UB6 0PB
Headteacher: Mrs E J Walton
Enquiries to: The Administrator (Admissions)
Age range (including nursery): 3-11
Telephone: 020 8422 5985
Planned admission limit at 4 years: 120
Email: admin@horsenden.ealing.sch.uk

John Perryn Primary School
DfE No: 307/2153
Long Drive, Acton W3 7PD
Headteacher: Branwen Hywell
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8743 5648
Planned admission limit at 4 years: 60
Email: admin@johnperryn.ealing.sch.uk

Arranging a school visit
If a parent contacts the school, the administrator (Admissions) will offer a ‘tour’ and advice.

Horsenden Primary School is a wonderful place to be! It is a large school (900 pupils) with a 100 place nursery. We have a lovely working environment with specialist rooms and we are even lucky enough to have a swimming pool! This year, an addition will be a new Year 1 / Year 2 building and outdoor redesigned space. We want children to leave us knowing how they best learn and children who are ready, and equipped, for the lives they have ahead of them.

Ethos and values
Everyone at Horsenden is happy, feels safe and respects themselves and others. They are able to work to the best of their abilities and feel rewarded for what they do. We all care for our environment. Attention is given to ensuring that behaviour throughout the school is excellent, which helps make the environment conducive to learning.

Summary of Inclusion Policy
There is a whole school commitment to inclusion. To this end we foster a collaborative, consultative, supportive and sensitive atmosphere in which all will experience success, from the least to the most able, the disabled to the able-bodied - ALL! Our whole school priorities, at present, are focusing on improving writing and developing more able readers.

Uniform
White shirt, blouse or polo shirt with navy school logo, navy blue jumper, cardigan or sweatshirt with school logo, grey or black trousers, skirt or pinafore, blue and white gingham summer dress.

PE kit: navy blue shorts and yellow polo shirt with navy school logo and black plimsolls. All clothing (not footwear) is available from the Uniform Embroidery service from Tesco.

Provision of school meals
As per the Government initiative, free school meals are being offered to children in Reception, Year 1 and Year 2. Meals are provided by Harrison Catering Services Ltd and are cooked on site. A vegetarian option is always available. Menus can be viewed in the school office and are also sent out to parents/carers.

The School’s travel policy
We encourage families to walk to school, where possible. Two bike sheds are provided for those who may wish to cycle. Road safety is an important part of the curriculum and is taught across the school.

Arranging a school visit
We warmly welcome visits to our school. If a parent/ carer contacts the school, a member of the office team will arrange a tour.

The staff and governors at John Perryn are very proud that we:
• Have an engaging curriculum that equips our children for their future.
• Have a state of the art school building which incorporates a Children's Centre.
• Have a culturally diverse community that enriches the learning within our school.
• Have good ICT provision from the nursery to year six.
• Have a an aspirational committed staff team who have high expectations and who desire to raise the attainment of each pupil.

Ethos and Values
At John Perryn we aim to provide both quality and inspirational teaching. We believe that learning should be enjoyable. We encourage our children to have positive images of themselves and others.

Summary of Special Educational Needs Policy
At John Perryn the inclusion of all pupils is at the heart of our learning and teaching. We try to identify any difficulties that the children are experiencing at the earliest possible stage. We aim to provide as much support as possible to children with special needs, to work with parents and to keep everyone involved in the child’s development informed of progress. We have an Assistant Head Teacher for Inclusion who is committed to ensuring that every child’s needs is identified and supported.

Uniform
Yellow/white shirt or blouse, grey trousers, skirt or pinafore, grey/ yellow jumper or cardigan or sweatshirt with logo (available at school), yellow and white summer dress. Gym kit, white t-shirt, black shorts and black jogging bottoms for the colder weather. Plain black shoes or trainer shoes.

Provision of school meals
We work successfully with Harrison Catering Services Ltd, and our School Council to have a healthy and enjoyable school menu. A vegetarian dish and home baked bread is also available, and children are encouraged to have a healthy packed lunch.

The School’s travel policy
We promote a healthy lifestyle for our pupils.
Arranging a school visit
Visits to the school are welcome and can be arranged by telephoning the school administrator.

Ethos and Values
The child is at the centre of everything we do: Our mission statement, ‘Lady Margaret Primary School – where children come first’ underpins our ethos and guides our practice. We believe that all children regardless of race, gender, experience or special needs should have access to the whole curriculum, and that the cultural diversity brought to this school by the children and their parents is an enrichment to all which is shared and appreciated so that children grow up living harmoniously within the community experiencing mutual respect and responsibility for each other's well-being.

Summary of Special Educational Needs Policy
An Assistant Headteacher oversees the provision for children with special educational needs. In addition to ‘quality first’ teaching by class teachers, additional teachers and teaching assistants provide small group work or one to one support to meet the needs of children. Programmes are reviewed termly.

Uniform
White shirt or blouse, black trousers, skirt or pinafore, red jumper, cardigan or sweatshirt with logo, red tie. Gym kit: white shorts and white t-shirt.

Provision of School Meals
Meals are provided by Harrison Catering Services Ltd and are cooked on site. A vegetarian option is always available. Twice a week a halal option is provided.

The School's Travel Policy
We encourage families to walk, as it is not easy to park near to the school. Two bike sheds are available for those who may wish to cycle.

Little Ealing Primary School
DfE No: 307/2174
Weymouth Avenue, Ealing W5 4EA
Headteacher: Mrs Laura Lund
Enquiries to: The School Office
Age range (including nursery): 3-11
Telephone: 020 8567 2135
Planned admission limit at 4 years: 90
Email: information@leps.org.uk

Arranging a school visit
Telephone school and make an appointment.

At Little Ealing Primary School great attention is given to creating a friendly, secure and supportive environment to which children happily come each day. Visitors to the school are struck by the calm, purposeful atmosphere that prevails, with all children appropriately engaged in learning activities.

Ethos and values
The key purpose of the school is teaching and learning. Great value is placed on the partnership between school and home that underpins the raising of achievement in all areas of school life. Children also learn to respect and help each other supported by a positive policy that recognises and rewards good work and behaviour.

A differentiated curriculum provides appropriate opportunities for all children.

Summary of Special Educational Needs
Little Ealing Primary School is an inclusive school where all pupils regardless of their needs and abilities are welcomed. We aim to ensure early identification of pupils’ needs so that the school and parents can work together to develop the appropriate support strategies that allow access to all aspects of the curriculum. The school’s Deputy Head is responsible for overseeing and monitoring the provision of Special Needs. The school has many teachers and teaching assistants with qualifications and experience to support pupils, including the gifted and talented.

Uniform
The school does not have a uniform policy.

The School’s travel policy
The school encourages parents/carers to walk to school with their children.
Mayfield Primary School
DfE No: 307/2076
High Lane, Hanwell W7 3RT
Headteacher: Mrs Belinda Ewart
Enquiries to: The Administrator
Age range (including nursery): 3-11
Telephone: 020 8575 9885
Planned admission limit at 4 years: 45
Email: admin@mayfield.ealing.sch.uk
Website: http://webfronter.com/ealing/mayfield/

Arranging a school visit
Please contact the Administrator to arrange a visit to the school.

Mayfield is surrounded by local parks, green spaces and leafy avenues. Mayfield is a small school with a strong nurturing, caring ethos and community feel.

Our staff are committed to improving outcomes for children, to widening their opportunities and extending their aspirations. Our curriculum is vibrant and exciting and through it, children develop a lifetime love of learning.

We have high expectations of behaviour and academic performance and we expect all our children to work hard and to do their best.

Ethos and values
Our school is welcoming, caring, safe and supportive. Children (and staff) are happy and enjoy coming to school. Our parents and carers describe us as a small school with a strong community (family) spirit.

Our ethos embodies our mission statement - Striving Together for a Brighter Future - we work in partnership with our school community to ensure the best outcomes for all our children.

Children learn in an environment of mutual trust and respect. Teachers create classroom environments that are conducive to effective learning; calm, purposeful, support risk-taking and encourage cooperation and creativity.

We instil in our children a set of core Values that we feel are important to enable children to succeed in the world of education, work and life:

- Aspiration
- Good Manners
- Kindness
- Responsibility
- Determination
- Honesty
- Respect for ourselves, others and our world

Summary of Special Educational Needs Policy
Inclusion is at the heart of learning and teaching. The SEN coordinator supports and advises teachers, organises provision and meets regularly with parents to ensure that children are successful.

Uniform
White shirt, grey trousers, skirt or pinafore, red jumper, cardigan or sweatshirt with logo. Gym kit: blue shorts and white t-shirt, plimsolls.

Provision of school meals
Hot meals are provided by Harrisons’ caterers. Fresh food is cooked daily on the school premises. Halal options are available. Alternatively, children may bring in a healthy packed lunch.

The School’s travel policy
Children are encouraged to walk, cycle or scooter to school. This promotes greater fitness and wellbeing. Bikes and scooters can be stored in our smart travel pods!

Montpelier Primary School
DfE No: 307/2182
Montpelier Road, Ealing W5 2QT
Headteacher: Mr Am Rai (MA)
Enquiries to: The Office Manager
Age range (including nursery): 3-11
Telephone: 020 8997 5855
Planned admission limit at 4 years: 90
Email: admin@montpelier.ealing.sch.uk
Website: www.montpelierschool.net

Arranging a school visit
Please check the school website: http://montpelierschool.net/reception-tours.html.

Montpelier is recognised by OFSTED to be outstanding in all areas. Due to sustained success since the last inspection, Montpelier was awarded the status of a National Teaching School in 2016. Everyone at Montpelier is committed to providing opportunities for all children to succeed and creating a happy and purposeful environment for all pupils. We benefit from a truly international mix of children, whose diverse cultural backgrounds enrich and enhance the life of the school.

We aim to provide an educational experience that is rich in creativity and challenge. To achieve this, we ensure that all children have access to a range of sports, arts and musical activities including an orchestra and instrumental tuition. We have a breakfast and after school club and also run afterschool languages, sports, science and drama clubs.

Montpelier is set in beautiful grounds full of trees, set next to Montpelier Park, creating a unique school environment.

Ethos and Values
Montpelier offers pupils the opportunity to grow and develop as individuals through recognition of their many attributes and achievements, within an education setting committed to the highest educational standards. We monitor progress and behaviour carefully and discuss attainment and improvement targets during parents’ meetings. Our children are encouraged to develop their full potential and acquire a wide range of skills to support them in everyday life and in the future. At the end of their time at Montpelier, our children gain admission to local schools and leading selective and independent grammar schools.

Summary of Special Educational Needs Policy
Individual education plans are formulated in consultation with parents in order to help children meet achievable targets. The work of support staff is overseen by the SENCo and parents / carers are involved as appropriate.

Uniform
Purple fleece for outer wear, purple sweatshirt or cardigan (available from Juniper), purple or white polo shirt, grey trousers or shorts, grey pinafore dress or skirt, purple gingham dress, white/grey/purple socks, black shoes. Gym kit: white/purple t-shirt, black shorts (dark, plain track suits for outdoors), black plimsolls with elastic or Velcro (indoors), trainers (outdoors).

The School’s travel policy
Our objectives are:
- Reduce car use
- Promote walking initiatives
- Improve safety on school journey for those walking and cycling
- Increase number of children cycling to school
- Reduce congestion and dangerous parking outside the school perimeter.
North Ealing Primary School  
DfE No: 307/2046  
Pitshanger Lane, Ealing W5 1RP  
Headteacher: Sally Flowers  
Enquiries to: The Administrator  
Age range (including nursery): 3-11  
Telephone: 020 8997 2653  
Planned admission limit at 4 years: 90  
Email: admin@northealing.ealing.sch.uk  
Website: www.northealingprimary.org

Arranging a school visit  
Please telephone to make an appointment.

North Ealing is a three form entry school with a 100 place nursery. Our School Vision is that “North Ealing works inclusively with our families to maximise the learning potential of all children in our community.” We celebrate being part of a culturally diverse community and are proud of being a welcoming, safe and happy school where everyone is listened to and respected. We strive to be the centre of our local community and prepare our children for the future through our rich and broad curriculum.

“This is a good school. The strong leaders are well supported by committed staff and governors who make an exceptional contribution to the work of the school and provide outstanding challenge.” Ofsted September 2011

Ethos and values  
We are an inclusive school. We aim to develop the confidence of all our pupils so that they can recognise their own and others’ talents. Through our learning values we encourage children to become independent, reflective, respectful and engaged life-long learners who are determined to achieve their best.

Summary of Special Educational Needs Policy  
We follow the guidance of the SEND code of Practice 2014 and ensure that we provide all children with equal opportunities to access all areas of school life. We have a full time SENDCO who oversees a number of specialist support staff and who works closely with teaching staff, the Senior Team and parents to ensure all children are able to access learning to the best of their abilities. Support can range from in-class quality first teaching to highly individualised plans implemented by dedicated learning support assistants.

Uniform  
White shirt or blouse, grey trousers, skirt or pinafore, grey jumper or cardigan, blue/gold school tie; optional blue fleece with school logo. Gym kit: navy shorts and yellow t-shirt with logo and school tracksuit. Uniform can be purchased from Juniper in West Ealing.

Provision of school meals  
School meals are provided by Harrison Catering. Fresh food is cooked daily on site and there is a wide range of options. Alternatively, children can bring a healthy packed lunch.

The School’s travel policy  
Most of our families live locally and a high percentage walk to school. We encourage a sustainable approach with cycling courses and a reduction in the use of cars to travel to school.

North Primary School  
DfE No: 307/2115  
Meadow Road, Southall UB1 2JE  
Interim Headteacher: Ivor Johnstone  
Enquiries to: The Head or The Administrator  
Age range: 4-11  
Telephone: 020 8571 7749  
Planned admission limit at 4 years: 60  
Email: admin@north.ealing.sch.uk  
Website: www.northprimary.com

Arranging a school visit  
Telephone to make an appointment.

Our school motto is ‘The Caring School with a Focus on Achievement’. The school achieves this by setting high standards of behaviour, mutual respect and educational attainment.

We pride ourselves on being a multi-cultural school community. Through valuing each child as an individual, we work with parents to foster caring attitudes, thoughtfulness, mutual respect, self-discipline and self-confidence. We offer a broad curriculum that encompasses the essential basic skills, whilst affording plenty of opportunity for varied and direct experiences. Our intention is to create a happy, balanced, caring and safe environment.

“The North Primary is an outstanding school which offers a caring learning environment which is both stimulating and secure. Children can make an excellent start to their education in the Reception classes. Pupils continue their outstanding progress throughout the school.” Ofsted 2006

The outstanding curriculum enthuses and informs pupils during their time at the school. The care, guidance and support of pupils are outstanding. The school has gone from strength to strength under the outstanding leadership.’

Ethos and Values  
North School is an inclusive school. The school offers equality of opportunity to ALL pupils. We aim to have: Caring, Happy, Individual, Learning, Developing together (CHILD). Behaviour is very good as we are helped by our staff and parents.

Summary of Special Educational Needs Policy  
At North Primary School we have effective screening procedures for identifying and assessing children’s special educational needs. Often these learning difficulties are relatively minor and can be overcome with extra help from the class teacher. Sometimes additional support is provided or arranged by our Special Needs Co-ordinator and, where necessary, specialist outside experts.

Uniform  
White shirt or blouse, grey trousers, skirt or pinafore, red jumper, cardigan or sweatshirt with school logo, red/grey tie (available from school or via Trutex Catalogue). Gym kit: black shorts and white t-shirt.

Provision of school meals  
Parents who are eligible for free school meal should apply to Ealing for free school meals and uniform grant. They need to provide proof, advice on documentation requested for proof can be obtained from the school office.

The School’s travel policy  
Most of our children walk to school. There are no parking facilities near the school so parents are advised to park their cars at a safe distance and walk. Pupils may use public transport and school will sign their photograph and application for documentary evidence.
Oaklands Primary School
DfE No: 307/2175
Oaklands Road, Hanwell W7 2DP
Headteacher: Tessa Hodgson
Enquiries to: School Office
Age range (including nursery): 3-11
Telephone: 020 8567 5243
Planned admission limit at 4 years: 60
Website: www.oaklands-primary.co.uk
Twitter: @oaklands ealing
Facebook: Oaklands Primary

Arranging a school visit
The best way to learn more about our school is to visit us! Tours take place every Tuesday at 9am with a Senior member of staff. Just give us a call to book a place!

Ethos and values
Our school motto is “From little acorns mighty oaks do grow”. During their time in school, we aim to ensure that our children grow from “little acorns” into confident individuals with great aspirations for themselves and their communities.

To do this we carefully nurture each child so that when they leave us they have excellent academic knowledge and confidence; strong supportive friendships and the motivation and skill to apply themselves to any challenge.

We give them the confidence to know that if they are resourceful, resilient, reflective and work well with others, they will succeed. This ethos is supported by an aspirational behaviour policy that encourages children to have “respect for all”; “take pride in everything they do” and show a great “love of learning”.

Summary of Special Educational Needs Policy
Ensuring that all children achieve well and make good progress is a priority for our staff. We have good systems to identify children who need extra support and we are quick to organise appropriate additional provision so that children can catch up with their learning and this ensures that all children feel successful in school. We carefully track all pupils to ensure they all make good progress; and if any problems arise at any time we tackle them quickly. Ensuring that we work in partnership with parents is key to our success. Our Parent Partnership Coordinator is on hand to assist you, and we also run various parent workshops and courses to help you support your child’s development too.

Uniform
School jade/white t-shirt, black/grey trousers, skirt or pinafore, jade sweatshirt, green cardigan or fleece with logo (available from Your School Uniform www.yourschooluniform.com or Class Designs in Hanwell). Gym kit is black/grey shorts and white t-shirt.

Provision of school meals
We provide quality school meals cooked on site and offer halal option alongside meat and vegetarian. Help can be provided towards the cost of school meals to families on benefits and low income.

The School’s travel policy
We have achieved Gold Star status for our travel plan. This recognises our commitment to walking and cycling to school, improving health, helping the environment, and keeping pupils safe and healthy.

Oldfield Primary School
DfE No: 307/2033
Oldfield Lane North, Greenford UB6 8PR
Headteacher: Mrs E A Day
Enquiries to: The Administrator
Age range (including nursery): 3-11
Telephone: 020 8578 2507
Planned admission limit at 4 years: 60
Website: www.oldfield.ealing.sch.uk
Email: admin@oldfield.ealing.sch.uk

Arranging a school visit
Telephone the school office.

Our aim is for ‘Success for All’ through respect for self and others; understanding how best to learn as well as fostering understanding and celebration of different ways of life through the rich cultural diversity of pupils. Every decision that is made is in the best interest of the children.

Ethos and Values
‘Joy through learning for life’ is our mission. It is supported by our motto. ‘Work hard, learn and be friends’ which makes explicit our focus on the children, their learning, high expectations and ‘getting along’ well with others. The happy and safe environment with lots of outdoors learning in our eco-friendly school enables children to engage with and enjoy learning - whatever their background.

Summary of Special Educational Needs Policy
The policy adopted by governors in relation to children with special educational needs (SEN) ensures they have equal opportunity to access SEN provision and their needs are addressed sensitively and fairly.

The progress of all pupils is carefully tracked and pupils keep records of their achievements in a special book - My Achievement Profile (or MAP for my learning journey!).

Success is rewarded for all pupils.

Uniform
Pale blue polo shirt, School’s sweatshirt with logo (available from school). PE Kit: Blue, black or grey shorts and house coloured T-shirt (Available from school).

Provision for School Meals
We provide tasty, healthy school meals cooked on site and offer a vegetarian option as well as meat. Some families may be eligible for free school meals so should ask our school office for a form and advice on how to complete it.

The School’s Travel Policy
88% of our children walk or cycle to school (with parents up to Y6) and we encourage this as most families live locally. Pupils receive lessons in cycling proficiency and we provide dedicated, covered parking spaces for cycles and scooters. Once inside the school gates, pupils walk with their cycle or scooter.
Perivale Primary School
DfE No: 307/2176
Federal Road, Perivale, UB6 7AP

Headteacher: Ms S Wilson
Enquiries to: The School Administrator
Age range (including nursery): 3-11
Telephone: 020 8997 0619
Planned admission limit at 4 years: 60
Email: admin@perivale.ealing.sch.uk
Website: www.perivale.ealing.sch.uk

Arranging a school visit
Visits are welcome at any time. Please contact the school to make an appointment.

Perivale Primary School has high standards in academic and personal development. We provide opportunities for all pupils to succeed and learn in a positive stimulating safe and calm environment.

We benefit from a brand new building set in extensive grounds. The onsite Children’s Centre provides valued services for our local community.

Vision
Perivale shares a vision of individuals who exceed expectation and enjoy education where excellence is at the centre of all we do. Our aims are:
• To create an exciting and challenging atmosphere, where children with enquiring, imaginative and creative minds become independent learners.
• To create a community which enables children to develop self-knowledge and self-esteem so that they grow as confident, articulate and responsible citizens and individuals.
• To provide a welcoming environment for all in the school community, where the motivation to learn will be enhanced by the partnership between home and school.
• To develop in each child respect and care for one another and a tolerance and understanding of other races, religions and ways of life.

“Pupils enjoy coming to school, behave well, and feel valued and safe. Pupils say that the school helps to develop their confidence and it is a comfortable and homely place.” Ofsted 2012

Uniform
White shirt and tie, grey trousers, skirt or tunic, navy blue sweatshirt with logo, navy hijab, grey or white socks, black shoes. Gym kit: black shorts and house t-shirt.

Provision of school meals
Children in reception year 1 and 2 under the Government’s Universal School Meal plan automatically receive a free school meal. All other children can have a cooked meal or bring a healthy packed lunch, some pupil’s from year 3 onwards may be eligible for free school meals, please contact the school if you believe you may be eligible.

The School’s travel policy
We encourage all children to either walk, cycle or use a scooter travel to school. There is a cycle shed for the use of staff and pupils. The school has an approved travel plan.

Summary of Special Educational Needs Policy
The school has a designated senior member of staff who works with the class teachers, support staff, outside agencies and parents to formulate individual progress plans so that pupils’ needs are identified at an early stage. Parents are involved at all stages and progress is monitored and evaluated regularly.
Petts Hill Primary School
DfE No: 307/3511
Newmarket Avenue, Northolt UB5 4HB

Headteacher: Miss V Upton
Enquiries to: The Headteacher
Age range (including nursery): 3-11
Telephone: 020 8422 4095
Planned admission limit at 4 years: 30
Email: admin@pettshill.ealing.sch.uk

Arranging a school visit
To arrange a visit please ring the school.

Petts Hill Primary School is a small friendly community school that offers all children a secure, happy and purposeful learning environment where they can thrive. Our culturally rich and diverse community provides a place where all children are valued, respected and encouraged to strive to achieve their personal best. We work effectively in partnership with parent/carers and the local community to provide the best possible education for all our children.

Ethos and values
Petts Hill is committed to supporting all children aiming for personal excellence in every area of their lives. We believe in educating the whole child, accepting them for who they are and adapting the curriculum to meet all their needs.

We aim to develop children who are self-confident, happy and love learning, who respect others and take responsibility for their own actions.

Summary of Special Educational Needs Policy
Petts Hill recognises that many children, at some time in their school career, may require some additional support or specialist teaching to help them overcome a difficulty and achieve to their full potential.

Through a policy of early identification and a well resourced, carefully planned staffing structure, the school provides programmes of support to help children overcome barriers to learning. We are committed to consulting and working in partnership with parents at every stage.

Uniform
Jade green sweatshirt with school logo, yellow or white polo shirt, grey skirt/trousers or pinafore, black shoes. PE kit - yellow t-shirt and black shorts.

Provision of school meals
We offer a wide and varied menu of freshly cooked delicious food daily from our school kitchen run by Harrisons. A salad bar and a choice of fruit is always available.

The School’s travel policy
We encourage all children to either walk, cycle or use scooter to school. There is a cycle shed for the use of staff and pupils. The school has an approved travel plan.

Ravenor Primary School
DfE No: 307/2121
Greenway Gardens, Greenford UB6 9TT

Acting Headteacher: Mrs Leonie Lobo
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8578 1654
Planned admission limit at 4 years: 90
Email: admin@ravenor.ealing.sch.uk

Arranging a school visit
Please arrange your visit by contacting the school office on the number above.

At Ravenor we know every child as an individual, we recognise what makes them special and work with our Ravenor families to encourage and support each child in achieving their potential.

Our children are actively involved in their learning and enjoy the exciting opportunities we plan together. We continue to reflect and celebrate the ‘stories’, hopes and dreams of all the members of our community.

We know that the world of education and work is constantly changing and we need to prepare our children to take advantage of every opportunity open to them in the future. To do this we will support them in becoming resourceful, resilient, reasoning, responsible and reflective learners.

We are committed to using all our skills and resources to ensure that every child has an exciting and successful experience which provides a firm foundation for their future.

“*This is a friendly and harmonious school community. The school has clear understanding of the needs of its local neighbourhood. It is fully inclusive*”. Ofsted 2012

Ethos and values
We are committed to treating every person as an individual, with care and respect enabling them to feel unique and valued, so that they develop as citizens equipped with the skills, values and attitudes that they will need for life in modern day Britain. The life of our school as a learning community is based on our five values:

- Resilient
- Resourceful
- Respectful
- Responsible
- Reflective
Summary of Special Educational Needs Policy
Children with individual additional needs benefit from our supportive, inclusive environment. Pupil needs are identified early and appropriate support is provided ensuring that all pupils make optimum progress.

Uniform
All uniform is available from ‘Kevin’s School Wear’ Greenford.
Foundation Stage One and Two
- Jade green track suit top (with school logo) and matching trousers
- Sturdy full shoe.

Key Stages One and Two
- Plain Black trousers
- Plain Black skirt/pinafore dress
- White polo shirt with school logo
- Navy Sweatshirt/Cardigan with school logo
- Black sturdy well fitted flat shoes (not trainers)
- White knee/ankle length socks
- PE kit black shorts, white plain T shirt.
St John’s Primary School

DfE No: 307/2058

Felix Road, West Ealing W13 0NY

Headteacher: Mrs Marilyn Borlase
Enquiries to: Headteacher
Age range (including nursery): 3-11
Telephone: 020 8567 6251
Planned admission limit at 4 years: 60
Email: adminoffice@st-johns.ealing.sch.uk

Arranging a school visit

Please contact the office, either by phone or email, and our admin staff will arrange a visit. See school website for further information: www.st-johns.ealing.sch.uk

St John’s is a good school with welcoming children, supportive parents and highly committed staff and governors. We work together to provide the best possible learning opportunities for all children. Our curriculum has been designed to engage and excite learners. We have high expectations of learning and behaviour and seek to develop happy, confident and resilient children, equipped for lifelong learning.

Ethos and Values

“Learning without Limits”

Ofsted 2014

“Teaching is consistently good. Teachers use information about pupils progress to plan work which challenges them well. Behaviour is good....pupils care for and are very respectful of one another. Teaching in mathematics and English is good...... Pupils are passionate about books and enthused about reading. The school is a happy and lively community” (Ofsted July 2014)

In partnership with Aktiva, we provide wrap-around care, breakfast and after school club.

Summary of Special Educational Needs Policy

Our SENco works with teachers to ensure early identification of SEN and access to appropriate support at the earliest opportunity. We work in partnership with parents to ensure that they are involved positively in learning and progress.

St John’s has enhanced provision for children with speech and language difficulties.

Uniform

White shirt or blouse, dark trousers, skirt or pinafore, red jumper, cardigan or sweatshirt.

St Mark’s Primary School

DfE No: 307/2059

Lower Boston Road, Hanwell W7 2NR

Headteacher: Sophie Liardet
Enquiries to: Senior Administrator
Age range (including nursery): 3-11
Telephone: 020 8567 6292
Planned admission limit at 4 years: 60
Email: admin@st-marks.ealing.sch.uk

Arranging a school visit

Visits are welcome at any time. Please contact the school office to make an appointment.

St Mark’s Primary School is a successful, two form entry community school situated in the heart of Hanwell. We offer an exciting and engaging curriculum, developing independent learners equipped with the skills and attitudes to succeed at St Mark’s and beyond. Our pupils achieve well, make good progress, and are proud to wear the St Mark’s uniform. The school benefits from excellent outdoor facilities with a large field, outdoor classroom, wildlife area, as well as a hard court.

Ethos and Values

‘Community, Achievement, Respect and Enjoyment’

St Mark’s Primary aims to create a happy, safe and purposeful environment, in which the needs and rights of others are respected and valued. We are an inclusive school with high expectations of all members of our community; our children are supported and challenged in their learning to achieve their personal best. St Mark’s Primary provides a friendly, encouraging environment with pupils and staff who are working together towards excellence.

Summary of Special Educational Needs Policy

We have a team of experienced staff who work closely with the Special Educational Needs Coordinator to ensure the early identification of pupils’ needs and the targeting of appropriate resources. We work in partnership with parents, pupils and external agencies to provide the best possible outcomes for all our children.

“Disabled children and those who have special education needs receive good support so they can achieve well. This included pupils in the special resource provision” (Ofsted July 2014)

Uniform

Gold shirt; grey/black trousers, skirt or pinafore; dark green sweatshirt. Black school shoes, white or black hijabs. PE Kit: black shorts, white plain t-shirt or St Mark’s t-shirt, black plimsolls.

Provision of School Meals

Healthy hot meals are cooked on site by Harrison Catering staff. Alternatively children are welcome to bring in a healthy packed lunch. Children in Reception, Years 1 and 2 are eligible for free meals under the Government’s Universal Free School Meals plan. Families on low incomes with children in other year groups may be eligible for free meals. Details are available from the office.

The School’s Travel Policy

We encourage our children to walk/cycle/scoot to school. We discourage parents bringing children to school by car. There are very narrow streets around the school and parking restrictions are enforced. We hold a themed week during the year when we remind children of the benefits of walking to school. This is part of our Healthy School ethos.
Selborne Primary School
DfE No: 307/2125
Conway Crescent, Perivale, Middlesex UB6 8JD
Headteacher: Mrs Kerry Shilling
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8997 1947
Planned admission limit at 4 years: 90
Email: admin@selborne.ealing.sch.uk

Arranging a school visit
Visits are welcome. Please contact the school administrator to arrange an appointment.

Ofsted (2012) said “SELBORNE is a GOOD School”

“Teaching and learning are good because teachers have good relationships with pupils, high expectations... match the work provided in lessons to pupils' needs and abilities”

We believe in putting our pupils’ needs first by offering a broad curriculum matched to their needs, and providing a positive learning environment. We have a wide range of extra-curricular activities to extend learning and increase participation, particularly in sport. Our pupils achieve very well, make excellent progress and are proud to wear the Selborne uniform.

Ethos and values
Staff and governors work very hard to create a community in which a desire to learn, creativity, self-respect, and awareness to the needs of others flourish. We work closely with parents for the benefit of all our pupils.

Selborne is a harmonious place to be; as our children are thoughtful and caring. We expect them to behave well, support each other, and to respect different backgrounds and cultures. Children learn that our values of respect, getting along, resilience, persistence, organisation and confidence are key to their future success. We endeavour to inspire our children to achieve.

Summary of Special Educational Needs Policy
Selborne is an inclusive school. Some of our children may require additional support so that they can fully participate in learning. Such children are identified at an early stage by our assessment and tracking systems. Children with special needs are initially assessed by their teacher who, in consultation with the special needs co-ordinator, produces a special programme to enable them to access the curriculum and make progress.

ARP pupils are also integrated into the mainstream school.

Uniform
White polo shirt with logo, maroon sweatshirt or cardigan with logo, black trousers, skirt or pinafore dress, black shoes (boots and sandals are not permitted). Hijab/Turban, is required, must be plain black only. Please look at our website for the full uniform list: www.selborne.ealing.sch.uk.

The School’s travel policy
As a healthy school we encourage parents and children to walk. We have storage facilities for children who wish to cycle or scoot to school.

Southfield Primary School
DfE No: 307/2154
Southfield Road, Bedford Park W4 1BD
Headteacher: Mr Simon Prebble
Enquiries to: School Administrator
Age range (including nursery): 3-11
Telephone: 020 8994 6173
Planned admission limit at 4 years: 60
Email: admin@southfield.ealing.sch.uk

Arranging a school visit
Telephone the school for details of our next tour, or check our website at www.southfieldschool.org.uk/visiting-the-school

Southfield is a place to learn for our children, staff, parents / carers and the wider school community. Our rich and varied curricular programme offers pupils the chance to excel in academic, sporting, musical and social realms including a various extra curricular activities.

The school has an atmosphere of fast moving progress and our school community is rightly proud of the strides the school has made. Prospective parents and carers are welcome to tour the school and meet with the Head Teacher. You will be able to experience classes in action, see our resources and talk with pupils and staff.

Ethos and values
Vision
At Southfield we aim to educate for life. We are a school with high expectations of all, where everyone has a love of learning.

At Southfield we value:
Perseverance and Excellence
Creativity and Fun
Humanity and Consideration
Diversity and Equality
Tradition and Innovation
Individuality and Community

Summary of Special Educational Needs Policy
Southfield is an inclusive school. We benefit from reflecting London's rich urban environment. This is a place where all children are welcomed, regardless of background or ability. The education of pupils with special educational needs enjoys a high profile within the work of the school. We aim to identify needs at an early stage and allocate appropriate support. Any support is regularly evaluated for effectiveness.

Uniform
White polo shirt, grey trousers, skirt or pinafore, royal blue cardigan or sweatshirt with logo (available at school), blue and white summer dress. Gym kit: white t-shirt and navy blue shorts.

Provision of school meals
Healthy meals are prepared on site. Alternatively, your child may bring a packed lunch.

The School’s travel policy
We encourage all children to either walk, cycle or scoot to school. There is a cycle shed for the use of staff and pupils.
Stanhope Primary School

DfE No: 307/2177

Mansell Road, Greenford UB6 9EG

Headteacher: Mr D McLeod
Enquiries to: The School Administrator
Age range (including nursery): 3-11
Telephone: 020 8575 9989
Planned admission limit at 4 years: 90
Email: admin@stanhope.ealing.sch.uk

Arranging a school visit
Contact the School office for further details.

Stanhope is a multicultural, welcoming and caring community school, where children develop into well rounded individuals who are ready for high school and the wide world. They are encouraged to reach the highest possible standard in all areas of their education. We warmly welcome all children, regardless of ability or background. There are many extra-curricular activities available to all children that enrich their life experiences, giving them opportunity to learn and to do their best and achieve to high standards. We offer a breakfast club and before and after school clubs.

Ethos and Values
We positively encourage children to do their very best so that children have the opportunity to become responsible, independent, and confident members of the school and wider community. We have high expectations of our staff who in turn have high aspirations for our children. At Stanhope everyone is encouraged to learn together so that children value, respect and care for one another and their community. Parents and carers are welcomed into the school community to be part of their children’s learning.

Summary of Special Educational Needs Policy
Stanhope School is an inclusive school, putting meeting the needs of all children first. Early identification enables us to put into place appropriate support to enable all children to access the learning needed to succeed. The arrangements and provision for children with special education needs is in accordance with the Code of Practice.

Uniform
- Pale blue/white shirt/polo shirt;
- Navy blue/grey trousers, skirt, shorts or pinafore;
- Navy blue jumper, cardigan or sweatshirt with logo;
- Navy/gold tie (optional);
- Plain navy blue/black/grey tights or socks;
- Plain black flat shoes (not trainers or boots);
- Single colour: navy blue/white/black hair ties, slides or hair bands;
- Plain dark coloured coat;
- Blue and white summer dress;
- Headscarves: single colour: grey/navy/white/black;
- PE kit: navy shorts/jogging bottoms and white t-shirt and black plimsolls/trainers.

Provision of school meals
Hot, healthy meals are prepared on site by Harrisons Catering. Children are welcome to bring a healthy packed lunch in line with our Healthy Packed Lunch Policy.

The School’s travel policy
Our school’s travel policy encourages families to walk to school or use public transport whenever possible. We have an approved school travel plan in place.
Three Bridges Primary School

DfE No: 307/2181

Melbury Avenue, Southall UB2 4HT

Headteacher: M Burdett
Enquiries to: Headteacher
Age range (including nursery): 3-11
Telephone: 020 8571 1491
Planned admission limit at 4 years: 60
Email: admin@threebridges.ealing.sch.uk

Arranging a school visit
Please contact the school office to make an appointment to be shown round the school and to meet the Headteacher.

Our school is a community, in which all feel welcome and valued, and in which all expect to be challenged to better their best and have their successes celebrated. The experiences we offer at Three Bridges are all focused on allowing each of us to become the best we can be.

Ethos and Values
Learning is at the core of all we do. Our school develops active independent learners equipped with the necessary skills and attitudes to continue on their paths of discovery and contribute positively to the communities in which they find themselves.

We identify the strengths of our children and the areas in which they may be less secure. We provide a curriculum that addresses both situations.

Summary of Special Educational Needs Policy
Children with special educational needs are offered the support they require so that they can succeed and see that they are succeeding. We work in partnership with children, parents, carers, specialists and governors to ensure that achievement is open to all.

Uniform
Gold shirt or blouse, navy trousers, skirt or pinafore, navy sweatshirt with logo (available from school), yellow or blue striped summer dress. Gym kit: navy/grey shorts and red/green/royal blue/yellow t-shirt.

Tudor Primary School

DfE No: 307/2183

Tudor Road, Southall UB1 1NX

Headteacher: Mrs Jas Kalra-Phull
Enquiries to: Headteacher
Age range (including nursery): 3-11
Telephone: 020 8571 4818
Planned admission limit at 4 years: 60
Email: admin@tudor.ealing.sch.uk

Arranging a school visit
Please phone school for appointment.

The school is committed to equality of opportunity for all children and aims to provide a curriculum which responds positively to diversity and builds for all children a firm educational foundation free from racism, sexism and disadvantage.

Ethos and values
The staff and governors aim to work with parents and all those involved with the education and welfare of the children to help each child to be the best that s/he can be:

In their learning - to think for themselves, appreciate the ideas of others and enjoy the pursuit of knowledge.

In their recreation - to be whole hearted, happy and creative.

Summary of Special Educational Needs Policy
On making a request for admission parents are invited to discuss their child’s possible special educational needs at the earliest opportunity.

Where a child is admitted with a particular medical problem, advice, support and training will be sought from the health services.

Uniform
White shirt or blouse, grey trousers, skirt or pinafore, royal blue with logo (available from school), blue and white summer dress. Gym kit: black shorts and white round collared t-shirt.
Vicar’s Green Primary School

DfE No: 307/2186

Lily Gardens, Alperton HA0 1DP

Headteacher: Ann Ellen
Enquiries to: The School Office
Age range (including nursery): 3-11
Telephone: 020 8997 6734
Planned admission limit at 4 years: 60
Email: admin@vicars-green.ealing.sch.uk
Web: www.vicars-green.ealing.sch.uk

Arranging a school visit
Contact school by phone or in person to make an appointment.

Vicar’s Green Primary School is a warm, secure and friendly school which enables our children to achieve their highest educational and personal potential in a stimulating and caring learning environment. We encourage children to become independent and confident learners.

a. We are an expanding school, growing to a full two-form entry school by 2018. This year we have 1 class in Years 4-6 and two classes in Reception to Year 3.

b. At the last Ofsted inspection, Vicar’s Green achieved an ‘outstanding’ judgment in all four inspection areas: achievement of pupils, quality of teaching, behaviour and safety of pupils and leadership and management.

“This is an outstanding school… All leaders, including the headteacher and senior staff, are highly effective… Outstanding teaching over time ensures that pupils are able to learn very well…. From their starting points, children make excellent progress in both English and mathematics… The behaviour of pupils is outstanding, both in lessons and around the school… Pupils from a range of different backgrounds are able to celebrate their cultures and to learn from each other.” - Ofsted, January 2013

Ethos and Values

We aim for the highest standards by providing a broad, balanced and differentiated curriculum. All our pupils have equal access to the whole curriculum. Pupils are secure in the knowledge that their efforts, achievements and positive behaviour are valued by the whole school community.

Summary of Special Educational Needs Policy

Working in partnership with parents, we plan and deliver the curriculum to take account of any barriers to learning that pupils may have. The work of the class teacher is supported by a very capable and dedicated team of teaching assistants who ensure that children access the curriculum.

Uniform

Yellow polo shirt, green sweatshirt or cardigan, green fleece jacket with logo; these items are all available from the school shop. Grey skirt, pinafore or trousers, black shoes, green checked or striped summer dress. Gym Kit green shorts and orange t-shirt with school logo - both available from the school shop. Grey jogging bottoms and black plimsolls.

Viking Primary School

DfE No: 307/2178

Radcliffe Way, Northolt UB5 6HW

Headteacher: Mr Jamie Maloy
Enquiries to: Administrator
Age range (including nursery): 3-11
Telephone: 020 8845 3186
Planned admission limit at 4 years: 30
Email: office@viking.ealing.sch.uk
Web: www.viking.ealing.sch.uk

Arranging a school visit
Contact school by phone or in person to make an appointment.

Viking Primary provides a stimulating learning environment for its culturally diverse population. All pupils are encouraged to achieve their potential, reach high standards and develop their self-esteem.

The attractive school site includes a newly refurbished Early Years Suite, a multi use games area and there are further plans to extend the links creatively with the wider community.

Ethos and Values

Viking Primary aims to create a happy, secure and purposeful environment in which the needs and rights of others are respected and valued equally.

Our five values, chosen by the children, are respect, positivity, effort, teamwork and fun.

Summary of Special Educational Needs Policy

The education of pupils with special educational needs enjoys a high profile and status within the work of the school. This work includes in-class support, targeted reading sessions and one to one support from the classroom assistants.

The school has good links with outside agencies and seeks support from the Educational Psychologist and other professionals in order to provide effective support.

Uniform

White shirt or blouse, grey/black trousers, skirt or pinafore, royal blue jumper, cardigan or sweatshirt with logo, blue and white summer dress. P.E. Kit: Black or blue shorts and a plain white t-shirt and black plimsolls.
West Acton Primary School
DfE No: 307/2071
Noel Road, Acton W3 0JL
Headteacher: Mrs Emma Appelby
Enquiries to: The School Administrator
Age range (including nursery): 3-11
Telephone: 020 8992 3144
Planned admission limit at 4 years: 90
Email: admin@west-acton.ealing.sch.uk
Website: www.westactonprimaryschool.org

Arranging a school visit
Please contact the School Office.

Ethos and Values
At West Acton Primary school we aim to create an enabling environment which inspires all children to become the best they can be during the time they are in our care. We pride ourselves on being a welcoming community growing and learning together. We are very fortunate to have a brand new school with state of the art facilities to enhance all pupils learning experiences as well as a large field where children can learn outdoors.

"The school is a very welcoming community in which pupils feel secure and well cared for. Parents are very supportive of the school." (Ofsted 2014)

At West Acton the school community work together to ensure that:
• We celebrate our children’s strengths, interests and individuality
• We have high expectations and aspirations daily for all our children
• The views, wishes and feelings of our children are central to all we do
• We work positively and proactively with parents/carers and others involved
• Our children receive a broad, balanced and relevant education and feel secure, safe and valued
• All children are encouraged to participate in the wider life of our school

"Pupils behave well around the school and work hard in lessons. Pupils from different communities work and play together harmoniously" (Ofsted 2014)

Summary of Special Educational Needs Policy
We recognise that our pupils have a variety of needs and aspirations. We are committed to the inclusion of all pupils through a broad and balanced curriculum, made accessible through differentiated activities. The needs of some children require consideration beyond that given to other pupils.

Uniform
Yellow polo shirt with black or grey trousers/skirt/pinafore or shorts, bottle green jumper/fleece or cardigan with school logo, green and white summer dress, black school shoes. PE. Kit coloured house shirt with logo, black shorts/tracksuit pants, plimsolls or trainers.

Provision of school meals
We provide healthy school meals cooked on site and offer Halal option twice a week alongside meat and vegetarian options. All children can have a cooked school meal or bring a healthy packed lunch. Children in Reception, Year 1 & 2 automatically receive a free school meal other children may also be entitled to a free meal, please contact the office if you believe your child might be eligible.

West Twyford Primary School and Children’s Centre
DfE No: 307/2067
Twyford Abbey Road NW10 7DN
Headteacher: Rachel Martin
Enquiries to: The School Administrator
Age range (including nursery): 3-11
Telephone: 020 8965 6858
Planned admission limit at 4 years: 60
Email: admin@west-twyford.ealing.sch.uk
Website: www.westtwyfordprimaryschool.org

Arranging a school visit
Please contact the School Administrator.

Ethos and values
West Twyford Primary School and Children’s Centre: Achieving Together

"Pupils have positive attitudes to their learning. They are polite, courteous and friendly. They enjoy coming to school. Teaching is good and pupils’ achievement and progress is good." (Ofsted 2013)

At West Twyford the staff, parents, governors and children work together to achieve these aims:
• We aspire to excellence in all we do and we have high academic expectations for all our children.
• We continually strive to innovate, evaluate and reflect to ensure that we provide the best teaching, learning, resources and opportunities for our community.
• We expect and celebrate endeavour and achievement.
• We encourage children to be confident, resilient, reflective and independent learners.
• We provide access to a rich, broad and balanced curriculum, which incorporates the National Curriculum and enables each child to achieve her/his level of personal and academic excellence irrespective of gender, ethnicity, or socio-economic background.
• We provide opportunities that enable children to develop high standards of self-discipline, self-esteem, moral values, listening and social skills which allow children to become independent learners.
• Teamwork is at the heart of all we do. We respect everyone and treat people the way we would like to be treated.
• We are a community school. We welcome, encourage and embrace parental and community involvement. We acknowledge the importance of strong home-school links.
• We are a happy, well-organised school that achieves together.
• We take pride in our school and ourselves.

We moved into a brand new school building in September 2015, which is well resourced with the latest technology for teaching and learning. In addition, the newly landscaped grounds create a tranquil, safe and inspiring environment. A curriculum garden, hen coop, pirate ship play frame, quite areas and a large field enable children to be active, creative and enjoy outdoor learning and play.

Every child is valued and is encouraged to become the best that they can be - in lessons, through their behaviour and in the contribution they make to the school community and beyond.

“The promotion of pupil’s spiritual, moral, social and cultural development, through the rich and vibrant curriculum, is a strength of the school.” (Ofsted 2013)
Willow Tree Primary School
DfE No: 307/2172
Priors Farm Lane, Northolt UB5 5DY
Headteacher: Sue Stanley
Enquiries to: Office Manager
Age range (including nursery): 3-11
Telephone: 020 8845 4181
Planned admission limit at 4 years: 90
Email: admin@willow-tree.ealing.sch.uk

Arranging a school visit
Please contact the school and speak to the office manager to arrange a visit. Our children are the best advertisement for our school.

At Willow Tree Primary we have invested time and effort into creating a school that meets the needs of the child in the twenty first century.

An imaginative curriculum is delivered in a stimulating environment with excellent facilities. Through our teaching methods we aim to foster within each child a love of learning.

Ethos and values
We have developed a caring and welcoming community, where pupil behaviour is good (Ofsted). We work hard to ensure that children feel secure and happy in the school. High value is placed on building a child’s self-esteem through enabling them to find success.

Summary of Special Educational Needs Policy
Children with special educational needs are welcomed and valued at Willow Tree as equal members of our community. Special provision is available, where appropriate, for the support of all children. The school building has a lift making it fully accessible to any child or adult with a disability.

“The quality of care and additional support provided by both teachers and teaching assistants enables all groups of pupils, including those who are vulnerable to under achievement to make good progress.” (Ofsted 2013)

Uniform
White shirt or blouse, Black or grey trousers, skirt or pinafore, royal blue sweatshirt with logo (available at Tesco or Kevins), royal blue and white summer dress. Black shoes without heels must be worn and no sandals or slip-ons. Hijab if required must be black, royal blue or white. Gym kit: black/blue shorts and white t-shirt which must be kept in a PE bag and kept on the coat peg.

Provision of school meals
Children are able to have a cooked school lunch and the quality of this is excellent. Packed lunch should be brought to school in a named lunch box. Children should be provided with a balanced meal. Fizzy drinks and sweets are not allowed in lunch boxes. There is a healthy eating lunch box policy in place. If you think you may be entitled to free school meals please speak to one of the school’s receptionists.

The School’s travel policy
Children are encouraged to walk, cycle or take public transport to school. The school has 2 cycle parking bays, one at the front of our school and the other to the side entrance. Parents are encouraged to park a block away from school and walk the rest of the way. We also participate in the walk to school week.

Wolf Fields Primary School
DfE No: 307/2179
Norwood Road, Norwood Green, Southall UB2 4JS
Headteacher: Mrs Gata-Aura
Enquiries to: The Assistant Administrator
Age range (including nursery): 3-11
Telephone: 020 8843 9901
Planned admission limit at 4 years: 60
Email: admin@wolffields.ealing.sch.uk

Arranging a school visit
Phone the school to make an appointment.

We are committed to quality teaching and care with a broad and balanced curriculum. We have a happy and caring school where all staff work in close partnership with our parents and the wider community to create a challenging and supportive environment. Our children say that their school is a calm, friendly and enjoyable place with exciting things to learn. The high standards of behaviour are often commented on by visitors to the school and by the wider community. Our excellent facilities and resources include a large playground, a nature study area, a large grassy field, two large halls, a computer suite, two libraries and a music room. Each class is equipped with an Interactive White Board which facilitates effective, interesting and creative learning in every lesson. An exceptional range of extra curricular activities provided by a committed team of staff and independent providers. We are particularly proud of the emphasis placed on music and sport.

Ethos and Values
We work in partnership with pupils, parents and the community to create and maintain an effective learning environment. We are a school of opportunities, where every child can excel in the many varied areas of school life. Children are encouraged to do their best and aim high in every aspect of their learning and development.

We believe that children learn most effectively in a caring, stimulating and orderly environment. The school ethos reflects an inclusive, secure, happy and purposeful environment in which children develop and achieve academically, physically, emotionally and spiritually.

Summary of Special Educational Needs Policy
Special educational needs provision centres around the early identification of needs. We are then able to meet the needs of the child to enable him/her to access the curriculum. We endeavour to work with the parents throughout the process. Teaching assistants are employed to assist teachers. Teaching assistants support children with particular needs in class in small groups under the guidance of the class teacher. Outside agencies and support are used when the need arises.

Uniform
White shirt/blouse or polo shirt, grey/black trousers, skirt or pinafore, red v neck jumper or sweatshirt with logo, red/white tie, red and white summer dress. Black or Brown leather shoes only (In the interest of safety school shoes must be with a low flat sensible heel) Gym kit: black shorts and red t-shirt. Clothing provided by the Uniform Shop.

Provision of school meals
School meals are provided by Harrison Catering. Application for free school meals is available.

The School’s travel policy
Most of the pupils live within the catchment of our school and at walking distance. These pupils are encouraged to walk or cycle to school as they will benefit from walking and cycling schemes.
Alec Reed Academy (Primary)
DfE No: 307/6905
Compton Crescent, Northolt, UB5 5LP

Principal: Gary Lobbett, MMus
Primary Phase Headteacher: Jane Tayub BA ( Hons) MA PGCE
Age range (including nursery): 3-11
(Alec Reed Academy provision up to Sixth Form)

This information is correct at the time of publication. Parents should check with the Academy.

Arranging a school visit
By telephoning the Admissions Officer and making an appointment.

Alec Reed Academy offers an innovative and creative approach to your child’s learning. We aim to provide an atmosphere that is safe and secure, which stimulates, motivates and encourages all students to develop a love of learning.

Ethos and values
The ethos of the school encourages pupils to develop self-discipline, and to have positive images of themselves and others. Enterprise behaviours, such as self-management, team working and good communication skills will be embedded in all learning at the school.

Summary of Special Educational Needs Policy
Alec Reed Academy is an inclusive school and has achieved the IQM, Investors in Families and the Parental Engagement Quality Standard as a recognition of the good work we do. We cater for all pupils regardless of their ability or needs. There is a SENCO based in the primary phase and parents and carers are welcome to ask for a copy of our special educational needs policy. Staff are always happy to meet with parents to discuss their child’s progress and how they can work in partnership with the Academy to help their child.

Uniform
ARA blue polo-shirt, grey trousers, skirt or pinafore, navy jumper, cardigan or sweatshirt with ARA logo plain dark grey school socks, low heeled black polishable shoes. Gym kit: navy shorts and blue crew neck ARA t-shirt.

Provision of school meals
The Academy has its own in-house Restaurant with a team led by the Executive chef. The majority of children eat a full hot meal every day, although there is provision made for those who choose to bring healthy packed lunches in line with the Academy’s Healthy Schooools award.

The Academy’s travel policy
The Academy is strongly committed to safe travel for all our children and encourages them to walk to school. We have cycle storage for bicycles and scooters and the PSHE programme incorporates sessions on road safety, the importance of exercise and environmental responsibility. A full copy of the Academy Travel Policy can be obtained directly from the Academy.

Admissions criteria
General
Alec Reed Academy is a publicly funded independent school. The Academy has an agreed annual admission number of 90 pupils per year for the Primary School and 180 students for the High School.

The Academy is not a selective school and admits children against the following process and criteria:

Consideration of applications
1. The Academy will consider all applications for places. Where fewer than 90 Primary applications and 180 Secondary applications are received, the Academy will offer places to all those who have applied.
2. The Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools, and the ability to refuse admissions runs for a period of two years from the last exclusion.

Procedures where the Academy is oversubscribed
Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

a. Looked after children and previously looked after children (previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order);

b. Confirmed special medical reason which necessitates attendance at Alec Reed Academy (a letter from a qualified medical practitioner is required as proof of such a reason);

c. Special personal circumstances relating to the child which necessitate attendance at Alec Reed Academy (supporting written evidence will be required from a professional e.g. social worker).

The School Service Panel will consider all claimed exceptional medical or personal circumstances in line with admissions criteria and inform parents of their decision;

d. Brother or sister is still in attendance at Alec Reed Academy Primary or High School at the date of admission. This includes siblings living in the same household, step-siblings and adopted siblings, but does not apply to cousins;

e. Distance from home to the Academy, as measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the Academy grounds.

In cases where there is a shared responsibility arrangement and the pupil spends part of the week with one parent/guardian and part with another, the address where the pupil resides which is the closest of these residences as measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the Academy grounds will be used. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 Metre;

f. Where the comparison and calculation of distance in e. is the same for more than one application, any remaining places will be randomly allocated.
Deferred entry
Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2012, you will not be able to defer entry until September 2017, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

Delayed entry into reception
Parents may seek places outside of their child's normal age group. The decision is made by Admission Authorities, in the case of Community Schools it is the Council and all other schools it is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception, for a Community School, they need to make a request to the Head of Admissions, providing reasons for the request with supporting documentation from a professional. Requests for delayed entry into Reception for other schools would need to be made to the governing body for the school concerned.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. In the case of community schools, the Local Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

• The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
• In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
• Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
• Any other information which the parent requests the Local Authority to consider.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would able to be offered in the preferred school.

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council's complaints procedure for decisions made by Council Officers or under the school's complaints procedure where the school are the admissions authority.

Operation of waiting lists
Where in any year Alec Reed Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application and, if wanted, an appeal for the school. The child will remain on the waiting list for one term.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

Arrangements for appeals panels
a. Parents will be given 14 days to lodge an appeal on receipt of notification that their application for a place was unsuccessful. The reasons for refusal will be indicated on this notice. Appeals will be heard by an appeal panel.
b. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:
   • At least one person who has no personal experience of the Academy defined as a 'lay member';
   • At least one person with experience in education.
c. Parents will be given 14 days notice of their appeal panel hearing. Decisions by the appeal panel are final. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided Schools.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy
Applications to the school for places other than the normal admission round will be considered on an ongoing basis and places will be offered, subject to the admission criteria above, where vacancies are available.

Alec Reed Academy will reserve the right to refuse entry to the school to any applicants who have been excluded from two or more other schools, and the ability to refuse admission run for a period of two years from the last exclusion.

The following specific criteria are applied when considering the admission of children to the Primary Phase of the Academy:
1. Special or social needs supported by the relevant agencies.
2. Children with brothers and sisters currently on roll at the Academy.
3. Proximity of home address to ARA Primary School.

These admission criteria are applied at entry to the main section of the Primary. There is a separate admission criteria for the Nursery.

Please note that a place in the Nursery does not guarantee a place in the main school, although we hope that children will be with us throughout their primary years. Please talk to us about completing the relevant forms. You have the right to appeal should a place in the main school be refused.
ARA Nursery Admissions Policy

Introduction
Alec Reed Academy is a publicly funded independent school. Nursery classes at the Academy admit children aged between three and five years old. The admission number is 52 children in the morning nursery classes and 52 in the afternoon nursery classes. Children generally start nursery the September after their third birthday. If there are places still available after those children have been offered and accepted places, younger children will be considered and may start nursery when they are three.

Registration Process
Parents who wish their child to attend Alec Reed Academy Nursery should register their interest for a nursery place with the Academy by completing an application form when their child is two. Documentary evidence of age and address must be attached to the application.

Admission criteria
The Academy is a non-selective school and admits children against the following process and criteria:

Consideration of applications
The Academy will consider all applications for places in its Nursery. Where fewer applications than the number of places available are received, the Academy will offer places to all those who have applied.

Procedures where the Academy Nursery is oversubscribed
Where the number of applications for admission is greater than the number of places available, applications will be considered against the Academy's specific criteria which will be applied in the order in which they are set out below:

a. Looked after children and previously looked after children (previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order);

b. Confirmed special medical reason which necessitates attendance at Alec Reed Academy (a letter from a qualified medical practitioner is required as proof of such a reason);

c. Special personal circumstances relating to the child which necessitate attendance at Alec Reed Academy Nursery (supporting written evidence will be required from a professional e.g. social worker).

d. Brother or sister is still in attendance at Alec Reed Academy Primary or High School at the date of admission. This includes siblings living in the same household, step-siblings and adopted siblings, but does not apply to cousins;

e. The children of members of staff employed by Alec Reed Academy;

f. Distance from home to the Academy, as measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the Academy grounds.

In cases where there is a shared responsibility arrangement and the pupil spends part of the week with one parent/guardian and part with another, the address where the pupil resides which is the closest of these residences as measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the Academy grounds will be used;

g. Where the comparison and calculation of distance in f. above is the same for more than one application, any remaining places will be randomly allocated.

Operation of waiting lists
Where in any year Alec Reed Academy receives more applications for Nursery places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application and, if wanted, an appeal for the Nursery. The child will remain on the waiting list for one term. Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

IMPORTANT: admission to Alec Reed Academy Nursery School does not guarantee admission to the main Academy Primary Phase. Please refer to the separate Admissions Criteria to Alec Reed Academy Primary and High Schools.
ARn Byron Primary Academy

DfE number: 307/2004

The Vale W3 7JT

Executive Headteacher: Miss Jacqueline E Steele
Head of School: Mrs Fiona Kaplan
Enquiries to: The School Administrator
Age range: 4-11

Arranging a school visit
Please check the school website for details of upcoming open days.

ARK Byron is a brand new two form entry school which opened in new buildings in September 2015. We set high standards for your child's education and create an environment where each child is able to excel.

Ethos and Values
ARK Byron is characterised by a commitment to the six ARK pillars:
- High Expectations
- Exemplary Behaviour
- Excellent Teaching
- Depth before breadth
- More time for learning
- Knowing every child.

Our mission is to enable all children, irrespective of background or prior attainment to leave primary school fully prepared for the social and academic demands of secondary education, university and beyond.

Summary of Special Educational Needs Policy
ARK Byron Primary Academy is a school where all pupils regardless of their needs and abilities are welcomed. We aim to ensure early identification of pupils' needs so that the school and parents can work together to develop the appropriate support strategies.

Uniform
White collared business shirt, red v-neck jumper or cardigan with school logo (red with blue stripe), blazer (grey with blue trim) with school logo, school tie (royal blue with gold and red stripe), grey skirt or grey trousers (not both), black shoes (no trainers), grey shorts or red gingham dress (optional) in summer. PE Kit: royal blue t-shirt with school logo, red jumper with school logo, red short/joggers, black Velcro plimsolls. Earrings and jewellery are not permitted.

Provision of school meals
Lunch is part of the school curriculum and all children will eat a nutritional, freshly prepared, hot meal each day. Forms will be available in school if parent are eligible to apply for free school meals.

The school’s travel policy
Children are encouraged to walk or cycle to school and car parking will not be available at the school. A cycle and scooter shelter will be available where bicycles and scooters can be stored.

Admissions Policy relating to admissions to the academy in the academic year 2016/17 and beyond

GENERAL
1. This document sets out the admission arrangements for ARK Byron Academy (“the academy”). The academy opened in September 2015 with two forms of entry.

2. The academy will comply with all relevant provisions of the Department for Education’s School Admissions Code of Practice 2014 (“the Admissions Code”), the School Admission Appeals Code of Practice 2012 (“the Appeals Code”) and the law on admissions. The academy will, through Ark Schools, consult as may be required and/or necessary. Reference in the Codes to admission authorities shall be deemed to be references to the Board of Ark Schools, the powers and functions of which may be delegated to the Local Governing Body (LGB) of the academy.

3. All academies in the Ark Schools network including the Ark Byron Primary Academy will participate in the co-ordinated admission arrangements administered by the Local Authority (LA) in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.

4. Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the academy.

NB:
A. The academy is one of a number within a network of academies overseen by Ark Schools.
B. Ark Schools is the Academy Trust and through its Board may delegate some functions to LGBs set up to provide a local oversight of individual academies.
C. The Ark Schools Board is responsible for the admissions policy of each academy. From time to time some admissions functions may be delegated to academies whilst others are carried out at Ark Schools under the direction of the Board.
D. In the event of a query, enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD.

Admissions Policy relating to admissions to the academy in the academic year 2017/18

GENERAL
1. This document sets out the admission arrangements for Ark Byron Academy (“the academy”). The academy is a primary school with a nursery.

2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)

3. The academy has a Published Admission Number (PAN) of 60 places.

a) Primary
i. The academy has an agreed PAN of 60 pupils in the Reception year. After the allocation of Reception places, the academy will admit 'rising fives', i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred until later in the school year but not beyond the point...
at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age-group application is described below.

ii. Where the primary school is oversubscribed, the criteria for admission are as set out below.

Procedures where the academy is oversubscribed

Oversubscription criteria

4. Where the academy is named on a pupil’s Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the primary school is greater than the PAN, applications will be considered against the criteria and order set out below:

a) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)1.

b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal’s designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

c) Children who at the time of the admission have a sibling who attends the academy. For this purpose “sibling” means a whole, half or step-brother or -sister or an adopted child resident at the same address.

d) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.

e) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child’s normal place of residence. Ealing Council measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Operation of waiting lists

5. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list following an unsuccessful application.

6. A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeal panels

7. Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

8. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Applications for admission to the academy outside the normal admissions round – in-year applications

9. Applications outside of the normal admissions round should be submitted to Ealing LA, unless other arrangements have been made and published on the academy website.

10. Subject to any provisions in the LA’s published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

11. If more applications are received than there are places available, the oversubscription criteria shall apply.

Appeals against refusal of an in-year application

12. Parents will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of children outside of their normal age group

13. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described in the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.

1 “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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.” (footnote 16 of the School Admissions Code 2014). A previously looked after child “includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Childrens Act 2002.”
Arranging a school visit
Please check the school website for details of upcoming open days.

ARK Priory is a brand new start two form entry school which opened in new buildings in September 2013. We set high standards for your child’s education and create an environment where each child is able to excel.

Ethos and Values
ARK Priory is characterised by a commitment to the six ARK pillars:
• High Expectations
• Exemplary Behaviour
• Excellent Teaching
• Depth before breadth
• More time for learning
• Small schools.

Our mission is to enable all children, irrespective of background or prior attainment to leave primary school fully prepared for the social and academic demands of secondary education, university and beyond. Our academy motto is ‘Courage to fly.’ Our key values are Exploration, Endeavour and Excellence.

Summary of Special Educational Needs Policy
ARK Priory Primary Academy is a school where all pupils regardless of their needs and abilities are welcomed. We aim to ensure early identification of pupils’ needs so that the school and parents can work together to develop the appropriate support strategies.

Uniform
All pupils are expected to wear the correct school uniform every day.
Grey trousers/ skirt, white shirt, school tie, blue jumper (with school logo), grey blazer (with school logo). School colour headscarves are permitted. A blue red and white checked dress can be worn in the summer. The PE kit consists of a red polo shirt (with school logo) and blue shorts. Bookbags and PE bags are also part of the school uniform.

Provision of school meals
Lunch is part of the school curriculum and all children will eat a nutritional, freshly prepared, hot meal each day. Forms will be available in school for parents who are eligible to apply for free school meals.

The school’s travel policy
Children are encouraged to walk or cycle to school and car parking is not available at the school. A cycle and scooter shelter is available where bicycles and scooters can be stored.

Admissions Policy relating to admissions to the academy in the academic year 2017/18 and beyond

GENERAL
1. This document sets out the admission arrangements for Ark Priory Primary Academy (“the academy”). The academy is a primary school with a nursery.
2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)
3. The academy has a Published Admission Number (PAN) for the following year groups:
   - Nursery: 30 full-time equivalent places
   - Primary (Reception): 60
   - a) Nursery
      i. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the LA’s co-ordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery.
      ii. Oversubscription – If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the academy is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole (as described below), except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.
      iii. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy’s oversubscription criteria (see below).
   - b) Primary
      i. The academy has an agreed PAN of 60 pupils in the Reception year. After the allocation of Reception places, the academy will admit ‘rising fives’, i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.
      In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.
Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age group application is described below.

ii. Where the primary school is oversubscribed, the criteria for admission are as set out below.

4. Where fewer applications are received than places available, the academy will offer places to all those who have applied.

Procedures where the academy is oversubscribed

Oversubscription criteria

5. Where the academy is named on a pupil’s Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:

a) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)1.

b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal’s designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

c) Children who at the time of the admission have a sibling who attends the academy. For this purpose “sibling” means a whole, half or step-brother or -sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.

d) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.

e) Distance measurement – A child’s home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child’s normal place of residence.

The Local Authority measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Operation of waiting lists

6. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parent/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list following an unsuccessful application.

7. A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeal panels

8. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents will have the right of appeal to an Independent Appeal Panel (“Appeal Panel”) if they are dissatisfied with an admission decision of the academy.

9. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Applications for admission to the academy outside the normal admissions round – in-year applications

10. In-year applications should be submitted to Ealing LA unless other arrangements have been made and published on the academy website.

11. Subject to any provisions in the LA’s published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

12. If more applications are received than there are places available, the oversubscription criteria shall apply.

Appeals against refusal of an in-year application

13. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of children outside of their normal age group

14. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.

1 “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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.” (Footnote 16 of the School Admissions Code 2014). A previously looked after child “includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Childrens Act 2002.”
Brentside Primary Academy

DfE No: 307/2185

Kennedy Road, Hanwell W7 1JL

Headteacher: Melody Moran
Enquiries to: Mel Bailey, Administrator
Age range (including nursery): 3/2 - 11
Telephone: 020 8813 2580

Planned admission limit at 4 years: 60
Email: brentsidepri@gmail.com

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit

Telephone the school administrator for an appointment for a guided tour around the school.

Brentside Primary is a school that is child centred and passionate in providing access to a balanced curriculum for all pupils. Our mission is to give all pupils opportunities to excel in the academic subjects, and in the Arts, PE, and ICT.

In short our vision is…

‘Brentside developing ‘SPECIAL’ children’.

S  self esteem
P  physical fitness
E  empathy
C  curriculum balance
I  ICT skills
A  academic achievement
L  learning for Life

Ethos and values

At Brentside Primary Academy we aim to provide both quality and inspirational teaching. We believe that learning should be fun and we strive to motivate all pupils to excel in academic subjects, the arts and sport. We are a diverse community school representing many ethnic groups. We are a school that celebrates achievement, hard work and good times together.

Summary of Special Educational Needs Policy

Brentside Primary Academy is an inclusive school which welcomes children with special educational needs. We meet special educational needs within mainstream classroom situations by ensuring that the curriculum is fun, differentiated and accessible to pupils. Pupils and class teachers are supported by trained assistants and we aim to raise the self esteem of all pupils by recognizing achievement and effort, whilst providing an enriched learning environment.

Uniform

White shirt or blouse, grey trousers, skirt or pinafore, royal blue/grey sweatshirt with logo (available at school), blue and white summer dress. Gym kit: black shorts and white t-shirt.

Making an ADMISSIONS application to BPA.

Brentside Primary Academy changed from Foundation to Academy status on the 1st April 2013. As a consequence BPA governors are now a separate admissions authority. However, since the new school admissions legislation implemented all applications must now be made directly to Ealing Admissions and not to the school. Our prime mission is to ensure that all our pupils, particularly the vulnerable, have access to a high quality education that enables them to bridge the educational attainment gap associated with deprivation. In this respect we have a proven history, in that our pupils attain above average KS2 SATs when compared with local and national averages. Added to which, we ensure all pupils have access and excel in a broad curriculum of arts, humanities and sports.

If you wish your child to attend BPA you need to apply directly to Ealing. However, copies of the school prospectus are available from the school on request for your information.

After your child has been allocated a place at BPA by Ealing, the school will contact you with the purpose of working together to make your child’s entry to BPA as supportive and stress free as possible. In all admission, except for reception, we will usually contact you by phone to arrange a visit and to get information which will enable us to understand how best to meet your child’s learning, social and emotional needs.

If you fail to be offered a place at BPA, you can appeal to an independent Appeals Panel appointed by the governors of BPA and Ealing LA.

How to apply for a place at Brentside Primary Academy

BPA has two types of admission form:

1. For a place in reception in September.
2. To fill a vacancy in a year group during the course of a school year.

Applicants for places in reception are co-ordinated by Ealing in the autumn term and you should apply directly to them. Information about this will be found on Ealing Council’s website.

BPA Criteria for admission

Brentside Primary Academy co-ordinates In-Year Admissions with the Local Authority. Please view the Primary Schools brochure Starting School in Ealing 2015 for full information and complete the in-year common application form online at www.ealing.gov.uk. If you require assistance there is a service line available 020 8825 6339.

All applications are considered against the admission criteria and are ranked (put in order) by the Governing Body of the Academy; where a child is top of the waiting list and there is a vacancy, a place will be offered. Your child will be placed on a waiting list if no place is available at the time of application.

The Local Authority will write to you about the outcome of your application. If an offer cannot be made, and your child has no school place, then the Local Authority will contact you to assist and ensure your child is offered a place at another school. Waiting lists are cancelled in July by the Local Authority for pupils placed in another school unless they refresh their application in July by email to the Local Authority or have applied after the 1st June.
**BPA Criteria for admission**
Pupils will be admitted at the beginning of the school year in which they are five (5) years without reference to ability, social background or aptitude. The number of pupils for each year group is 60.

**BPA criteria for oversubscription or tie breakers**
Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below to decide which children to admit:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Where the child has a brother or sister attending the school at the time of admissions and lives in the catchment area.
3. Where the child has a brother or sister attending the school at the time of admission and does not live in the catchment area.
4. Children living in the catchment area with medical grounds, supported by a consultant's letter, or social grounds, supported by a letter from a social worker, which necessitates the child attending Brentside Primary Academy.
5. Children living in the catchment area, the proximity of the child's home to the school, with those living closer, as the crow flies, being accorded the higher priority.
6. Children living outside the catchment area with medical grounds, supported by a consultant's letter, or social grounds, supported by a letter from a social worker, which necessitates the child attending Brentside Primary Academy.
7. For children living outside the catchment area, the proximity of the child's home to the school, with those living closer, as the crow flies, being accorded the higher priority.

**BPA Definitions of social / medical grounds.**
Where there are medical or social grounds, applications must be supported by a consultant's letter or social worker. Details must include:

- Full information about the medical condition in an envelope marked confidential and containing the following:
  - Details of the medical/social condition.
  - A consultant's letter in the case of medical grounds in support of the application.
  - An explanation of why the medical condition necessitates attendance at Brentside Primary Academy.
  - A letter from a social worker supporting the application in the case of social grounds.
  - An explanation as to the social reasons as to why the circumstances of your child would necessitate attendance at Brentside Primary Academy.

All confidential information will be subject to BPA's confidentiality policy and procedures.

**BPA definitions for measuring proximity to the school.**
The proximity of the child's home to the school, with those living closer, as the crow flies. After places have been allocated according to the previous criteria the Governors consider applications on proximity. Closest proximity is assessed in the following manner:

This must be the child's permanent home at the time of admission. For pupils who spend part of the week with one parent/guardian and part with another the ‘home’ should be the one the child spends the greater proportion of the school week at.

By measuring the distance in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised system: Tribal Technology Ltd; those children living closer to the school receiving the higher priority.

**Important note**
The governors rely upon the information contained in an application form for admission being a true and accurate account of your family circumstances. In the event of you presenting false or misleading information, the governors reserve the right to withdraw the offer of admission, even after the child has commenced study in the school.

**ADMISSION TO NURSERY SHOULD BE MADE DIRECTLY TO THE SCHOOL AND IN THE EVENT OF OVER SUBSCRIPTION THE ADMISSION CRITERIA WILL BE APPLIED.**

Please note that attendance at BPA Nursery will not automatically ensure a place in reception class. The criteria for selection for Reception is as listed above.

**Further Notes on Admission Criteria**

**BPA Definitions of brother or sister.**
A brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner relationship can qualify, and in every case the child should be living in the same family unit at the address given to the school. Furthermore, the parent / carer should have parental rights of the child they wish to admit or have legal custody of the child awarded to them.

The brother or sister of the child must be attending BPA when the child's application is being considered. Similarly, the siblings of the new applicant for admissions should still attend BPA at the time of their proposed admission to the school.
Appendix A
Deferred and delayed entry outside normal age group to primary school

Deferred entry
Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child’s fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2010, you will not be able to defer entry until September 2015, as this will be the start of the next academic year.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

Delayed entry into reception
Parents may seek places outside of their child’s normal age group. This decision is made by BPA Admission Authority. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception at BPA they need to make a request to the Head of Admissions, providing reasons for the request with supporting documentation from a professional. Requests for delayed entry into Reception for other schools would need to be made to the governing body for the school concerned.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered. BPA governors will consider the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests BPA to consider.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would able to be offered in the preferred school.

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child’s normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Academies complaints procedure.
Floreat Southall Primary School
DfE No: tbc
Address: tbc
Headteacher: Planned admission limit at 4 years: 60
Enquiries to: School Business Manager, Sophie Cumming
Age range: 4 – 11
Website: www.floreat.org.uk/southall

Planned admission limit at 4 years: 60
Email: info@floreat.org.uk
Website: www.floreat.org.uk/southall

Arranging a school visit
Floreat Southall is a two-form entry school which will open its doors to its first Reception cohort in September 2016. It will grow by 60 children each year until it reaches a capacity of 420 pupils in 2022. You can register your interest and find out more on our website: http://www.floreat.org.uk/southall/

Ethos and Values
Floreat Southall’s mission is to enable all children to flourish at school by giving them a knowledge-rich academic education and developing their character strengths and virtues. Our excellent staff have the highest expectations of what children can achieve, and supported by parents, the community and other schools in the Floreat Education Academies Trust we aim to deliver a truly outstanding education for all our pupils.

Our school will deliver:
• High quality English and Maths tuition using tried and tested programmes – Sounds Write and Maths Mastery;
• A cultural knowledge curriculum that cultivates pupils’ minds and introduces them to the best that has been thought and said; and,
• An explicit and purposeful focus on developing children’s character strengths, so that they acquire the virtues that will help them lead happy, meaningful and successful lives.

Summary of Special Educational Needs Policy
Floreat Southall is a school which welcomes all pupils. We are committed to making sure that every child is provided with opportunities which will enable them to achieve and maintain good levels of learning. This approach applies equally to pupils with Special Educational Needs or a Disability.

Uniform
This uniform is worn by all pupils from Reception to Year 6. It is comprised of: A navy pullover with the badge, a white buttoned shirt, a school tie, black shoes, charcoal/dark grey shorts or trousers, pinafore dress, or navy gingham dress (summer only), grey socks and grey tights, a teal waterproof fleece with badge. Year 2 and above, a navy backpack with badge. Year 3 and above, A navy blazer with badge. Optional, a navy summer cap with badge, navy blue/grey hair accessories.

P.E. Kit
• White polo shirt with badge
• Navy sweatshirt with badge
• Dark navy cotton jogging trousers/shorts
• Black plimsolls and white socks

 Provision of school meals
We are committed to providing our pupils with nutritious and appetising meals, with options available to cater to all dietary requirements.

The school’s travel policy
Families are encouraged to walk, cycle or use public transport to get to school.

Admissions criteria
The admissions policy for Floreat Southall Primary School complies with the requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law. Our admissions process is designed to be inclusive, open, fair and transparent.

Floreat South Primary School has an admission number of 60 for entry in Reception. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied. Where more applications are received, the oversubscription criteria will be used to allocate places.

Special Educational Needs
Floreat Southall Primary School will admit any child with a Statement of Special Educational Needs or Education, Health and Care Plan where that Statement or Plan names Floreat Southall Primary School as the most appropriate school for the child in question. This is not an oversubscription criterion and applies even where in admitting this pupil the school would exceed its published admission number.

Oversubscription criteria
The over-subscription criteria for Reception admission in September 2016 are:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order setting the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

An application for admission to school must be made by the person with parental responsibility and/or the child’s social worker.

In order to be given highest priority for admission, a child has to fall within the definition of ‘looked after’ in Section 22 (1) of the Children Act 1989. This act applies to England and Wales, therefore a child has to be looked after by an English or Welsh local authority in order to be given highest priority.
Paragraph 1.7 of the new code gives equal highest priority to previously looked after children. Given the definition of a looked after child, a child will obviously have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7, a child has to have been looked after immediately (our emphasis) before they were adopted or became subject to a residence order or special guardianship order.

2. Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs or social needs.

It is open to any parent to make an application under this criterion. The application should be supported, where possible, with a recommendation in writing from a recognised professional of senior status, for example a medical consultant, head teacher of current school or other appropriate officer.

The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to the specific school.

This criterion relates to the child's medical or social needs and not to the needs of any other member of the child's family. Decisions regarding whether children fall under this criterion are made by the local authority. If you are unsure if your application meets this criterion please contact the School for further advice. It is better to send information to support your application because the School can only consider information it has received.

The School/governors will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.

3. Brothers or sisters of a child who attends the main school and who will continue to do so on the date of admission.

The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

4. Children whose permanent home address is a shorter distance from the school.

The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

Tie-Breaker

Within each criterion priority will be given to the applicant who lives closer to the school. This will be judged by the criterion laid out in 4 above. Where more than one applicant applies from the same address, e.g. a block of flats places will be allocated by random allocation.

In the event that the distances are equal, random allocation determines which applicant should be offered the place.

Deferred entry for Infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
St Mary’s C of E School
DfE No: 307 / 2003

26 Tentelow Lane, Norwood Green, UB2 4LE

Headteacher: Mrs Jane Mutch
Enquiries to: School Administrator
Age range (including nursery): 4 – 11
Telephone: 020 3693 0510

Planned admission limit at 4 years: 30
Email: office@stmarysschoolng.org
Website: www.stmarysschoolng.org.uk

This information is correct at the time of publication.

Arranging a school visit
St Mary’s School opened in September 2014 with its first Reception class. In September 2017, we will have classes in Reception and Years 1 to 3. The school will continue to grow each year until it reaches its capacity of 210 in 2020.

You can register your interest and find out about prospective parents’ visits on our website: stmarysschoolng.org.

Ethos and Values
St Mary’s School is an inclusive school founded on Christian principles and values. Our aim is that all children, irrespective of background or prior attainment, leave primary school fully prepared for the social and academic demands of secondary education. St Mary’s commits to:

- Deliver high academic standards through a strong emphasis on the teaching and learning of spoken and written English
- Develop children’s character and life skills to equip them for the future
- Provide a relevant curriculum through drawing on a rich local culture and community roots
- Promote engaged citizenship and healthy living through an environmental focus.

Summary of Special Educational Needs Policy
St Mary’s Church of England Primary school welcomes all pupils. Working together with families, we aim to identify and meet pupils’ individual needs so that every pupil can make good progress. This approach applies equally to pupils with Special Educational Needs or a disability.

Uniform
Uniform is worn by all pupils from Reception to Year 6. It consists of:

- Royal blue jumper with the school logo
- White polo shirt
- Grey school shorts, skirt, trousers or pinafore
- Black or white tights or socks
- Plain black enclosed shoes with low heel
- Royal blue book bag with the school logo

P.E. Kit

- Royal blue draw string P.E. bag with the school logo
- Royal blue t-shirt with the school logo
- Black shorts or jogging bottoms
- Black plimsolls for indoor and trainers for outdoor

Provision of school meals
Pupils will be offered a freshly prepared school meal every day, in line with the school food standards.
Admissions Policy 2017/18

St Mary's Church of England Primary School is an inclusive one form entry school founded on Christian principles and values. We welcome children from all backgrounds, whether Christian, another faith or none. Our aim is to prepare children for the challenges of life in the 21st century and the demands of secondary education. The Governors will admit a maximum of 30 children into Reception each year. This number meets the Local Authority of residence by 15th January 2017.

In this context, ‘committed’ is defined as attendance by a child and parent/guardian/carer at a Church at least twice a month for a minimum period of two years immediately before the date of application. The only exception will be those families who have recently moved and can provide a letter from a Minister to confirm attendance at a different church.

If there are more applicants for Foundation places than there are places available then distance will be used as a ‘tie-breaker’, with priority being given to those living closest.

To apply for a Foundation Place you should fill out the Foundation Place Clergy reference form. You will need to ask your Minister or Vicar to sign the form. The completed form should be sent to: St Mary's Church of England Primary School, 26 Tentelow Lane, Norwood Green, UB2 4LE.

Distance calculations
Distance will be used as a ‘tie-breaker’ if two or more applicants are equally eligible for a place within any of the above criteria.

Distance is measured from the applicants’ permanent residence to the school's main gate by straight line. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre. The distance will be measured to the main door at St Mary's School, 26 Tentelow Lane, UB2 4LE, with priority given to those living closest.

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

For this purpose, the address of an applicant is the permanent address of the parents. Business addresses are not acceptable. If your child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for the greater part of the week. If access is equal then it is the address of the parent, guardian or carer that you have nominated in connection with this application.

If you wish to apply for a Foundation Place, then a Supplementary Information Form (SIF) should also be completed to allow Governors to consider the application fully. The SIF is available on the school website to download and should be returned directly to the school by 15th January 2017.

Please be advised that the place offered will be for a full time place from the September following the child’s 4th birthday.

Criteria
All children whose Education, Health and Care plan (EHC) names St Mary’s School will be admitted. Where applications received exceed the number of places available the following criteria will be applied:

1. Looked after children - Children in public care or children previously in public care, who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order
2. Children with a sibling in school at the date of admission. After these criteria are applied, the remaining places are divided in half and assigned as follows:
3. Up to 50% of the remaining places are designated as Foundation Places and allocated to practising Christian families
4. 50% are designated as Open places and are allocated by distance from home to the school

Within each criterion, where there is oversubscription, applicants are prioritised by distance. This is measured in a straight line from the applicant's permanent residence to the main gate of St Mary's Church of England Primary School, Tentelow Lane, UB2 4LE.

Foundation Places
To apply for one of these places, children should belong to a family who currently worship regularly (at least twice a month for a minimum period of 2 years) in an Anglican Church, a church forming part of “Churches Together in Britain and Ireland” or a member of the Evangelical Alliance. The only exception to this would be a family recently moved into the area and who are able to provide a letter from the minister of their previous church to confirm attendance.

A SIF should be completed to support this application. A section of this will have to be completed by the minister or vicar at the place of worship. When completed, this should be sent to St Mary’s Church of England Primary School, 26 Tentelow Lane, Norwood Green, UB2 4LE, by 15th January 2017.

Waiting List
If St Mary's School cannot offer a place you will be offered the opportunity of placing your child's name on the waiting list. The waiting list will be maintained by the School Trust for one year in the order of the oversubscription criteria and not in the order in which the applications are received.

Distance calculations
Distance will be used as a ‘tie-breaker’ if two or more applicants are equally eligible for a place within any of the above criteria.

Distance is measured from the applicants’ Permanent Residence to the school's main gate by straight line. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.
Deferred Entry
Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child’s entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Delayed Entry into Reception (Out of year applications.)
Parents may seek school places outside of their child’s normal age group. The decision to admit outside of their normal age group is made by the Governing Body (the Admissions Authority) on the individual circumstances of each case.

If parents wish to apply for delayed entry into Reception at St Mary’s School, Norwood Green, they would need to make a request to the Chair of Governors, providing reasons for this along with supporting documentation from a professional.

The request should be made in the September prior to the normal entry date. This will allow sufficient time for the case to be reviewed by the Admissions Panel prior to the deadline for applications of 15th January. The Governors at St Mary’s School, Norwood Green will consider the following factors when a case is put forward by the parent, but this list is not exhaustive:

- The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information that the parent asks the Governing Body to consider.

If the parents’ case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year.
Wood End Academy (Junior)

DfE No: 307/5200

Vernon Rise, Greenford UB6 0EQ

Headteacher: Mrs Anne Hayes
Age range: 7-11
Planned admission limit at 7 years: 120

Enquiries to: The Headteacher
Telephone: 020 8422 6175
Website: www.woodendacademy.org.uk
Email: admin@woodendacademy.org.uk

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
Telephone the School Office to make an appointment.

We are a caring school, committed to providing an opportunity for all our children to develop their full potential so that they gain a sense of self worth and develop their self esteem. We are determined to offer the best possible standards of academic achievement along with high standards of behaviour and discipline. We want our pupils to be proud of themselves and their school.

Ethos and values
We believe that pupils should behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their belongings at all times. The whole school community works together to reinforce good behaviour in school and to promote a positive ethos.

Summary of Special Educational Needs Policy
The School is committed to identifying a pupil’s special educational needs quickly and meeting those needs in accordance with the Code of Practice. Wood End Academy aims to work in partnership with parents, to keep them informed of their child’s progress and to encourage them to play an active part in supporting their child’s learning and development.

Uniform
White shirt or blouse, black/grey trousers, skirt or pinafore, burgundy sweatshirt with logo. Gym kit: black shorts and white t-shirt.

 Provision of school meals
Hot and cold selection of food cooked on the premises.

The School’s travel policy
We prefer pupils to walk to school

Admission Criteria
Pupils are admitted from a wide-spread area encompassing roads in all directions from the School. Pupils will be admitted at age 7 without reference to ability or aptitude.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in public care (looked after children) and previously looked after children (previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order)
2. Where the child has a brother or sister currently attending Wood End Academy providing siblings (including step, foster or adopted siblings) are still in attendance at time of entry.
3. Where the child has a brother or sister (including step, foster or adopted siblings) currently attending Wood End Infant School.
4. Where the child is a pupil at Wood End Infant School at the time of application will be considered by the Governing Body in accordance with the criteria panel.
5. Children who suffer from a confirmed medical condition which necessitates attendance at Wood End Academy (supported by written evidence by Consultant or other medical practitioner). The Governing Body will consider the application in accordance with the criteria panel.
6. Children with special personal circumstances which necessitate attendance at Wood End Academy (written supporting evidence to be supplied with a letter from a professional eg: social worker).
7. Proximity of the child’s home to the School, with those living nearer being accorded the higher priority (this address must be where the majority of the child’s time is spent at the child’s address with parents or guardians). Distance is measured as the crow flies from the school gate to child’s address.

Admissions Procedure
1. Parents whose children attend Wood End Infant School are automatically sent prospectuses and application forms.
2. Prospectuses and application forms are given out to parents whose children attend schools other than Wood End Infant School if requested over the telephone, by letter or in person. Parents may visit the School by appointment.
3. Returned application forms will be kept on file.
4. After the closing date, places are allocated in accordance with the Admissions Policy. All parents are notified by letter of the decision regarding their child.
5. Parents offered a place are given six weeks in which to return their forms.
6. During the Summer term parents are invited to a meeting in preparation for their child starting school in September of that year.
7. Applications from parents not offered a place for their child will be placed on a waiting list.

Appeals Procedure
1. In the event of an appeal being made against a decision not to give a place to a child, the appeal will be heard by an Appeals Panel, convened in line with statutory requirements.
2. Every parent except one whose child has been permanently excluded (and the most recent exclusion occurred within the past two years).
3. At the Appeals Panel parents present the case for the child to be admitted. The School also presents reasons for non-admission. The parents are notified of the Panel’s decision by letter within seven days.
4. The decision of the Appeals Panel is final and legally binding on the School.
**Dormers Wells Infant School**

**DfE No:** 307/5203

**Dormers Wells Lane, Southall UB1 3HX**

Headteacher: Ms Angela Briggs  
Enquiries to: The Administrative Assistant  
Dormers Wells Lane, Southall UB1 3HX  
Email: dwisadmin@dwis.ealing.sch.uk

This information is correct at the time of publication. Parents should check with the school.

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### Arranging a school visit

Please either telephone or come in to make an appointment.

Dormers Wells Infant School welcomes families from around the world. We celebrate our cultural diversity. We have staff who are experienced in delivering a visual curriculum for pupils learning English as an Additional Language. Parents are also able to access learning on our site.

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### Ethos and values

We believe education is a life-long process and we aim to help all children achieve their full potential in a caring environment where each individual is valued and respected. We strive to maintain a balance between formal education and a wider curriculum and place emphasis on good behaviour and respect for all members of the school community. Parents are encouraged to participate in the life of the school.

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### Summary of Special Educational Needs Policy

The school’s policy for special educational needs fully embraces inclusive principles and practice. The SENCO oversees inclusion and all staff help support children with special needs. We also work in partnership with external agencies, who help assess individual pupils where necessary.

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### Uniform

White shirt or blouse, grey trousers, skirt or pinafore, red jumper or sweatshirt with logo, red and white summer dress. Gym kit: blue shorts and red t-shirt.

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### Provision of school meals

The school offers a choice of hot meals each day, including a halal and a vegetarian option. All of our children are entitled to a Universal Free School Meal. Children may bring packed lunches, if they prefer.

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### The School’s travel policy

**Our objectives:**
- To improve the health of the school community by encouraging walking  
- To improve children’s health, safety and well-being  
- To increase children’s awareness of road safety

**Our targets:**
- 100% of pupils receive road safety training at least once a year  
- 100% of pupils have travel links built into their curriculum plans each term  
- 100% of pupils of statutory school age take part in walking activities in the school field each year  
- 100% of pupils walk to a place of local interest  
- Take part in Walk to School Week in May

### Admissions criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, in order of priority:

1. Children in Public Care – children taken into Public Care via section 20 or 38 of the Children’s Act. This includes children who have recently been in public care (within the last year of the closing date for applications) or been made the subject of an adoption order or the subject of a special guardianship order.
2. Where the child has a sibling currently attending Dormers Wells Infant School or Junior School and the sibling will still be in attendance at applicant’s admission. Sibling refers to: brother or sister, half brother of sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.
3. Confirmed special medical reason, which necessitates attendance at Dormers Wells Infant School. Parents must provide a supporting letter or report from a Consultant (not General Practitioner) (GP) explaining why education should be at Dormers Wells Infant School.
4. Exceptional social circumstances (circumstances must relate to the child and be supported by a Consultant’s or Social Worker’s letter).
5. Proximity to the school is measured by comparing the distance from home to school by walking route using public highways, but excluding all footpaths and common land. Measurement will be taken from the main gate on Dormers Wells Lane to the applicant’s address. Distances are measured using an electronic map measurer. If the child lives part-time at each parent’s address, the address used will be the one at which the child spends most of the school week.

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### Deferred entry to primary schools

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday. Parents also have the option to start their child on a part-time basis or defer their child’s entry. If you decide you prefer to defer your child’s entry to the school offered, that place will be held for your child (but not beyond the academic year for which the application was accepted) and will not be offered to another child.

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### Delayed entry into Reception

Parents may seek places outside of their child’s normal age group. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. Requests for delayed entry into Reception would need to be made to the governing body. The request should be made in the September prior to the normal entry in the following September.

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### Appeals procedure

1. In the event of an appeal being made against a decision not to give a place to a child, the appeal will be heard by an appeals panel, convened in line with statutory requirements. This often includes governors from other unconnected schools.
2. Every parent has the right to appeal if a child is refused admission to school.
3. An independent appeals panel is set up which is a legally constituted committee of people who were not involved in the original decision. The parents are notified of the panel’s decision, by letter, within 5 working days.

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### In-Year admissions

1. A guided tour around our school is available by appointment. Dormers Wells Infant school prospectuses are given out on request. Application forms for In-Year admission are available through the admission section at Ealing Council or online via www.ealing.gov.uk
2. Applications must be accompanied by evidence of address e.g. council tax bill. Application forms returned to the school will be forwarded to the LA.
3. If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked, and no school will be told about other schools a parent has applied for.
Dormers Wells Junior School

DfE No: 307/5202

Dormers Wells Lane, Southall UB1 3HX

Headteacher: Julia Taylor
Age range: 7-11
Planned admission limit at 7 years: 120

Enquiries to: The School Administrator
Telephone: 020 8571 1230
Email: dwjs_admin@btconnect.com

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
Contact the school administrator to arrange a suitable date and time.

This school works in partnership with pupils and parents to enable each child to maximise their potential both academically and socially.

Ethos and values
The school prides itself that each child should have equality of opportunity to develop self discipline and mutual respect in order to fulfil their potential. All pupils are expected to work hard and to play safely in order to become effective and knowledgeable citizens of the future.

Summary of Special Educational Needs Policy
Pupils with special educational needs (SEN) are identified and supported in class through the use of carefully differentiated learning and also through the use of specialist intervention strategies. Parents are involved from the beginning of the process and are encouraged to play an active part in supporting their child’s learning. Pupils attain good progress in relation to the targets set for them. SEN provisions are well co-ordinated and the requirements of the Code of Practice are implemented fully.

Uniform
Children can wear: a white polo shirt with logo; grey trousers, shorts, skirt or pinafore; navy jumper or sweatshirt with logo; blue and white summer dress.
PE kit: navy shorts and white t-shirt, plimsolls for indoors and trainers for games. A navy tracksuit is optional. The uniform is available from the school. Please visit the office for more information.

Provision of school meals
Children can have either a school meal, which is freshly cooked on the premises by our own caterers, or bring a healthy, well-balanced packed lunch in a sturdy container clearly marked with their name and class. Children who have a school meal have a choice of a vegetarian or meat dish. Both Halal and non-Halal options are available. If you think you are eligible for free school meals, please ask school office for information. Fizzy drinks and sweets are not allowed.

The School’s travel policy
Children are encouraged to walk, cycle or take public transport to school. We have secure bicycle facilities on site. We discourage parents from driving their children to school or from collecting them by car as there is no access or parking onsite for parents. The school participates in the “Walk to school week” where possible; children living further away are encouraged to travel partly by car, and partly walking.

Dormers Wells Junior School is a Foundation School and admissions are controlled and administered by staff following the procedures set out here. The Governors reserve the right to discard applications that do not.

Applications in the first instance should be made directly to the London Borough of Ealing either online (www.eadmissions.org.uk) or in person.

Application forms for September entries will be distributed to Dormers Wells Infant School, along with copies of our brochure in the early part of the Autumn term each year.

The London Borough of Ealing will inform parents the result of their application in writing, occasionally it will be by phone.

Appeals against a decision made by the Governors will be dealt with under the Appeals Procedure established by the Governing Body.

How to apply for a place at Dormers Wells Junior School

Dormers Wells Junior school has two types of admission form
1. For a place in Year 3 in September
2. To fill a vacancy in a year group during the course of a school year.

Notes on applications for admission are written on the reverse of the application form.

Applicants for places in Year 3 should note the date on the top of the form for the closing date for applications and for the date on which the results of applications will be made. Applications after the closing date will be handled in the same way as casual admissions.

Admission Arrangements
The number of pupils for year groups 3, 4, 5 and 6 is 120.

Over Subscription
Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:
1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
2. Where the child has a brother or sister attending the school at the time of admission.
3. Where the child has a brother or sister attending Dormers Wells Infant school at the time of admission.
4. Where there are medical grounds, supported by a letter from a medical certificate; or social grounds, supported by a letter from a social worker, which necessitates the child attending Dormers Wells Junior School.
5. The proximity of the child’s home to the school, with those living closer, as the crow flies, being accorded the higher priority.

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Dormers Wells Junior School

The school will agree any changes to its admissions arrangements with the local admission forum.

An ‘Appeal Panel’ will be arranged for appeals against non-admission. Details of admissions and appeals will be published each year.

Fair Access Protocol:
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocol. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed the governing body for the current school year. The governing body has this power even when either the child would mean exceeding the published admission number.

In-Year admissions:
DWJS co-ordinates In-Year Admissions with the Local Authority. Please view the Primary Schools brochure Starting School in Ealing 2015 for full information and complete the in-year common application form online at www.ealing.gov.uk. If you require assistance there is a service line available 020 8825 6339. All applications are considered against the admission criteria and are ranked (put in order) by the Governing Body of the school, where a child is top of the waiting list and there is a vacancy, a place will be offered. Your child will be placed on a waiting list if no place is available at the time of application. The Local Authority will write to you about the outcome of your application. If an offer cannot be made, and your child has no school place, then the Local Authority will contact you to assist and ensure your child is offered a place at another school. Waiting lists are cancelled in July by the Local Authority for pupils placed in another school unless they refresh their application in July by email to the Local Authority have applied after the 1st June or have a relevant sibling-link at Dormers Wells

Notes on Admission Criteria
For a place in Year 3 in September
• Where the child has a brother or sister currently attending the school.
• Where the child has a brother or sister currently attending Dormers Wells Infant school.
• Where the child attended Dormers Wells Infant School.

Parents who hope to be allocated a place for their child because he/ she has a brother or sister attending either the school or Dormers Wells Infant School must comply with the following:
• Put the details of the relationship on the form. Failure to do so will remove the entitlement to prior consideration.
• Only a brother or sister relationship can qualify, other extended family relationships do not count.
• The brother or sister must be attending the school at the time when the child being considered in the application will start the school.
• The Governors only accept applications on the grounds of currently attending the Infants school where it is clearly stated on the application form.
• Where there are medical grounds, supported by a medical certificate;

After places have been allocated according to the first three criteria the Governors consider applications on medical grounds only if details are received with the application form. Details must include:
• Details are written on the application form that it is intended to make an application under this criteria.
• Full information about the medical condition in an envelope marked confidential and containing the following:
• Details of the medical condition.
• A medical certificate in support of the application.
• An explanation of why the medical condition necessitates attendance at Dormers Wells Junior School.
• Where there are social grounds, supported by a letter from a social worker, for admitting the child.

After places have been allocated according to the first two criteria the Governors consider applications on special personal circumstances grounds only if details are received with the application form. Details must include:
• Details are written on the application form that it is intended to make an application under this criteria.
• Full information about the circumstances in an envelope marked confidential and containing the following:
• Details of the circumstances.
• A letter from either a doctor or social worker supporting the application.
• An explanation of why the circumstances necessitate attendance at Dormers Wells Junior School.
• The proximity of the child’s home to the school, with those living closer, as the crow flies.

After places have been allocated according to the previous criteria the Governors consider applications on proximity. Closest proximity is assessed in the following manner:
• This must be the child’s permanent home at the time of admission.
• By measuring the distance ‘as the crow flies’ from a point in the property to a point in the school determined by the grid references for the centre of the school’s post code.
• Tie Break – in the event that the distances are equal a random allocation will be made.

Twins, triplets or other children from multiple births: Where one of the siblings is the thirtieth child the other siblings will be admitted.

To fill a vacancy in a year group during the course of a school year. Children will be admitted in the order of the above criteria. This may involve being placed on a waiting list if no place is available at the time of application. Waiting lists will be cancelled in July for unplaced pupils unless they refresh their application in July, have applied after the 1st June or have sibling-link within Dormers Wells Junior School.

Important Note
The Governors rely upon the information contained in an application form for admission. If it transpires that any information is false or misleading in any material way the governors reserve the right to withdraw the offer of admission, even after the child has commenced study in the school.
Wood End Infant School

DfE No: 307/5201

Whitton Avenue West, Northolt UB5 4LB

Acting Headteacher: Miss Madhu Bhachu
Age Range (including Nursery): 3-7
Planned Admission limit at 4 years: 120
Enquiries to: School Administrator

This information is correct at the time of publication. Parents should check with the school that it still applies.

Wood End Infant School is a happy and vibrant place. We offer a safe and stimulating environment for the children to learn in.

We are a four form entry school, set in lovely grounds with first-class facilities including an ICT suite; Art, Design and Technology room; a library; a music room; and rooms to facilitate small group learning.

The school was judged to be ‘Good’ by Ofsted at our last inspection. They found that ‘all groups of pupils make good progress, resulting in standards that are above the national average’.

We are proud to be a UNICEF Rights Respecting School. A rights respecting school is a community where children’s rights are learned, taught, practised, respected, protected and promoted.

The school is an Eco-School, we have achieved silver status and are working hard to become a Green Eco School.

Arranging a school visit
We encourage prospective parents to visit our school. Please contact the school office to arrange a visit.

Ethos and values
Every child at Wood End Infant School is encouraged and supported to be the best that they can be. In partnership with our parents and carers we teach our children to be happy, responsible and confident citizens of the future. We provide every child with the opportunity to develop their full potential, independence, curiosity and a love of learning. We embrace and celebrate the diversity of our school, where respect and tolerance are central to our ethos.

Every child is provided with a broad, inspiring, creative and challenging curriculum which is differentiated to meet their needs. Every child is equipped with the skills to meet the demands of future technology and to become responsible citizens concerned with the sustainability of the planet.

As a rights respecting school, every child is entitled to be listened to and be heard, meet with their friends and feel safe and secure within the wider community.

Every child will leave our school prepared for the next stage in their education, having begun their journey towards achieving their ambitions.

Summary of Special Educational Needs Policy
We appreciate special educational needs encompass a range of difficulties and varying levels of need and believe strongly in the philosophy of inclusion.

Assessments are used to identify areas of need and staff work collaboratively to prepare individual provision plans, which are discussed with parents and form a focus for learning and teaching.

Teachers and teaching assistants provide support for children in group and individual settings and personalised learning programmes to ensure every child succeeds.

Uniform
Uniform is worn by children throughout the school from nursery to Year 2. It consists of;
- purple jumper, cardigan or fleece with school logo
- grey tunic, skirt, trousers or dark grey/black jogging bottoms
- white shirt or white/purple polo shirt with school logo
- purple baseball cap/woollen ski hat with school logo (optional)
- appropriate, enclosed toe, footwear
- school tie (optional)
- P.E. kit – plimsolls, purple P.E. shorts, white t-shirt, jogging bottoms.

Provision of school meals
All children are encouraged to have a school meal which is freshly cooked on the premises by our own catering team. Each day there is a choice of vegetarian or non-vegetarian main meal, as well as a jacket potato option and sandwiches. All children can have salad and freshly baked bread. If you choose for your child to have a packed lunch, it must adhere to our packed lunch policy. A copy of which can be found on the school website.

The School’s travel policy
As part of our vision for the development of healthy children and adults, we encourage our families to walk, cycle or scooter to school. We have cycle sheds and scooter pods where they can be stored.

Breakfast Club and After School Club
We have a breakfast club that is open to all children who attend our school, the club opens at 7.45 am and children are taken to their cloakrooms at the beginning of the school day. We also run an after school care club which is open until 5.30 pm. Please contact the school office for more information. After school activity clubs are offered to children in Reception from the summer term – details can be found on the school website.

Admission Criteria – September 2017
1. Children in Public Care – Children taken into Public Care via section 20 or 38 of the Children’s Act. Previously looked after children - children who were looked after, but ceased to be so because they were adopted (or became subject to residence order or special guardianship order) immediately following having been looked after.
2. Sibling attending Wood End Infant School at the date of the applicant’s admission.
3. Sibling attending Wood End Academy at the date of the applicant’s admission.
4. Sibling attending Greenwood Primary School at the date of the applicant’s admission.
Wood End Infant School

5. Confirmed special medical reason, which necessitates attendance at Wood End Infant School. Parents must provide a supporting letter or report from a consultant (not General Practitioner (GP)) explaining why they should attend Wood End Infant School.

6. Exceptional special social circumstances, which necessitates attendance at Wood End Infant School. Parents must provide a supporting letter or report from a professional explaining why they should attend Wood End Infant School. This should be submitted at the time of application.

7. Distance to the school. Those living closer to the school receiving the higher priority.

8. In instances where applicants have the same priority on distance a random allocation draw will be implemented.

Definitions

Sibling
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, and in every case, the child should be living in the same family unit at the same address.

Distance
The distance from home to school is measured by the shortest walking route from a point in the property determine by Ordnance Survey to the centre of the road, along the centre of the road, to the nearest gated entrance which is used by pupils to enter the school grounds.

For children who spend part of the week with one parent/guardian and part with another home will be considered to be the residence where the child lives most of the time during Monday to Friday.

Parents
A parent is any person who has parental responsibility or care of the child.

Admission Policy and Procedures for School 2017/2018

Wood End Infant School is a Foundation school within the London Borough of Ealing. It is proposed that the school has an agreed standard number for admissions of 120 children and in line with statutory requirements; the number of children in each class should not exceed 30.

Application forms for admission are available from the school on request and should be returned to the school or Local Authority by the deadline set.

Where applications for admission exceed the number of places available, the admission criteria is applied, in the order set out, to determine which children to admit.

Procedures for applying for a reception year place to start in September

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and

- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

N.B. Children reach compulsory school age the term after they are 5.

Under Ealing’s Primary School Co-ordinated Admissions Scheme a Local Authority common application form must be completed by parents/carers.

Wood End Infant School will inform all parents/carers who have a child in our Nursery of the closing date set by the Local Authority for admission into Reception Year.

The common application form for Ealing must be completed, either online or on paper copy, listing a maximum of six schools in order of preference and returned to the Local Authority or to the school of the parent’s first preferred choice, with all relevant documentation before the closing date.

Applications can be made online at www.eadmissions.org.uk

PARENTS MUST COMPLETE ONLY ONE FORM FOR EACH CHILD

Parents or carers resident in boroughs other than Ealing need to apply on their home Local Authority common application forms.

If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked, and no school will be told about other schools a parent has applied for.

After the closing date places are allocated in accordance with the Local Authority Admissions Scheme. All parents are notified of the decision regarding their child. Parents who applied on-line will be notified via email, parents who completed paper applications will be sent a letter.

During the summer term parents are invited to a meeting in preparation for their child starting school in September of that year. During the meeting dates are given for home visits and play and stay sessions.

Late applications will be dealt with after all the on time applications have been considered.

Applications of parents not offered a place for their child will be put on a waiting list, which is managed by the Local Authority. This waiting list is ranked by priority following the published admissions criteria.

Delayed Entry into Reception

We adhere to the Local Authority Policy which can be found at www.ealing.gov.uk or on page 16.

Casual Admission Procedure: (Admissions other than September)
1. Guided tours around our school are welcomed and available by appointment.
2. Application forms for in-year admission are available through the in-year admissions section at Ealing Council or online via www.ealing.gov.uk/admissions
3. Applications must be accompanied by evidence of proof of address and returned to the local authority
4. If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked and no school will be told about other schools a parent has applied for.
5. Once a place has been offered the school will contact parents to arrange a meeting with the Headteacher to discuss a start date and settling in period.

Appeals Procedure:
Appeals are managed by the Local Authority. If you wish to appeal a decision, please contact the School Admissions Service for an appeal form.
1. In the event of an appeal being made against a decision not to give a place to a child, the appeal will be heard by an Appeals Panel, convened in line with statutory requirements.
2. Every parent has the right to appeal if a child is refused admission to the school.

3. An independent Appeals Panel is set up which is a legally constituted committee of people who were not involved in the original decision. This often includes governors from other unconnected schools.
4. At the Appeals Panel, parents present the case for their child to be admitted. The school also presents reasons for non-admission. The parents are notified of the Panel’s decision, by letter, within 5 working days.
5. The decision of the Appeals Panel is final and legally binding on the school.

Full Time Nursery
We are extremely proud to be able to offer parents full time nursery places for children over the age of 3. The nursery is open during term time and a fee is payable, please contact the school or visit the school website for full details.
Arranging a school visit
Prospective parents are welcome during school hours and times are specifically arranged. Information may be obtained from either school site.

The School came into existence as a CE Primary School in September 2011 following the amalgamation of St Saviour's Infant and Christ Church Junior Schools.

This information is correct at the time of publication. Parents should check with the school. Since the amalgamation of the two schools new ways will be developed to manage and enhance children’s time at the school through the whole age range.

The School is a Church of England Primary School in the parish of Christ the Saviour Ealing. The school's attitudes and values are centred in the Christian Faith which influences every activity and relationship in which the staff, governors and children work together. The whole school worships and prays together as part of the rhythm of school life. We welcome children of other Churches and Faiths to join us in a vibrant and enjoyable family of learning for life.

Ethos and Values
Our website will provide you with a glimpse into our over-subscribed school which is in the Anglo-Catholic tradition of the Church of England and closely linked to our parish church, Christ the Saviour, Ealing Broadway.

We are an inclusive school which is firmly rooted in the deep spirituality and reflective liturgical life of the anglo Catholic tradition in the Church of England with two Sung Masses each week.

High academic standards in English, mathematics, science and ICT are the pillars upon which the rest of our curriculum is built. These standards are enhanced by high quality programmes in music, art and sport. This sound educational grounding is made complete by the prayerful Christian atmosphere and civilized ethos which pervades the school. Pupils are guided to grow personally, academically, morally, socially and spiritually. This school is judged as outstanding.

Summary of Special Educational Needs Policy
The inclusion leader assists class teachers in identifying children with special educational needs and arranges suitable programmes of work in line the SEN code of practice and the DDA. Appropriate children may be referred to the school’s educational psychologist and additional support may be provided. Regular reviews are held by the SENCO with class teachers and parents.

Uniform
Main Garments
- Plain white school shirt long or short sleeves – no polo shirts
- Striped school tie (available from school office with or without a velcro fastener for younger pupils)
- The white shirt and tie may be exchanged for a red gingham shirt with long or short sleeves on the Grove Site
- Plain red V-neck cardigan, jumper or slip over (woollen or cotton mix etc. – not a sweatshirt)
- Plain black school shorts, trousers, knee-length skirt or pinafore
- Red or black tights/socks for Grove Site
- Black tights/socks for Broadway Site
- Black Blazer with badge – compulsory on Broadway, optional on Grove. A ‘relatively’ plain red/grey/black coat (please be mindful of limited storage space in school). At the Broadway any coats must be worn over blazers.
- Grove Site Jacket/Coat – relatively plain red/grey/black
- Plain, black, enclosed shoes with low heel (no flashing lights or open-toed sandals)
- School book-bag or back pack

Optional items: - (plain red alternatives from the High St may be worn instead)
- Pure wool, traditional boys’ red woollen cap or hat
- Traditional girls’ plain red beret
- Knitted school scarf – red, yellow and black stripe
- Summer gingham dresses with white socks in warmer months.

P.E. Kit in a Draw String P.E. bag
- House coloured T-shirt with embroidered ‘lozenge logo’ red (St Peter and Paul), yellow (St Mary Magdalene), green (St John the Baptist), blue (Our Lady)
- Plain black shorts for gym (indoor), plain black jogging bottoms for games (outdoor)
- Plain sports socks – black or house coloured
- Plimsolls for gym (indoor) and trainers for games (outdoor).

Other
No jewellery. Some simple stud earrings may be permitted and details of these may be found on the website however pupils must be able to remove earrings for P.E. themselves. Hair accessories should be plain – e.g. a plain black or red hairband. Long hair must be tied back. Mobile telephones and personal belongings are not permitted in school. No make up or nail varnish.

Provision of School meals
School lunches are currently provided by an independent company.
The School’s Travel Policy
Children are encouraged to cycle or walk to school or come by public transport. The school has a travel plan.

After School and Breakfast Club
The school operates its own breakfast club each morning on both school sites. An independent after-school club operates daily.

Distinctive Ethos and Commitment
All parents applying for a place here are expected to respect and support the distinctive ethos of the school, its church, and its importance to the school community. We have a strong Christian identity and daily worship in the anglo-Catholic tradition of the Church of England. This does not affect the right of parents who are not in the faith of this school to apply for and be considered for a place here.

Admissions Criteria 2017-2018
In allocating places, the governors apply the following criteria in this order:

1. Looked after and previously looked after children (see note a).
2. The parent(s) or guardian and child have a weekly attendance for at least 2 years at a Church of England Church, with active involvement in church activities (see note b).
3. The parent(s) or guardian and child attend weekly at a Church of England Church. Priority will be given to parents in this criterion whose child has a sibling (see note d) attending the school at the time of entry.
4. The parent(s) or guardian and child attend a Church of England twice a month. Priority will be given to parents in this criterion whose child has a sibling (see note d) attending the school at the time of entry.
5. The parent(s) or guardian and child attend weekly at another Christian Church (see note c).
6. The parent(s) or guardian and child attend twice a month at another Christian Church.
7. The parent(s) or guardian and child are practising members of other world faiths (see note e).
8. The child or the child’s family has a particular social, medical or personal need.

Distance
In all categories where there are more children than places remaining, priority will be given to the applicant living closest. Distance will be measured in a straight line from, to the middle gate leading to the porch of Christ the Saviour Church, W5.

Tie break
In the event that the distances are equal, the Local Authority will draw lots to determine which applicant should be offered the place.

Looked after Children and Previously Looked After Children

Note a)
A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority. Previously Looked After Children are pupils who had LAC status but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Deferred Entry to School
The school admits all pupils starting reception in September each year following their fourth birthday. However, parents
i) can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which their child reaches compulsory school age, and
ii) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Delayed Entry to School
Parents may seek places outside of their child’s normal age group. The decision is made by the governing body on the basis of the circumstances of each case.

The governing body will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

• The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
• In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
• Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
• Any other information which the parent requests the school to consider.

Note b)
The governors regard the following as signs of frequent worship within the Church of England and evidence of all three criteria must be shown:

• the child is baptised
• at least one parent or guardian is a member of the electoral roll of the Parish
• at least one parent or guardian holds a recognized position of responsibility or involvement within the Church.

A similar degree of commitment to other denominations is expected for applications falling under criteria 5 and 6 above.

Note c)
The term Christian church is taken to mean any church affiliated to Churches Together in Britain and Ireland and members of the Evangelical Alliance.
Christ The Saviour CE Primary School

Note d)
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Note e)
The governors regard the following as signs of practising members of other world faiths:
- at least one parent has attended a meeting of the local religious community on a weekly basis for a minimum of two years
- at least one parent holds a position of responsibility or involvement within the local religious community.

Note f)
In cases where a child spends part of the week in one location with a parent/guardian, and part of the week in another with another parent/guardian where they are ‘resident’ shall be deemed to be the location of the nearest home to the school.

Any child whose application is unsuccessful can be placed in a pool at the request of the parent.
Admissions from the pool will also be dealt with in accordance with the criteria above.

Any child whose application is unsuccessful can be placed on a waiting list which will be kept for a year at the request of the parents/guardian. Admissions from the waiting list will also be dealt with in accordance with the criteria above.

If a child is not offered a place at the school an appeal may be lodged against the decision. Forms are available from the school and should be returned to:

Committee Section
Ealing Town Hall
New Broadway
Ealing.

The appeal hearing will take place as soon as possible in accordance with the provisions of the School Standards and Framework Act 1998. If an application is received after the given date it will be regarded as a late application, put in the pool and be dealt with in accordance with the criteria above after the closing date.

In-year (casual) Admissions
- Applications for in-year admissions are made in the same way as those made during the normal admissions round
- If a place is available and there is no waiting list then the local authority will communicate the governors’ offer of a place to the family
- If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: children without an offer of a school place are given priority immediately after other looked-after children.
- If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received.
Names are removed from the list at the end of each academic year.
When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Any child whose application is unsuccessful can be placed on a waiting list which will be kept for a year at the request of the parents/guardian. Admissions from the waiting list will also be dealt with in accordance with the criteria above.
Holy Family Catholic Primary School

DfE No: 3072000

The Holy Family Catholic Primary School, The Presbytery, Vale Lane, W3 0DY

Headteacher: Evelyn Ward
Enquiries: Admin office
Age Range: (including nursery): 4-11

Ethos and values
Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Summary of Special Educational Needs Policy
The school has a Special Needs Coordinator (SENCO) who supports children with SEN, sometimes by helping the child’s own class or subject teachers to plan and prepare work and sometimes by providing or arranging additional teaching and perhaps individually or in a small group.

The school follow the SEN processes and procedures set out in the Authority’s Special Needs Handbook. These processes and procedures are governed by the 1996 Education Act (as amended by the SEN and Disability Act, 2001) and regulations made under that Act, notably the Education (Special Educational Needs) Regulations; and the 2001 SEN Code of Practice and Disability Code of Practice.

Uniform
Children must wear the school uniform agreed by the Governing Body, order forms are available in school.

Provision of school meals
School meals are available. The administration staff will help complete grant form.

The School’s travel policy
To promote all alternatives to car travel.

Admissions criteria
The Published Admissions Number (PAN) for the reception class at Holy Family is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2017. Applications are invited from families whose child will reach his/her 4th birthday between 1st September 2016 and 31st August 2017 inclusive. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

Within this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Oversubscription Criteria
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority: -
1. Catholic looked after children and Catholic children who have been adopted or made subject to a child arrangement order or special guardianship order.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children from Catholic families who are resident in the parish of The Holy Family, West Acton, as shown on the attached map;
4. Other baptised Catholic children.
5. Other looked after children and previously looked after children who have been adopted (or made subject to a residence or special guardianship order)
6. Other children with a sibling in the school who are members of an Eastern Christian Church or Catechumens.
7. Other children with a sibling in the school;
8. Children of catechumens and members of an Eastern Christian Church.
9. Christians of other denominations whose application is supported by their religious leader
10. Children of other faiths whose application is supported by their religious leader
11. Any other children.

Applicants in each category will be placed into groups, in the event of oversubscription in each Category, the following criteria will be used to place applicants in order of priority:
(a) Those with a parent employed by the School for two or more years at the time at which the application for admission is made.
(b) Distance will be measured by computer software based on Ordnance Survey and postal address data using straight line measurement.

Exceptional
The Governing Body will require compelling evidence provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Multiple Applications
Where the final place (60th) is offered to a twin or a child who has another sibling applying for a place in the same academic year the Governing Body will admit the other sibling(s).

Applications in Previous Years
Since Holy Family was established in 2012 there has been an increase of applications from Catholic families’ year on year. Whilst the school is not yet oversubscribed by Catholic candidates should this trend continue, it will become more unlikely that the Governing Body will be able to offer places to non-Catholic families.
**Tie break**
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the LA. In the case of identical distance, the offer will be made using random allocation which will take place in the presence of an independent witness.

**Fair access**
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

**Application procedure for 2017 – 2018**
In order to make an application, you must complete a Common Application Form (CAF) from your local authority either online or on paper and return it to them. You should also complete the School’s Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 17th April 2017. This information will also be available online. Parents/carers should accept or decline the place as soon as possible.

**Late applications**
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

**Nursery children**
Attendance at the nursery does not guarantee a place in reception. Parents of children attending Holy Family’s Nursery class must make a fresh application for reception.

**Right of appeal**
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 27th May 2017.

**Waiting list**
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

**Pupils with an education, health and care plan (EHC)**
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

**Change of details**
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**In-Year Admissions** are co-ordinated by the Local Authority, so please complete the in-year primary school application form online. In order for the Governing Body to rank your application against the admission criteria, it is essential that you complete and return to the school, the school’s Supplementary Information Form (SIF) and Certificate of Catholic practice. These are available online or from the school. If you are of another faith, the SIF should be completed by your Religious Leader and a reference letter from him/her provided in place of the Priest’s reference. If you do not complete these forms then your application will be ranked lower than those who do. When a vacancy arises, if there are more applications than places available then the Governing Body will rank all applicants against the oversubscription criteria and inform the LA of the child at the top of the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a vacancy arises and there is only one child on the waiting list then the school will inform the LA and an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list. The waiting list is ranked as above and not in the order in which applications are received. The Local Authority will inform you of the reason for the refusal of a place and of your right of appeal. Names are removed from the waiting list at the end of July each year unless you advise the LA by email or letter in June or July that you wish to remain on the waiting list for the next academic year.

**Reception year deferred entry**
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then deferral is requested once the offer of a place has been received. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that they may only defer until 1st April 2018.
Summer born children
If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Children educated outside their chronological age group
(Except reception applications for summer born children)
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

NOTES (these notes form part of the oversubscription criteria)
‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘Adopted’. An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of legal adoption.

‘Child Arrangements Order’. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately prior to the order is made qualify in this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately prior to the order qualify in this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. For the purposes of this Policy this includes a looked-after child who is part of a Catholic family where a priest’s reference demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked-after child in the process of adoption by a Catholic family).

“Certificate of Catholic Practice” means a certificate given by the family’s parish priest or the priest in charge of the church where the family practices in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

‘Eastern Christian Church’ includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map.

‘Distance from school’. Distance from the child’s permanent home address to the school is measured by Ealing Council. The distance is measured by a straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

Applications
All correspondence for Holy Family School should be addressed to:
Holy Family Catholic Primary School
Vale Lane
W3 0DY
Khalsa Primary School

DfE No: 307/3512

Norwood Hall, Norwood Green Road, Southall UB2 4LA

Headteacher: Ms P K Sehmi
Enquiries: Mrs Kaur
Age Range: 3-11

This information is correct at the time of publication. Parents should check with the school.

Introduction
Khalsa Primary School was founded with the blessings of Waheguru ji (The Almighty) by the committed Sangat (congregation), and the vision and hard work of the Gurdwara Sri Guru Singh Sabha, Southall.

Aims & objectives
At Khalsa Primary School, we aim to provide an excellent curriculum with Sikh values.

We nurture and value each child so that they are and feel well cared for.

We encourage pupils’ understanding, tolerance and mutual respect for others in our commitment, belief and duty to community cohesion.

Ethos and values
The respect for and equality of humanity irrespective of caste, colour, gender or religion as in the philosophy of “Sarbat dharma” At Khalsa Primary School we believe in the goodness, welfare and well-being of all mankind.

Our 3 fundamental principles of Sikhism are:
- Naam Japna - Meditation on the Divine Name
- Kirat Karna - Earning an honest living
- Vand Shaktan - Sharing your earnings with the needy.

Our school ethos and values are based on the key messages and teachings of our 10 Gurus contained in Guru Granth Sahib Ji (Sikh Holy Scriptures), which is treated and accepted by all Sikhs as an “ETERNAL” living Guru. Guru Granth Sahib Ji also contains the teachings of other contemporary like saints and the message of Guru Granth Sahib Ji is for the entire humanity. Therefore, we have an inclusive approach and welcome pupils of all abilities and backgrounds.

Uniform
White shirt or blouse, blue school “V” neck jumper with school logo, black trousers, navy patka, orange school tie with logo, and blue school blazer with logo. Black shoes without heels must be worn and no sandals or slip ons. All garments labelled with name.

Gym kit: black shorts and white t-shirts and plimsolls.

Provision of school meals
Children can have a school meal or bring a healthy vegetarian packed lunch. Children should be provided with a balanced meal.

Fizzy drinks and sweets are not allowed in lunch boxes. If you think you are eligible for free school meals, please ask the school office for information.

The School’s travel policy
Children are encouraged to walk, cycle or take public transport to school. Safe storage for bikes is provided during the school day.

We discourage parents from driving their children to school or from collecting them by car as there is no access or parking onsite for parents.

The school participate in the “Walk to school week” where possible children living further away are encouraged to travel partly by car, and partly walking.

Admissions criteria
Khalsa Primary School (Voluntary Aided) was founded by Gurdwara Sri Guru Singh Sabha, Southall which is also the School’s promoter.

The school is designated as having a religious character and will deliver both the National Curriculum and a Sikh and Punjabi Studies Curriculum based on the Sikh ethos and values. As a Sikh school, Sikh tenets and practice permeate every aspect of the school’s activity. It is essential that the Sikh character of the school’s education be fully supported by all the families of the school. All applicants are therefore expected to give their full unreserved support for the aims and ethos of the school.

The governing Body of Khalsa Primary School determines their admissions criteria. The Local Authority administers the offer of placed on its behalf.

Subject to available places, governors will admit up to 60 pupils to the Reception class and 52 part-time children in the Nursery matched against the following criteria:

1. Looked After children (Children who are in Public Care as defined in section 22 of the 1989 Children’s Act – this includes foster children).

The highest priority must be given to Looked After Children and previously Looked After Children. Previously Looked After Children, are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children of staff in the school who have been employed in the school for two or more years at the time of the application for admission is made. Priority will be limited to one place for each form of entry in any year.

After applications under criteria 1 and 2 have been allocated the remaining places will be offered as follows:

3. Sikh Faith. The governors will reserve 80% of the remaining places in Reception and Nursery for applicants practising the Sikh faith. This will entail children living with parents (single/both), legal guardians or carers demonstrating a deep commitment to the Sikh faith and who worship a minimum of four times a month at a Gurdwara. Evidence of this will need to be submitted within the Supplementary Information Form (SIF). A Head Granthi (Priest) and or another duly authorised person(s) of the Gurdwara would have to certify to the above. In the event of a short fall under this criterion, the remaining places will roll over to criterion 3.

4. Other Faith. The governors will reserve the remaining 20% (up to 12 places in Reception and 10 places in Nursery) for applicants from other faiths other than Sikhs (e.g. Christian, Muslim, Hindu, Buddhist or Jewish etc.). Evidence of this will need to be submitted within the Supplementary Information Form (SIF). Attendance should be at a public place...
Khalsa Primary School

of worship e.g. – Church, Temple, Mosque, Synagogue on four times a month basis and be confirmed by a supportive reference from your religious leader (Minister of Religion)/duly authorised person as at 2 above for Sikhs.

In the event that these places are not taken up by the closing dates for applications, these places will be offered to Sikh applicants who worship a minimum of four times a month as in criterion 2 above and in the event of there being insufficient Sikh applicants the places will be offered to those in criterion 4.

5. Any surplus places not filled by any of the above criteria will be allocated to those children whose parents/legal guardians/carers have applied and live nearest to the school (as measured in a straight line from the child’s home address to the main entrance of the school).

Within each criterion, priority will be given to:

a) Children with at least one sibling in the school at the time of admission will get highest priority under each criterion. The qualifying relationship is brother and sister, this means children sharing one or both common parents, step brother/sister, or legally adopted children, who live in the same household. Other extended family relationships (e.g. brother/sister-cousin) DO NOT qualify for sibling considerations

b) Children living the shortest distance from the school will be given priority within each category. Distance is measured by straight line using the local authority measuring system from a point in the property to the main gate entrance which is used by pupils to enter the school grounds.

The governing body is responsible for all Nursery admissions and it is of paramount importance to note that a place awarded in a nursery DOES NOT in any way qualify or guarantee a place in Reception.

The governing body reserves the right to request additional information from parents, legal guardians or carers relating to the admissions criteria mentioned above.

The governing body, as and when necessary will review and adapt the admissions criteria in light of changing circumstances.

Children with brothers or sisters in Khalsa, ‘siblings.’

Parents who are seeking a school place for a child because he/she has a brother or sister who is a pupil at Khalsa Primary School must claim priority by filling in the correct details as requested on the Local Authority Common Application Form (CAF) and the school’s Supplementary Information Form (SIF).

It is the responsibility of the parent to bring the details of the sibling relationship to the attention of the Admissions Panel. If the sibling relationship is not claimed at the time of application it will seriously affect the possibility of your child gaining a place at the school.

Special Educational Needs

The admission of pupils with a statement of special educational needs is dealt with by a completely separate procedure and is administered by your Local authority SEN Section.

Distance

Where only one place is available and two or more addresses produce identical distance measurements, the name of the applicant will be randomly selected by the Local Authority’s Tribal admissions system to allocate a place.

Multiple Births

Where applications are received in respect of twins, triplets or children of other multiple births and the school is able to offer one place a child in accordance with the Admissions criteria, the school will offer a place to the other child (children) admitting above the published admission number where necessary.

In-Year Admissions

Applications for In-Year Admission are made in the same way as those made during the normal admissions round but are open all year round. Parents are required to complete an In-Year Application Form from their Local Authority, and the Supplementary Information Form from Khalsa Primary School.

If a place becomes available and there is no waiting list, the Local Authority will communicate with the school to offer a place to the child, if there are no places available the Local Authority will be informed and they will communicate this to the parent. Parents will be offered the opportunity to be placed on a waiting list.

Acceptance of the Offer of a Place

For Nursery, the school will inform you in writing if your child has been offered or refused a place in our Nursery.

For Reception, your Local Authority Admissions Team will inform you in writing of the outcome of your application.

If you are offered place at Khalsa Primary School your Acceptance Slip must be returned to your Local Authority (not to Khalsa Primary School).

Nursery Waiting List

Applicants not qualifying for a place at the school nursery will remain on a waiting list if the parent wishes to. Subsequent applications received will be assed against the Admission Criteria and parents will be advised of the outcome of their application.

Reception & In-Year Waiting List

A waiting list will be maintained by the Governing Body in the order of the over subscription criteria and not in the order in which applications are received. When a place becomes available the school will advise the Local Authority of the child who is top of the list so that the home Local Authority can inform the parent that an offer can be made on behalf of the Governing Body. The awarding of the place will depend on whether the vacant place is Sikh or Other Faith, and will be awarded to the child in the relevant age group who most closely matches Criteria 2 or 3 as assessed by the Supplementary Information Form (SIF).

Although we have your child’s name on the waiting list, the position is subject to fairly frequent changes because waiting list positions must be determined in line with the Admissions Criteria as and when a vacancy is available. Every time we have a vacancy we will review all names on the waiting list. If a vacancy occurs the child with the highest ranking will gain the vacant place in that year group.
Right of Appeal
Parents who are refused a Primary School place have the right to appeal.

As Nursery education is non-statutory. There is no right of Appeal.

 Deferred entry
Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part–time basis or defer their child’s entry.

If you decide you prefer to defer your child’s entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child’s fifth birthday, nor beyond the academic year for which the application was accepted.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part–time.

Delayed entry into reception
Parents may seek places outside of their child’s normal age group.

The decision is made by Admission Authorities, the governing body of the school. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception, for a Voluntary Aided School, they need to make a request to the Admissions Authority, providing reasons for the request with supporting documentation from a professional. Requests for delayed entry into Reception for other schools would need to be made to the governing body for the school concerned.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. In the case of Voluntary Aided schools, the Admissions Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Local Authority to consider.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would able to be offered in the preferred school.

If the parents request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child’s normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council’s complaints procedure for decisions made by Council Officers or under the school’s complaints procedure where the school are the admissions authority.
Arranging a school visit

Please telephone the school for details of open sessions.

Ethos and values

‘I have come so that they may have life and have it to the full’

(John 10/10 JB)

The governors recognise that every child is an individual and accept that all children have special needs. Opportunities are provided for children to develop their gifts and become better equipped as human beings for their life’s journey towards a closer union with God.

At Mount Carmel we strive to ensure that each child is motivated academically. We also ensure that each child has the opportunity to develop spiritually, morally and socially in accordance with the works and teaching of Jesus Christ, as expressed by the Catholic Church.

Summary of Special Educational Needs Policy

The school employs an Inclusion Leader and a team of skilled Learning Support Assistants (LSAs) to work with children who are identified as having special educational needs as identified within the Code of Practice. Children who have these recognised special needs receive additional support.

Admission Criteria September 2016

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Our Mission Statement is:

“I have come so that they may have life and have it to the full”

John 10/10

At Mount Carmel School we provide for our pupils the highest possible standard of care. This is not purely academically but we acknowledge the importance of developing our children spiritually, morally, socially, physically, emotionally and psychologically – in accordance with the works and teachings of Jesus Christ.

We recognise that every child is an individual and accept that all children have special needs. Opportunities are provided for children to develop their gifts and become better equipped as human beings for their life’s journey towards a closer union with God.

We work with both the Diocese of Westminster and the London Borough of Ealing. In your Pack you will find the Supplementary Information Form and a provision for a Certificate of Catholic Practice (CCP) if applicable. These should be completed and returned to school as instructed, together with a photocopy of your child’s Baptism Certificate and a proof of date of birth.

Over-subscription Criteria

The governing body has sole responsibility for admissions to this school, and in accordance with government legislation, our Planned Admission Number (PAN) is 60 pupils to the Reception classes in the year which begins in September 2017. Applications are welcomed from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017. Where there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust deed of the Diocese of Westminster. Applicants will be ranked using the criteria below. In this policy applicant refers to the person making an application on behalf of the child; candidate refers to the child on whose behalf the application is being made. Where there are more applications than number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and previously looked after children who have been adopted or made subject of a Child Arrangements Order or Special Guardianship Order.
2. Baptised children with a Certificate of Catholic Practice (CCP) of Catholic families who will have a sibling in the school on 1st September 2017.
3. Baptised children with a CCP of Catholics who are resident in the parish of St Peter & Paul church (Northfields).
4. Baptised children with a CCP of Catholics who are resident in the neighbouring parishes of St Dunstan’s (Gunnersbury) and St John’s (Brentford).
5. Other Baptised Catholics
6. Other looked after children and previously looked after children who have been adopted, or made subject of a Child Arrangements Order or Special Guardianship Order.
7. Catechumens (children aged 7 years or older), children of Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations. Applications should include a letter from the minister or faith leader confirming membership of the faith community.
9. Children of other faiths. Applications should include a letter from the minister or faith leader confirming membership of the faith community.
10. Any other applicants.
Mount Carmel Catholic Primary School

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:

- The Governing Body will give top priority after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest, or social worker, of an exceptional medical pastoral or social or other need of the child that can only be met at this school.
- A brother or sister in Mount Carmel School, Ealing on 1st September 2017 will increase the priority of an application within each category. We will not divide a family if possible if spaces are available.
- Where the final place is offered to a child who has siblings applying for a place in the same school year siblings will also be admitted.

Applications in Previous Years
For the past 3 years the governing body has been unable to offer places to any applicants beyond oversubscription criteria (4) in the first round of offers. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic applicants.

Tie Break
Where the offer of places to all the applicants in any of the categories listed above would still lead to over-subscription the places will be offered up to the admission number to those living nearest to the front door of the Parish Church of St Peter & Paul. (The distance from home to church is measured by the London Borough of Ealing by straight-line, from a point in the property to the front door of SS Peter & Paul’s church. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre). In the event of a tie break of families living equidistant from the church, the tie break will be resolved by random allocation.

Fair Access
The school is committed to taking account of the needs of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting a child who is placed on the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a vacancy arises and there is only one child on the waiting list then the school will inform the LA and an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a vacancy arises and there is only one child on the waiting list then the school will inform the LA of the child at the top of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Application Procedures for 2017/18
National offer day for primary schools in 2017 will be on 17th April when the Local Authority will contact you with the outcome of your application on behalf of the Governing Body.

Please note that attendance of the Nursery does not give any priority for entry to Reception. All parents must apply for a place in Reception whether or not their child attends the Nursery.

In order to make an application you will need to apply to your local Authority on-line via www.eadmissions.org.uk. If you do not do so, you will not have made a valid application and will not be offered a place. You should also complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. If you do not complete this form your application will be given the lowest priority.

Please return the SIF (in person or by post) to Mount Carmel Primary School, together with all other relevant paperwork required for your application by the closing date of 15th January 2017.

If you do not complete both of the forms described above and return them by the closing date of 15th January 2017 it is very unlikely that your child will be offered a place at Mount Carmel Catholic Primary School. Applications received after the closing date will be dealt with as soon as possible after the offer date.

Right of Appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this Policy and you will have the right of appeal to an independent panel. Please contact the school within 30 days of receipt of the refusal letter (26th May 2017) and we will send you details of the appeal procedure.

Deferred Entry
Applications are invited for September 2017 from families whose child attains 4 years of age between 1st September 2016 and 31st August 2017.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2018.

Please note all documentation required should be submitted with the application.

Waiting List – Showing Continuing Interest
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on file. This file will be maintained at least until 31st July 2017 in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

In-Year Admissions
In-Year Admissions are co-ordinated by the Local Authority, so please complete the in-year primary school application form online. In order for the Governing Body to rank your application against the admission criteria, it is essential that you complete and return to the school, the school's Supplementary Information Form (SIF) and the Certificate of Catholic Practice (CCP). These are available online or from the school. If you are of another faith, you should include a letter from your minister or faith leader confirming membership of your faith community. If you do not complete these forms then your application will be ranked lower than those who do. When a vacancy arises, if there are more applications than places available then the Governing Body will rank all applicants against the oversubscription criteria and inform the LA of the child at the top of the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a vacancy arises there is only one child on the waiting list then the school will inform the LA and an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list. The waiting list is ranked as mentioned previously and not in the order in which applications are received. The Local Authority
The Admission of Summer Born Children

Parents may apply for children born between 1st April 2012 and 31st August 2013 to start Reception in the September following their 5th birthday. The request should be submitted in writing to the Chair of Governors by 15th January 2017 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

Delayed Admission,

i.e. Children educated outside their chronological age (except summer born applications for Reception)

Parents may apply for their child to be educated outside his/her chronological age group, i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15th January. The Admissions Panel will look at the following factors when considering the case put forward by the parent:

• The needs of the child and the possible impact on them of entering Year 1 without having first attended the Reception class;
• In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
• Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
• Any other information which the parent requests the Admissions Panel to consider.

If the parents’ case for delayed admission into Reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would able to be offered in the preferred school. If the parents request for delayed admission into Reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child’s normal age group. After the offer of a place had been made the parent could then inform the Admissions Panel and the Local Authority that they want to defer entry as outlined above.

Pupils with an Education, Health and Care Plan (EHC Plan)
The admission of pupils with an Education, Health and Care Plan (EHC Plan) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil’s home Local Authority. Detail of this separate procedure is set out in the Education, Health and Care Plan Code of Practice. Pupils with Mount Carmel Catholic Primary School named in their EHC will be admitted.

NOTES (these notes form part of the over-subscription criteria)

“Looked after child” has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

“Adopted”. An adopted child applies to all children with proof of adoption.

“Child Arrangements Order”. A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

“Special Guardianship Order”. A Special Guardianship Order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

“Parent” is the person or persons who have legal responsibility for the child.

“Catholic” means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

“Certificate of Catholic Practice (CCP)” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family normally worships) in the form laid down by the Bishops’ Conference of England and Wales.

“Sibling” refers to brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters.

“Home Address” is defined as the address at which the child resides for at least 50% of the school week.

“Catechumen” means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Christian” is defined as a member of a Church which belongs to “Churches Together in Britain and Ireland“.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, medical consultant or priest.

For the purpose of this policy, parish boundaries are as shown on the map attached. (The distance from home to church is measured by straight-line, from a point in the property to the front door of SS Peter & Paul’s church. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.)
Our Lady of the Visitation
Catholic Primary School
DfE No: 307/3503
Greenford Road, Greenford UB6 9AN
Headteacher: Ms Kathleen Coll
Enquiries to: School Administrator
Age range (including nursery): 3-11

Arranging a school visit
Visits to the school are welcome and may be arranged by contacting
the school office.

We serve as a witness to the teachings of Jesus Christ in an
environment where Learning, Celebrating and Growing Together
is Safe and Fun For All (core purpose). Our curriculum enables all
children to develop to the full their academic, artistic, sporting
and social talents. Staff and parents are committed to academic
excellence and high standards of work and behaviour are expected
of all children.

Ethos and values
Our success is based on love, justice, tolerance, forgiveness
and understanding. Children are empowered to become highly
motivated lifelong learners within a welcoming, stimulating and
healthy learning environment that encourages all to support,
challenge and encourage. We foster courtesy, consideration and
respect for each other and for the environment, and we value each
person for who they are and for what they achieve.

Summary of Special Educational Needs Policy
Teaching assistants provide support for children with special
educational needs and for children who are gifted and talented.
Class teachers ensure that the curriculum is differentiated to ensure
children progress through carefully planned activities. The advice
and support of external agencies is sought when required.

On making a request for admission, parents should discuss their
child's possible special educational needs at the earliest opportunity.

Uniform
White shirt with school logo, navy clip on tie, grey trousers (boys),
navy trousers (girls), navy skirt or navy pinafore, navy jumper with
school logo, PE kit: navy shorts and navy t-shirt.

Provision of school meals
Children may have a healthy packed lunch or a school meal that
is cooked on site in our newly refurbished school kitchen. A
vegetarian option is provided for those who require it.

The School’s travel policy
To reduce car use and to promote fitness and well being, we
encourage our families to walk, cycle or scooter to school. We have
cycle storage for bikes and scooters.

Admissions policy 2017-2018
Our Lady of the Visitation Catholic Primary School was founded by
the Catholic Church to provide education for children of Catholic
families. As a Catholic school, we aim to provide a Catholic
education for all our pupils. At a Catholic school, Catholic doctrine
and practice permeate every aspect of the school’s activity. It is
essential that the Catholic character of the school’s education
be fully supported by all families in the school. All applicants
are therefore expected to give their full, unreserved and positive
support for the aims and ethos of the school.

The Published Admission Number (PAN) for Reception at Our Lady
of the Visitation is 60. The Governing Body has sole responsibility
for admissions to this school and intends to admit 60 children in
the school year which begins in September 2017. Applications are
welcome from families whose child reaches his/her 4th birthday
between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority
will always be given to Catholic applicants in accordance with the
Trust Deed of the Diocese of Westminster. Applications will be
ranked using the criteria listed below.

In this policy applicant refers to the person making an application
on behalf of a child; candidate refers to the child on whose behalf
the application is being made.

Oversubscription criteria
Where there are more applications than the number of places available,
places will be offered according to the following order of priority:

1. Catholic ‘looked after’ children and previously ‘looked after’
   children, who have been adopted or made subject to child
   arrangements orders or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice
   who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice
   resident in the Parish of Our Lady of the Visitation, Greenford. (A
   map of the Parish and a list of streets within the Parish is attached.)
4. Other Baptised Catholics.
5. Other ‘looked after’ children and previously ‘looked after’
   children who have been adopted or made subject to child
   arrangements orders or special guardianship orders.
6. Children of catechumens and members of an Eastern Christian
   Church.
7. Christians of other denominations whose application is
   supported either by a certificate of baptism or by a letter from
   their Minister of Religion.
8. Children of other faiths whose application is supported by a
   letter from their religious leader.
9. Any other children.
Exceptional need
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling written evidence is provided at the time of application, from an appropriate professional such as a priest, hospital consultant or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Multiple applications
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Applications in previous years
For more than five years, the governing body has been unable to offer places to any applicants beyond oversubscription criterion 3. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Tie break
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant’s home to the school. The measurement will be conducted by the Local Authority.

The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

If distances for the final place are identical then random allocation will be carried out in the presence of an independent witness.

Fair access
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Application procedure for 2017 – 2018
In order to make an application, you must complete a Common Application Form (CAF) from your local authority either online or on paper and return it to them.

You should also complete the School’s Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

Children educated outside their chronological age group
(except summer born children)
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Applications should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate of catholic practice
Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for for each Catholic school that requires one.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 17th April 2017. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept the place as soon as possible.

Late applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Nursery children
Attendance at the nursery does not guarantee a place in reception. Parents of children attending Our Lady of the Visitation Catholic Nursery must make a fresh application for Reception.

Right of appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

Appeals must be submitted to the school in writing by Friday 26th May 2017.

Waiting list
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

Pupils with an education, health and care plan (EHC)
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.
Change of details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

In-year admissions
Applications for In-Year admissions are made directly to the school.
- If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.
- If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.
- You will be offered the opportunity of being placed on a waiting list.
- This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received.
- Names are removed from the list at the end of each academic year.
- When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list.
- The local authority will be informed of the offer as soon as it has been accepted.

Reception year deferred entry
Applicants may defer entry to school up until compulsory school age, i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their place be held until the first day of the spring or summer term following the child’s fifth birthday. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.

Summer born children
If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday, i.e. a child born between 1st April-31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)
- ‘Looked after child’ has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
- ‘Adopted’. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.
- ‘Child Arrangements Order’. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
- ‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in this category.
- ‘Parent’ means the adult or adults with legal responsibility for the child.
- ‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
- ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church.
- ‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.
- ‘Catechumen’ means a child who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens.
- ‘Eastern Christian Church’ includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
- ‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.
- ‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map.
- ‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
St Anselm’s Catholic Primary School
DfE No: 307/3505
Church Avenue, Southall UB2 4BH

Headteacher: Mrs Ruth Sykes
Enquiries to: School Office
Age range (including nursery): 3-11
Email: office@st-anselms.ealing.sch.uk
Tel: 02085743906

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
Contact school office.

St Anselm’s School celebrates and values each individual as we journey together in God’s love, learning and growing to fulfill our potential as part of God’s family. We seek through friendship to understand the faiths and values of others.

Each member of St Anselm’s community is encouraged to join together in worship, prayer, song and laughter.

Ethos and values
• Being a Catholic community where the Spirit of Christ is evident in all aspects of school life, uniting its staff, pupils and parents whilst being aware and respectful towards other races, religions and ways of life.
• Consistently working for pupils on raising attainment to the maximum of their potential.
• Ensuring that teaching and learning is of highest quality.
• Promoting equality and providing opportunity for all.

Summary of Special Educational Needs Policy
We provide a broad and balanced curriculum for all pupils. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of pupils. When planning, teachers set suitable learning challenges and respond to pupils’ diverse learning needs.

Pupils may have special educational needs either throughout, or at any time during, his or her school career.

Admissions policy – 2017/2018
Reception to Year 6
St. Anselm’s School is a Catholic school founded by the Church to provide education for Catholic children. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Applications are invited for September 2017 from families whose child attains 4 years of age between 1st September 2016 and 31st August 2017.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic School, Catholic Doctrine and practice permeates every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the Reception Class at St. Anselm’s is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the Reception Class and 52 pupils to the Nursery Class in the school year which begins in September 2017. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Where there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below. The “Certificate of Catholic Practice” (CCP) must be completed by all Catholic applicants.

Where the number of applications exceed the number of places available, places will be offered according to the following order of priority:-
1. Catholic ‘looked after’ children and previously ‘looked after’ children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
2. A Catholic child with a Certificate of Catholic Practice who currently has a sibling in the school and who will still be attending the school in September 2017. Parents will be required to produce the child’s Baptismal Certificate.
3. A Catholic child with a Certificate of Catholic Practice who is resident in the parish of St. Anselm’s. Parents will be required to produce the child’s Baptismal Certificate. Priority will be given to families who live in the parish of St. Anselm’s regardless of where they worship and applicants should obtain the Certificate of Catholic Practice from a priest in the parish where they regularly worship.
4. A Catholic child with a Certificate of Catholic Practice who is resident in local parishes (St. Bernard’s, Northolt). Parents will be required to produce their child’s Baptismal Certificate.
5. Other baptised Catholic children whose practice is supported by a Certificate of Catholic Practice. Parents will be required to produce their child’s Baptismal Certificate.
6. Other baptised Catholic children.
7. Other ‘looked after children’ and previously ‘looked after children’ who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
8. Children of catechumens and members of an Eastern Christian Church.
9. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
10. Children of other faiths and whose application is supported by a letter from their religious leader, confirming membership of the faith community.
11. Any other applicants.
The attendance of a sibling at the school at the time of enrolment will increase the priority of an applicant within each category.

**Please note for the past 3 years the Governing body has been unable to offer places to any applicant beyond Criteria 9.**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those applicants whose home address is nearest school, as measured by a straight line from the School Main Gate, by The London Borough of Ealing School Admission Team, I.T. System. The measuring system is an integral part of the admissions software produced by Tribal Technology Limited. It uses Ordnance Survey Maps and is accurate to 1 metre. Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

**Children educated outside their chronological age group**  
(Except Reception applications for summer born children)  
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Any application for a child to be educated outside of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances.

**Reception Year Deferred Entry**  
Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.

**Summer Born Children (Reception Applications)**  
If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April and 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

**Exceptional Need**  
The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker of an exceptional social, medical or pastoral need of the child, which can only be met at this school.

**Right of Appeal**  
Unsuccessful candidates may request reasons related to the over-subscription criteria listed above and will be advised of their right of appeal to an independent appeal panel. Should you wish to appeal please contact the School Office as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 26th May 2017.

**Notice of Interest List**  
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a Notice of Interest List. The Notice of Interest List will be maintained in order of the criteria set out above and not in the order in which applications are received or added to the list. Names will be removed from the list at the end of the academic year, unless applicants request in writing to remain on the list.

**Pupils with an Education, Health and Care Plan (EHC)**  
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN Officer. Children with this school named in their EHC Plan will be admitted to the School.

**In-Year Admissions**  
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a Notice of Interest List. This Notice of Interest List will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year, unless applicants request in writing to remain on the list. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

**Fair Access Protocols**  
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions rounds the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.
‘Adopted’ An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

‘Catechumen’ a child or a parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumen for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion with the Catholic Church.

‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales.

‘Child Arrangements Order’ A Child Arrangements Order is an order under the terms of the Children’s Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in the category.

‘Distance from School’ as measured by a straight line from the School Main Gate, by The London Borough of Ealing School Admissions Team, I.T. System to the front door of the child’s residential address. The measuring system is an integral part of the admissions software produced by Tribal Technology Limited. It uses Ordnance Survey Maps and is accurate to 1 metre.

‘Eastern Christian Church’ includes Orthodox Churches and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Looked After Child or Previously Looked After Child’ has the same meaning as in section 22 of the Children’s Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Minister of Religion’ means a Minister of Religion from a Christian denomination (faith community). Christian refers to a Church that is a member of ‘Churches Together in Britain and Ireland’.

‘Parent’ the adult or adults who have legal responsibility for the child.

‘Religious Leader’ means a Religious Leader of any other faith.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

‘Special Guardianship Order’ A special guardianship order is an order under the terms of the Children’s Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in the category.

‘Parish of St. Bernard’s, Northolt’ - Parents may request a boundary map of this parish from: Parish Office St. Bernards Catholic Church 17 Mandeville Rd Northolt UB2 5HE

‘Resident’ A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Application procedure 2017-2018
In order to make an application, you must complete a Common Application Form (CAF) from your local authority and return it to them on-line or by post. You should also complete the School’s Supplementary Information Form (SIF).

Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to School (address below) together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criteria. It is very unlikely that your child will be offered a place if a SIF is not supplied. Applications received after the closing date will be considered a late application and dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Certificate of Catholic Practice
Applicants applying under criteria 2, 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest’s reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

The local authority will inform you of the outcome of your application on behalf of the Governing Body on 17th April 2017. This information will also be available on line for those who have submitted an e-application. Parent/Carers should accept or decline the place as soon as possible.

Change of Details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

This Policy replaces all previously published Admission Policies. Admission to the Nursery class does not guarantee a place in the school. Parents of children attending St. Anselm’s Nursery must make a fresh application for Reception.

Supplementary Information Forms for Admission can be obtained from:
The School Office
St. Anselm’s Catholic Primary School
Church Avenue
Southall
UB2 4BH
Tel. No. 020 8574 3906

or from our website:
www.stanselmscatholicprimaryschool.co.uk
St Gregory’s Catholic Primary School
DfE No: 307/3506
Woodfield Road, Ealing W5 1SL

Headteacher: Mr Terry Cooper
Telephone: 020 8997 7550

Enquiries to: J Keegan
Age range (including nursery): 3-11
Email: admin@st-gregorys.ealing.sch.uk

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
To visit the school please ring and make an appointment at the school office.
The principal aim of St Gregory’s School is to create a Catholic community, in which school, families and parish will work together, loving our faith, living our faith and learning our faith.

Ethos and values
We aim:
• To create a happy, welcoming, caring environment based on a mutual respect for all.
• To be a school which offers every person the opportunity to be a unique valued individual. To offer the children within a Christian environment a broad, balanced, relevant curriculum of the highest standard, which aims to develop their moral, cognitive, spiritual and physical needs and prepare them for the responsibilities and experiences of adult life in our multi-racial society.

Summary of Special Educational Needs Policy
St Gregory’s School recognises the need to establish and maintain a whole school approach in identifying and providing for children with special educational needs as defined in the Code of Practice. Individual Education Plans are established for pupils, which are reviewed and monitored regularly with parents.

Work is differentiated to meet the needs of pupils who may be more able as well as those who are less able.

The special needs co-ordinator works closely with parents and involves other agencies when appropriate.

Uniform
Red shirt or blouse, navy/grey trousers, skirt or pinafore. Red cardigan(girls) or Red jumper(boys) with logo, navy/red tie. Gym kit: red shorts and yellow t-shirt.

Provision of school meals
We provide a healthy lunch for those who require it, either paid for by parents, or through free school meals entitlement.

The School’s travel policy
Children are encouraged to walk or cycle/scooter to school. Cycle/scooter shelters are available where they can be stored.
Cycle lessons are available for all children.

Admissions policy 2017-2018
This policy refers to admissions to St Gregory’s Catholic Primary School, Ealing for the school year beginning September 2016. Applications are invited for September 2017 from families whose child reaches 4 years of age between 01/09/2016 and 31/08/2017.

St Gregory’s is a Catholic School founded by the Church to provide education for Catholic children living in St Benedict Parish, Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils.

At a Catholic school, Catholic doctrine and practise permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School. Whenever, there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below. Those applying under criteria 2 and 3 must provide a Certificate of Catholic Practice signed by a Catholic priest from the parish in which they worship. It will be necessary to produce a copy of the baptism certificate, or documentary evidence of reception into full communion with the Catholic Church. However, this by itself will not guarantee a place at the school.

Application procedure 2017-2018
All applicants must complete their local authority’s e-admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The e-admissions form must be completed by 15 January 2017. Paper forms are available from the local authority on request. In addition, applicants should complete St. Gregory's Supplementary Information Form (SIF) which is supplied in the application pack. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by the 15th January 2017. If you do not complete the e-admissions form and submit the SIF by 15th January 2017, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. This form is available from the school or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions

The Local Authority will write you on behalf of the Governing Body, with the outcome of your application on Monday 17th April 2017. Parents/carers should accept the place as soon as possible.

The governing body has sole responsibility for admissions to this school, and in accordance with government legislation, intends to admit the Published Admission Number (PAN) of 90 pupils to the Reception classes in the school year beginning September 2017. Where there are more applications for places than the total of 90 places available, these will be offered according to the following order of priority:

Oversubscription criteria
Where there are more applications than the number of places available, places will be offered according to the following order of priority:
In each admission criterion priority will be given to (after the appropriate category of Looked After Children):

Pupils with an Education Health and Care Plan (EHC):
The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a statement of SEN or EHC plan you must contact your local authority SEN officer.
St Gregory’s Catholic Primary School

Sibling priority: Attendance of a Catholic sibling at the school at the time of application. (Not including the Nursery). (Sibling is defined as: brother/sister/half brother/half sister and in every case the child should be living in the same family unit at the same address.) The sibling priority rule applies within each of the oversubscription criteria.

For the purpose of clarity, ‘families’ is defined as: including ‘Catholic/ or Catholics who have legal responsibility for the child’. “Certificate of Catholic Practice” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales. Furthermore, for the purpose of clarity, ‘home address’ is defined as ‘the address where the child lives for more than 50% of the week and evidence must be produced at time of application that this is a legal arrangement.

Where the final place in the Reception classes is offered to a child who has other siblings applying for a place in the same Reception classes, these siblings will also be admitted.

Criterion 1 Catholic Looked After children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

Criterion 2 Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Benedict at time of application (according to attached map). N.B. Equal consideration will be given to baptised children with a Certificate of Catholic Practice, who are resident in the parish of St Benedict’s, but who regularly worship at their own Catholic National Church, (e.g. Italian, Polish etc.,) or their own Eastern Rite Uniate Catholic Church.

Criterion 3 Baptised Catholic children with a Certificate of Catholic Practice who are resident outside the parish of St Benedict.

Criterion 4 Other Catholic children.

Criterion 5 Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately having being looked after.

Criterion 6 Children of Catechumens and baptised children of the Eastern Christian Churches.

Criterion 7 Christians of other denominations whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

Criterion 8 Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

Criterion 9 Any other children.

Certificate of Catholic Practise

Applicants applying under Criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest’s reference form) is available from the School or from the Diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest where they normally worship) for signature. It is the parents’ duty to ensure that the CCP is submitted to the School in good time. The priest will only sign the form if he knows you.

Tie-Break

Where the offer of a place to all the applicants in any of the categories listed above would lead to over subscription, places up to the stated number will be offered to those living nearest to the school, measured by a ‘straight line’, (measurements are provided by the London Borough of Ealing for Reception Classes). For In-year Admissions, the distance from Home to School is measured by a Map Tools programme, taking a straight line from the entrance to the property to the centre of the school buildings. In the event of a tie-break situation, this will be decided by random allocation and will take place in the presence of an independent witness.

Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel by 20/05/2016. Last year we received 232 applications for 90 places. All applicants in Criterions 1 and 2 were offered a place, along with 4 in Criterion 3 in accordance with the distance criteria set out in our tie-breaker. As the School is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the last 5 years, the Governing Body has been unable to offer, in the first round, a place to any applicant who is not a Catholic.

N.B. If an applicant is not offered a place, in addition to their right of appeal, they will be asked if they wish their child/children’s names to be placed on file for consideration should a place become available in the appropriate year groups.

In-Year Admissions

Applications for In-Year admissions are made directly to the School. When the school receives written notification that a place has become available the Admissions Committee will meet as soon as practically possible. If a place is available then the Governors will communicate to the family the offer of a place. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year, unless applicants request to remain on the list. When a place becomes available the governing body will make an offer to the child who is at the top of the waiting list at that time.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has the power even when admitting the child would mean exceeding the published admission number.

Parents/Guardians should note that there is no fixed position for any applicant, as when a vacancy occurs, the Governors must apply the admissions criteria to all applications.

The Governing Body reserves the right to withdraw the accepted offer of a place at the school where incorrect and/or misleading information has been given at the time of applying for a school place - particularly if this denies a place at the school to a child with a legitimate claim.

Although parishioners of St Benedict are given priority for entrance to the school, residence within the boundaries does not guarantee a place at the school.

PLEASE NOTE: ACCEPTANCE INTO ANY YEAR GROUP DOES NOT GUARANTEE A PLACE FOR SIBLINGS.
St Gregory’s Catholic Primary School

Summer born children
If a parent wishes their child, born between 1st. April-31st August 2013, to be admitted to reception in September 2018 at 5 years of age, they should make the School aware of this by writing to the Chair of Governors at the time of application. (Permission will only be granted in exceptional circumstances). Parents must then submit an Application in the normal way. This Application will be treated in the same way as all other Applications and there is no guarantee that an offer will be made.

Deferred Entry
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory age is reached. Therefore applicants whose children have birthdays in the Summer Term may only defer until the 1 April 2018.

Children educated outside of their chronological age group (Except Reception applications for summer born children).
Parents may request that their child be educated out of their age group. Such requests must be made in writing to the Chair of Governors at the time of Application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the Application is made, it will be ranked with all the other Applications and no further exceptions will be given. A statutory Right of Appeal will be given upon refusal if no place has been offered in any school year.

Definitions
‘Catholic’ means a member of a Church in full communion with the See of Rome. This will normally be evident by a certificate of baptism in a Catholic church or a certificate of reception into full communion of the Catholic Church.

‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishop’s Conference of England and Wales.

A ‘catechumen’ is a non-Christian who is receiving religious instruction in preparation for the sacraments of initiation and membership in the Catholic Church.

‘Parent’ is defined as the person or persons who have legal responsibility for the child.

‘Christian’ is a member of a church which belongs to ‘Churches together in Britain and Ireland.

‘Looked after child’ has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted means any child adopted directly from care, where the parent can give proof of adoption and of previous looked-after status.’

‘Child Arrangements Order’ A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Special Guardianship Order’ A special guardianship order is an order under the terms of the Children Act 1989 S.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made, qualifies in this category.

This policy, reviewed annually, replaces all previously published Criteria of Admission.
Arranging a school visit
To visit the school, please telephone the administrator and make an appointment.

St John Fisher is a happy and caring school. The whole school community, staff, children, parents and governors, are continually striving for excellence in all we do. In our work we are supported by the Parish, Diocese and Local Authority. Together we ensure that all our work reflects the teachings, example and spirit of Jesus Christ.

Ethos and values
‘Through our love of God we respect and value every person.’
We live out our Mission Statement
• Through the way we teach.
• Through our relationship with the children, parents wider community.
• Through our approach to discipline, based on reconciliation and love for the individual.
• Through making prayer and worship an integral part of our life.
• Through our concern for justice and peace in our World.

Summary of Special Educational Needs Policy
At St John Fisher we welcome children with special educational needs (SEN). We believe that a whole school commitment to SEN is necessary and we wish to foster a collaborative, consultative, supportive and sensitive atmosphere in which all children experience success.

Uniform
Blue shirt or blouse, grey trousers, skirt or pinafore, maroon jumper, cardigan or sweatshirt with logo, maroon/blue tie. Gym kit: maroon shorts and pale blue t-shirt.

Admissions Policy 2017-2018
St John Fisher Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. St John Fisher’s welcomes applications for children of all faiths and of none and all applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for Reception – Year 6 at St John Fisher’s is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2017. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Oversubscription criteria
Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic ‘looked after’ children and previously ‘looked after’ children, who have been adopted or made subject to child arrangements orders or special guardianship orders.

2(a) Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling in Year 1 – Year 6 inclusive at the time of admission.

2(b) Baptised Catholic children, with a Certificate of Catholic Practice, who have a parent who is a permanent qualified teacher at the school, who has been in post for at least two years at the time of application.

2(c) Baptised Catholic children, with a Certificate of Catholic Practice, who have a parent who is a permanent qualified teacher, who has been recruited to fill a particular skills shortage at the school, where there is a demonstrable skills shortage.

3. Baptised Catholic children, with a Certificate of Catholic Practice, who are resident in the Parish of St John Fisher, Perivale.

4(a) Baptised Catholic children, with a Certificate of Catholic Practice, who are not resident in the Parish of St John Fisher, Perivale.

4(b) Other baptised Catholics.

5. Other ‘looked after’ children and previously ‘looked after’ children who have been adopted or made subject to child arrangements orders or special guardianship orders.

6. Catechumens and members of an Eastern Christian Church.

7. Christians of other denominations whose application is supported by a letter proving membership of the faith community.

8. Children of other faiths whose application is supported by a letter proving membership of the faith community.

9. Any other children.

St John Fisher Catholic Primary School
DfE No: 307/3504
Sarsfield Road, Perivale UB6 7AF

Headteacher: Tracey Brosnan
Age range (including nursery): 3-11
Planned admission limit at 4 years: 60

This information is correct at the time of publication. Parents should check with the school.

Enquiries to: Administration
Telephone: 020 8799 0970
Email: admin@st-johnfisher.ealing.sch.uk

St John Fisher Catholic Primary School
DfE No: 307/3504
Sarsfield Road, Perivale UB6 7AF

Headteacher: Tracey Brosnan
Age range (including nursery): 3-11
Planned admission limit at 4 years: 60

This information is correct at the time of publication. Parents should check with the school.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Oversubscription criteria
Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic ‘looked after’ children and previously ‘looked after’ children, who have been adopted or made subject to child arrangements orders or special guardianship orders.

2(a) Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling in Year 1 – Year 6 inclusive at the time of admission.

2(b) Baptised Catholic children, with a Certificate of Catholic Practice, who have a parent who is a permanent qualified teacher at the school, who has been in post for at least two years at the time of application.

2(c) Baptised Catholic children, with a Certificate of Catholic Practice, who have a parent who is a permanent qualified teacher, who has been recruited to fill a particular skills shortage at the school, where there is a demonstrable skills shortage.

3. Baptised Catholic children, with a Certificate of Catholic Practice, who are resident in the Parish of St John Fisher, Perivale.

4(a) Baptised Catholic children, with a Certificate of Catholic Practice, who are not resident in the Parish of St John Fisher, Perivale.

4(b) Other baptised Catholics.

5. Other ‘looked after’ children and previously ‘looked after’ children who have been adopted or made subject to child arrangements orders or special guardianship orders.

6. Catechumens and members of an Eastern Christian Church.

7. Christians of other denominations whose application is supported by a letter proving membership of the faith community.

8. Children of other faiths whose application is supported by a letter proving membership of the faith community.

9. Any other children.
St John Fisher Catholic Primary School

Exceptional need
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Multiple applications
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Applications in previous years
For the past five years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 4. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Tie break
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home to the school. The distance from home to school, is measured by the local authority, using a straight line from a point in the property determined by Ordnance Survey to a point in the school determined by the grid references for the centre point of the school's postcode. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre. If distances for the final place are identical then random allocation will be carried out in the presence of an independent witness.

Fair access
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Application procedure for 2017–2018
In order to make an application, you must complete an application form from your local authority either on line or on paper and return it to them. If you are applying under criteria 1 to 8 you should also complete the School’s Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

• If you live in the parish of St John Fisher, you will find full details of how to arrange a mutually convenient appointment with Father Agustin Conesa, in the weekly parish newsletter.
• If you worship at the Polish Church in Ealing, please contact a priest who knows you, to make an appointment, on 020-8567-1746.
• If you belong to another faith community, a letter proving membership of that community must be enclosed.

Please return forms to:
St John Fisher Catholic Primary School
Sarsfield Road, Perivale, Middlesex, UB6 7AF

Children educated outside their chronological age group (except Reception applications for summer born children)
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate of catholic practice
Applicants applying under criteria 2, 3 & 4a must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about Monday 17th April 2017. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

Late applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Nursery children
Attendance at the nursery (Published Admission Number – 52) does not guarantee a place in Reception.

Right of appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 27th May 2017.
Waiting list
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

Pupils with an education, health and care plan (EHC)
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Change of details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

In-year admissions
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

Reception year deferred entry
Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1ST April 2018.

Summer born children
‘Parents may apply for children, born between 1st April – 31st August 2017, to start Reception in the September following their 5th birthday. The request should be submitted in writing to the Chair of Governors by 15th January 2017 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)
‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted’. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

‘Child Arrangements Order’. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home as the child. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

“Certificate of Catholic Practice” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

‘Eastern Christian Church’ includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map. (If parishes or other geographical areas are mentioned in the oversubscription criteria a map must be provided.)
St Joseph’s Catholic Primary School

DfE No: 307/3507

York Avenue, Hanwell W7 3HU

Headteacher: B W Cassidy
Enquiries to: School Office – Admissions
Age range (including nursery): 3-11
Website: www.stjosephshanwell.org.uk

Telephone: 020 8567 6293
Planned admission limit at 4 years: 90
Email: admin@stjosephs.ealing.sch.uk

This information is correct at the time of publication. Parents should check with the school

Arranging a school visit
Via the school office.

St Joseph’s Catholic Primary School is situated in the heart of Hanwell and has served the local Catholic population for well over a hundred years. Today our modern refurbished facilities provide an environment for children to follow our Mission Statement of LOVE-LEARN-BELIEVE. Our nursery offers part time places to 56 4 year olds From Reception through to Year 6, 4-11, our 90 places are regularly over-subscribed.

Ethos and values
In 2012 both Ofsted and the Diocese came to inspect our school, they found many areas of school life to be outstanding and the rest to be good. Not a single judgement was unsatisfactory. Our children are confident, happy and good learners and the parent community works closely with the academic staff to ensure children progress well. Our children have a good sense of spirituality.

Care for the individual is at the heart of Catholic education and careful analysis of our results shows that there is little or no difference in children's attainment as compared by access to English, indicators of poverty or ethnicity. Our inclusion team is recognized as being skilled at identifying and meeting children's needs.

A modern faith school, with traditional values.

Summary of Special Educational Needs Policy
The school has regard to the SEN Code of Practice and the Disability Act. Following the process of assessment recommended within the Code and LA guidelines, the school aims to create an environment that meets the special educational needs of each child and enable all children to have full access to the school curriculum. It is our policy to work in close partnership with parents.

Uniform
White shirt or blouse, grey/brown trousers, skirt or pinafore, brown sweatshirt with logo, yellow/brown tie. Gym kit: white shorts and yellow t-shirt.

Provision of school meals
Parent liaison staff member will help complete grant form.

The School’s travel policy
To promote all alternatives to car travel.

Admissions Criteria
Children are admitted to St Joseph’s Catholic Primary School into the reception class for the children who are 4 before 1 September in that school year.

Please read the Admissions Criteria carefully (printed overleaf).

Applying for a Reception place for September 2016.

Apply using the Ealing Common Application Form (CAF) which must be returned, with the documents requested, by the 15 January 2016.

Additionally:
• You are advised to complete the supplementary information form (SIF) as fully as possible and return it to the school by the closing date of the 15 January 2017. The information you give on the SIF assists the Governing Body in allocation of priority for your application in the event of oversubscription.

• You are advised to complete the self assessment form. This should then be given to your parish priest or a minister of religion who knows you to complete the Priest’s Reference Form. The priest/minister may either retain the reference form and return it to the school, or return the form to you to be sent into school alongside your Supplementary Information Form. The self assessment form should not be returned to school. The information given on the Priest’s Reference Form assists the Governing Body in allocation of priority for your application in the event of oversubscription.

Parents will be advised of the outcome of their application by 17 April 2017. Unsuccessful applicants will be given reasons related to the oversubscription criteria printed below and advised of their right of appeal to an independent appeal panel.

If you return your Ealing CAF form to the school, the proof of address you provide for Ealing will serve for the school as well. You will only need to provide proof of baptism (where relevant) to the school. Proof of date of birth will be required once an offer is made.

If you return your Ealing CAF form elsewhere, or apply on-line, the school will need to see proof of address, and baptism (where relevant).

Admission Policy
St. Joseph’s Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.
The Published Admission Number (PAN) for the reception class at St Joseph’s is 90. The Governing Body has sole responsibility for admissions to this school and intends to admit 90 children in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Oversubscription Criteria
Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic ‘looked after’ children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children with a certificate of Catholic Practice, who have a sibling at the school at the time of admission.
4. Other Baptised Catholic children with a certificate of Catholic Practice.
5. Other baptised Catholics.
6. ‘looked after’ children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Children of catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
9. Children of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.

Exceptional Need
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school. The priority, if awarded, will place the child first in the priority list for the category they are judged to fit.

Siblings
The attendance of a sibling at the school at the time of enrolment on the entry date will increase the priority of an application within each category placing the application immediately following those with accepted exceptional social, medical or pastoral need.

Multiple Applications
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Applications in previous years
For the past three years the governing body has rarely been able to offer places to any applicants beyond oversubscription criterion 5. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

Tie Break
Where the offer of places to all the applicants in any of the subcategories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the main office reception of the school as measured by the Local Authority (LA). The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

Applications In Previous Years
For the past three years the governing body has rarely been able to offer places to any applicants beyond oversubscription criterion 5. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

Tie Break
Where the offer of places to all the applicants in any of the subcategories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the main office reception of the school as measured by the Local Authority (LA). The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

Fair access
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

In-year admissions
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and make an offer.

Reception year deferred entry
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants who wish to defer and whose children have birthdays in the summer term should note that the latest admission date for this year will be 1st April 2018.
St Joseph’s Catholic Primary School

Summer born children
If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Children educated outside their chronological age group (except Reception applications for summer born children)
Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and compelling professional evidence.

Application procedure 2017-2018
In order to make an application, you must complete the e-admission form from your local authority (paper copies are available from the local authority) and return it to them. You should also complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school: St Joseph’s Catholic Primary School, York Ave, Hanwell, W7 3HU together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Certificate of catholic practice
Applicants applying under oversubscription criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest’s reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on Monday 17th April 2017. Parents/carers should accept the place as soon as possible.

Nursery children
Attendance at the nursery does not guarantee a place in reception. Parents of children attending St. Joseph’s nursery must make a fresh application for reception.

Right of appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. The deadline for appeals is Friday 26th May 2017.

Waiting list
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

Pupils with an education, health and care plan (EHC)
The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC plan will be admitted to the school.

Change of details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)
‘Looked after child’ has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted’ An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.
‘Child Arrangements Order’ A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Special Guardianship Order’ A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

“Certificate of Catholic Practice” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a person who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
St Raphael’s Catholic Primary School

DfE No: 307/3508

Hartfield Avenue, Northolt UB5 6NL

Headteacher: Mrs Ann Staunton
Age range (including nursery): 3-11
Planned admission limit at 4 years: 90
Website: www.st-raphaels.org

Enquiries to: Mrs Vida Amofa
Telephone: 020 8841 0848
Email: admin@st-raphaels.ealing.sch.uk

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
Telephone the school office.

Ofsted 2012:
This is an outstanding Catholic school. The committed leadership of the Headteacher and senior staff is instrumental in effectively maintaining and developing the school’s Catholic identity.

Pupils’ high positive attitude and excellent behaviour are real strengths and contribute significantly to their good achievement. Pupils are very attentive in lessons and keen to do well. Parents, staff and governors speak very positively about the standard of behaviour in the school.

Ethos and values
We all have an important role to play in building our community. This is reflected in how we learn, laugh, play and worship together, showing care, respect, support and forgiveness for each other as we walk with Jesus.

As we walk with Jesus, we Love, Live and Learn.

Summary of Special Educational Needs Policy
The ethos, curriculum, teaching methods and organisation within the school create effective learning opportunities for all children, overcoming potential barriers to learning and responding to pupils’ diverse learning needs. Early identification and close monitoring of pupils by teachers, support staff and Special Needs Co-ordinators is of great importance, as is regular consultation with parents.

Uniform
Boys: grey trousers, school tie and navy blue or black cap, white shirt. In winter grey V neck jumper with logo. In summer blue polo shirt and for year 6 boys white polo shirt. Gym kit: red shorts and blue t-shirt with logo and navy jogging bottoms and sweatshirt for junior outdoor games.

Girls: white blouse/polo shirt and navy blue or black cap. In winter navy skirt or pinafore and grey V neck cardigan with logo in winter. In summer light blue gingham dress. Gym kit: red shorts and blue t-shirt with logo and navy jogging bottoms and sweatshirt for junior outdoor games.

Provision of school meals
Special arrangements can be made for children with specific health related dietary requirements.

The School’s travel policy
The school encourages parents to walk to school when possible and always be considerate of our neighbours when parking. The health and safety of our pupils is paramount at all times.

Admissions criteria
St. Raphael’s Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ as a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school.

St. Raphael’s is a Catholic Voluntary Aided school, maintained by the London Borough of Ealing and in the trusteeship of the Diocese of Westminster.

Full responsibility for the admission of pupils rests with the governing body of the school.

The Published Admissions Number (PAN) for the reception class at St Raphael’s is 90. The Governing Body has sole responsibility for admissions to this school and intends to admit 90 children in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child, candidate refers to the child on whose behalf the application is being made.
**Oversubscription Criteria**
Where there are more applications for places than number of places available, places will be offered according to the following order of priority.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after.

2a. Baptised Catholic children who are resident in the parishes of St. Raphael’s and St. Bernard’s and whose practice is supported by a priest’s reference and have siblings at the school at the time of admission.

3a. Other Baptised Catholic children whose practice is supported by a Certificate of Catholic Practice.

3b. Other Baptised Catholic children whose practice is supported by a priest’s reference.

2b. Baptised Catholic children who are resident in the parishes of St. Raphael’s and St. Bernard’s and whose practice is supported by a Certificate of Catholic Practice and have siblings at the school at the time of admission.

4. Other baptised Catholic children.

5. Other looked after children and children who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after.

6. Catechumens and practising members of an Eastern Christian Church.

7. Christians of other denominations whose application is supported by a letter confirming membership of the faith community.

8. Children of other faiths whose application is supported by a letter confirming membership of the faith community.

9. Other applicants.

**Exceptional Need**
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

**Tie Break**
Where the offer of places to all applicants in any of the subcategories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school, as measured from a point in the property of the child’s home to the main entrance of the school in a straight line. If all is equal, the Local Authority’s admissions system will operate a random allocation. The Local Authority is responsible for measuring the distances.

**In-Year Admissions**
In-Year Admissions are co-ordinated by the Local Authority, so please complete the in-year primary school application form online. In order for the Governing Body to rank your application against the admission criteria, it is essential that you complete and return to the school, the school's Supplementary Information Form (SIF) and Diocesan Priest’s Reference Form. These are available online or from the school. If you are of another faith, the SIF should be completed by your Religious Leader and a reference letter from him/her provided in place of the Certificate of Catholic Practice.

If you do not complete these forms then your application will be ranked lower than those who do. When a vacancy arises, if there are more applications than places available then the Governing Body will rank all applicants against the oversubscription criteria and inform the LA of the child at the top of the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list. The waiting list is ranked as above and not in the order in which applications are received. The waiting list is ranked as above and not in the order in which applications are received. The Local Authority will inform you of the reason for the refusal of a place and of your right of appeal. Names are removed from the waiting list at the end of July each year unless you advise the LA by email or letter in June or July that you wish to remain on the waiting list for the next academic year.

**Fair Access Protocols**
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the local authority for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

**Application Procedure 2017-2018**
Applicants must complete a Common Application Form (CAF) from the Local Authority they pay council tax to and return it to them according to their instructions, by the deadline. The application should be made online at www.eadmissions.org.uk. You should also complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to School together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Parents of children attending the nursery must make a fresh application for reception. Attendance at the nursery does not guarantee a place in reception.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on 17th April 2017.
Right of Appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Appeals must be submitted by 26th May 2017.

Pupils with an education, health & care plan (EHC)
The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in EHC Code of Practice. If your child has an EHC Plan, you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Change of Details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Reception Year Deferred and Delayed Entry
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer may only defer until April 2018.

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. Sept – Dec 2016 for children born between 01.09.12 – 31.08.13. When the application is made, it will be ranked with all the other applicants and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

NOTES (these notes form part of the oversubscription criteria)
‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘Adopted’ An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

‘Child arrangements Order’ A child arrangement is an order under the terms of the Children Act 1989 s. 8 which defines it as an order setting the arrangements to be made as to the person whom the child is to live.

‘Special Guardianship Order’ A special guardianship order is an order under the terms of the Children Act 1989 s. 14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on a map that is available from the school.
St Vincent’s Catholic Primary School

DfE No: 307/3509

1 Pierrepoint Road, Acton W3 9JR

Headteacher: Mrs M McCarthy
Deputy Headteacher: Mr S Buyers
Enquiries to: Admissions Officer
Age range (including nursery): 3-11

Telephone: 020 8992 6625
Planned admission limit at 4 years: 60
Email: admin@st-vincents.ealing.sch.uk

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
Please contact the school administrator for further details. We believe that St Vincent’s School exists to be a vibrant, worshipping and welcoming community, based on the Gospel values of love, truth and justice. We strive to acknowledge the needs of everyone and to encourage each person to achieve their full potential as we travel together on our faith journey, learning from our many cultural backgrounds.

Ethos and values
Fundamental to this spirit is the valuing of each pupil as an individual with his or her own special abilities, gifts, needs, personality and cultural background. Our concern centres on the integral development of each child so that all may be enabled to achieve their full potential. We hope to reflect the teaching of Jesus Christ and base our ethos on Gospel Values.

Summary of Special Educational Needs Policy
Our special educational needs (SEN) policy is based on the principle of entitlement of all children to excellence and equality, together with an expectation that all pupils are valued for the individual contributions that they make to the school. This is achieved by offering all pupils access to a broad and balanced differentiated curriculum supported and developed by appropriate staff training and provision of adequate resources.

Uniform
Navy blue shirt or blouse, grey/navy trousers, skirt or pinafare, navy sweatshirt (with logo), navy/silver tie. Gym kit: navy shorts and white t-shirt. Provision of school meals and clothing.

Provision of school meals
The administration staff will help complete grant form.

The School’s travel policy
To promote all alternatives to car travel.

Admissions Policy 2017-2018
St. Vincent’s Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the reception class at St. Vincent’s is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017. (Applications are welcome from families whose child was born between 1st September 2012 and 31st August 2013). Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Oversubscription criteria
Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic ‘looked after’ children and previously ‘looked after’ children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children, from practising Catholic families, (for the purpose of this policy a child must be baptised within one year of birth or a Certificate of Reception into the full communion of the Catholic Church must be provided), who have a sibling at the school at the time of admission application.
3. Baptised Catholic children from practising Catholic families (for the purpose of this policy a child must be baptised within one year of birth or a Certificate of Reception into the full communion of the Catholic Church must be provided) who are resident in the Parish of Our Lady of Lourdes in Acton – (please see parish boundary map) as follows:
   a) 62% of remaining places to those who live in the parish of Our Lady of Lourdes.
   And
   St. Aidan’s in East Acton – (please see parish boundary map).
   As follows:
   b) 38% of remaining places to those who live in the parish of St Aidan’s.
   If any parishes listed above do not take their full quota, the remaining places will be offered to those living in the parishes of Our Lady of Lourdes and St Aidan’s, who fall into criteria 4.
4. Other baptised Catholics.
5. Other ‘looked after’ children and previously ‘looked after’ children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Children of catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion.
8. Children of other faiths whose application is supported by a letter from their religious leader.
9. Any other children.
**St Vincent’s Catholic Primary School**

**Exceptional need**
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

**Multiple applications**
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

**Applications in previous years**
For the past five years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 3. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

**Tie break**
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant’s home to the school. The measurement will be conducted by the Local Authority (LA). In the event that the distances are equal, an independent authority such as the local authority (not the school) will operate a random allocation through the admissions system.

**Fair access**
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

**Application procedure for 2017 – 2018**
In order to make an application, you must complete a Common Application Form (CAF) from your local authority either online or on paper and return it to them. You should also complete the School’s Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

**Certificate of catholic practice**
Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest’s reference form) is available from the school or from the diocesan website. Parents should fill in the top box of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 17th April 2017. This information will also be available online. Parents/carers should accept the place as soon as possible.

**Late applications**
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

**Nursery children**
Attendance at the nursery does not guarantee a place in reception. Parents of children attending St. Vincent’s nursery must make a fresh application for reception.

**Right of appeal**
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 26th May 2017.

**Waiting list**
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

**Pupils with an education, health and care plan (EHC)**
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

**Change of details**
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.
In-year admissions
In year applications are made directly to the school. Applications for In-Year admissions are made by filling out the In-Year application form (this is available on our school website). If a place is available and there is no waiting list, the Supplementary Information Form will be completed and the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the Governing Body, in accordance with the Oversubscription Criteria. If a place cannot be offered at this time then you may ask the Governing Body for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a zero numbered waiting list, which will be maintained by the Governing Body until a place becomes available. Zero numbered means that priority will not be given according to the order in which the applications are received. Names are removed from the lists at the end of each academic year. When a place becomes available the Governing Body will decide, in accordance with these Arrangements, to whom the place should be awarded.

Reception year deferred entry
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1ST April 2018.

Admission of children outside their normal age group
Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Summer born children
If a parent wishes his/her summer born child, i.e. a child born between 1st April – 31st August 2012 to be admitted to Reception at 5 years of age, they should make the school aware of this by writing to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

‘Looked after child’ has the same meaning as in S 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted’. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

‘Child Arrangements Order’. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church. - for the purpose of this policy a child must be baptised within one year of birth or a Certificate of Reception into the full communion of the Catholic Church must be provided.

‘Practising Catholic’ means a Catholic child from a practising Catholic family where weekly practice is verified by a Certificate of Catholic Practice from a Catholic priest in the standard format laid down by the Diocese. ‘Family’ includes the Catholic or Catholics who have legal responsibility for the child.

‘Catechumen’ means a child who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. In the event that the distances are equal, an independent authority such as the local authority (not the school) will operate a random allocation through the admissions system.
The Edward Betham CE Primary School

DfE No: 307/3510
Oldfield Lane South, Greenford UB6 9JU

Headteacher: Margaret Kolanowska
Age range (including nursery): 3-11
Planned admission limit at 4 years: 60

Enquiries to: School Administrator
Telephone: 020 8578 8928
Email: admin@edwardbetham.ealing.sch.uk

This information is correct at the time of publication. Parents should check with the school.

Arranging a school visit
Telephone for an appointment.

At Edward Betham, it is our mission to offer all children a warm, happy and structured atmosphere in a caring Christian community where each child will develop their individual potential and be educated to the highest possible standards. We welcome children from different cultures and faith traditions all of whom work well together in the Church of England foundation of the school.

Ethos and values
Respect for pupils and staff is at the heart of our school ethos. We see the child as a whole person and provide a broad and balanced curriculum whilst aiming to help everyone achieve their personal best. Differences are respected and valued, and we believe that every individual should have equal access to the opportunities available in our school.

Summary of Special Educational Needs Policy
Our Special Educational Needs policy has been developed in accordance with the Code of Practice. The policy is a working reflection of the school’s provision for pupils with special needs and recognises the commitment of the governors and staff to providing an accessible curriculum for all pupils including more able pupils.

Uniform
White, shirt or blouse, grey trousers, skirt or pinafore, red jumper, cardigan or sweatshirt with logo, red and white summer dress. Gym kit: red shorts and white t-shirt.

 Provision of school meals
Some of our children have free school meals. A member of staff helps parents to fill in the FSM forms and sends them to the Local Authority.

The School’s travel policy
We encourage our children to walk to school where possible.

Policy for admission to the school
The Governors will admit 60 children in each year group. A Common Application Form (CAF) must be completed and sent to the Local Authority (LA) (completed on-line where possible at www.eadmissions.org.uk). If a year group is oversubscribed, the Governors will give priority to applicants using the criteria in the order listed below. A Supplementary Information Form (SIF) must be completed and given to the school together with proof of address. Applicants who are unsuccessful in obtaining a place will automatically be placed on a waiting list (also in accordance with the criteria below). Parents/guardians can ask for their child’s name to be removed from the waiting list at any stage.

In-year applications
In-year applications are made directly to the school. If a place is available and there is no waiting list, then the LA will be informed and the child will be admitted. If more applications have been received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria below. If a place cannot be offered you will be informed of your right of appeal. You will also be offered the opportunity of being placed on the waiting list. The waiting list is maintained by the Governing Body in accordance with the oversubscription criteria, and not in order in which the applications are received.

Reception Year Deferred entry
If a child has not reached compulsory school age, the parent has the option of deferring their child’s entry. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age. If a child does not reach compulsory school age until September of the following year he/she will need to apply for a place in Year 1. Parents can also request that their child attends part-time until the child reaches compulsory school age.

NB Children reach compulsory school age the term after they are 5. Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the LA and the school that they want to defer entry or only attend school part-time.

Delayed entry into Reception
Parents may seek places outside of their child’s normal age group. The decision is made by the Governors on the basis of the circumstances in each case. The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for general applications of 15 January.

If the parents’ case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. However, there would be no guarantee that a place would be able to be offered at this school.

The school follows the Ealing Council guidelines published at http://www.ealing.gov.uk/info/13/primary_and_junior_school_admissions/1669/deferred_and_delayed_entry_outside_normal_age_group_to_reception_year_in_primary_school

NB. To applicants whose children attend The Edward Betham Nursery: As with all the schools in the Borough, attendance at the Nursery does not automatically mean that a child will be able to transfer to the School.
PLEASE NOTE

1. Governors hope that parents/guardians who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents/guardians to give their full support to the ethos of the school.
2. Governors hope that all children will attend acts of worship and will take part in the religious education curriculum, offered by the school. This does not in any way remove the right of parents/guardians to request that their children be withdrawn from these activities.
3. Governors reserve the right to give priority to children who have documented social or medical needs and are resident in the parish of Greenford Magna. Copies of any documentation must be included with the SIF. The Governors will consider each case on its merits. Applications under this priority must be accompanied by a letter from a Consultant or Social Worker detailing how the school will fulfil the needs of the child and the difficulties that would be caused if they had to attend another school.

The Criteria for admission of children when the school is oversubscribed in order of priority

1. ‘Looked after Children’ – Looked after children (as defined by the Local Authority as children in public care subject to Section 22 of the Children Act (1989)) or children who were previously looked after but who were being looked after became subject to an adoption, child arrangements, or special guardianship order.

2. Children of practising Church of England families (see note 1) At least one parent/guardian applicant to be practising in the Church of England for at least one year, with a signed clergy reference. (see note 2)
   a) Practising in the parish of Greenford Magna (Holy Cross Church)
      This parish is given first preference
   b) Resident in any of the parishes in a) or b) and practising in the Church of England. These parishes will be given equal preference.
      Greenford, All Hallows
      Perivale, St. Mary with St Nicholas and Holy Trinity, Perivale
      Northolt, St. Barnabas
      Northolt, St. Joseph the Worker Northolt, St. Mary (St. Hugh and St. Richard)
      Southall, Christ the Redeemer
      Hanwell, St. Marywith St. Christopher

3. Children with brothers or sisters or other siblings attending the school
   The brother or sister must be in attendance at the time of the application and expected to be in attendance at the date of the proposed admission. 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 school place is sought is living in the same family unit at the same address as that sibling.

4. Children of families who practice in other Christian churches (which are members of Churches Together in England or part of the Evangelical Alliance)
   a) Children of families who practise at churches which are members of the Churches Together in England or are part of the Evangelical Alliance and who are resident in any of the parishes named in Criteria 2 above.
   b) Children of families who practise at churches which are members of the Churches Together in England or are part of the Evangelical Alliance and who are resident outside of any of the parishes named in Criteria 2 above.

   At least one parent/guardian applicant to be practising in the Church for at least one year, with a signed clergy reference. (see note 2)

5. Children of World Faiths other than Christianity
   Children resident in the parish of Greenford Magna, whose parents desire them to attend this school because of its Christian tradition. References from religious leaders should be provided on the SIF. (see note 2). The other main world faiths (in alphabetical order) are understood to be Buddhism, Hinduism, Islam, Judaism and Sikhism.

6. Other children
   a) resident in the Parish of Greenford Magna;
   b) resident outside the parish of Greenford Magna.

Note 1. A parent/guardian is any person who has parental responsibility for or is the legal guardian of the child. Where our policy refers to parents/guardians attending church, it is sufficient for just one parent/guardian to attend. Family members include only parents/guardians, as defined above, and siblings.

Note 2. The Governors regard attendance at worship on a regular weekly basis as a sign of Church of England practice. A similar degree of commitment to other churches or faiths is expected. Less frequent attendance may be considered where supporting evidence is provided by a Minister or Religious Leader.

Note 3. The address provided on the Supplementary Information Form will be used for ranking purposes. Where a child spends part of a week with one parent and part with another, the address provided must be the address at which the child spends the majority of the week.

Note 4. Information concerning whether an applicant’s address falls within one of the named parishes can be obtained by using the postcode search at www.achurchnearyou.com

Note 5. In all categories, if after applying the criteria, two or more children have equal priority, the child who lives nearest the school will be given priority. The distance from home to school is measured by a straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode, as calculated by the Ealing Local Authority. [The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.]

Note 6. Tie Break - In the event of a tie we will operate a random allocation by drawing lots.

Note 7. It is the Parents or Guardians who are the applicants on behalf of the children.

Note 8. In the event of a child not being admitted there is a right of appeal to an Independent Admissions Appeal Panel. The school will give details if necessary.

Admissions Policy 2017/18 (approved by Governing Body 7 October 2013)
Documentary Evidence

Proof of address – mainround admissions

- Your current year’s Council Tax Bill

If you do not pay Council Tax then the following may be accepted:

- Letter confirming entitlement to benefits e.g. child benefit, child tax credit, housing benefit, income support or Jobseekers allowance for the current year or any new benefits which may be introduced or replace any of these.
- Tenancy agreement from a registered private letting agency with 2 copies of recent bills e.g. bank/mobile/phone statement, utility bill (gas/water/electricity) or wage slip.
- Car Insurance.
- Letter from Social Services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address.

If you are living with friends or relatives, you will need to provide a copy of their Council Tax bill, a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.

If you and/or your child are living abroad but intend to move back to this country you must provide the home address in the country you are currently residing. When you can prove that you are living in the country the last date that your address can be changed before the offer date is 8 February. If you move into the country after that date your address can only be changed after the offer date. In all cases you must be living in Ealing before the new address can be used.

PLEASE NOTE THAT INTERNAL COUNCIL CHECKS WILL BE MADE ON ALL APPLICANTS’ CLAIMED ADDRESSES

False or misleading addresses

Ealing Council takes very seriously any attempt to obtain a school place by deception. If we find that a school place was obtained using a false or misleading address we will give serious consideration to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn.

The Council uses our Audit and Investigation Service to investigate cases and if there is any doubt regarding the veracity of your claimed address you may be asked to provide additional information before your case is referred to this Service.

Proof of address - in-year admissions

You are required to submit documentary evidence of your home address when submitting your application form. This is your permanent address where you are living with your child at the time of application and the proof provided should be in the name of the applicant.

Please provide:

- Your current year’s Council Tax bill.

If you do not pay Council Tax then the following may be accepted:

- Letter confirming entitlement to benefits e.g. child benefit, child tax credit, housing benefit, income support or Jobseekers allowance for the current year or any new benefits which may be introduced or replace any of these.
- Tenancy agreement from a registered private letting agency with 2 copies of recent bills e.g. bank/mobile/phone statement, utility bill (gas/water/electricity) or wage slip.
- Car Insurance.
- Letter from Social Services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address.

If you are living with friends or relatives, you will need to provide a copy of their Council Tax bill, a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.

PLEASE NOTE THAT INTERNAL COUNCIL CHECKS MAY BE MADE ON ALL APPLICANTS’ CLAIMED ADDRESSES

You are not required to live within the borough to make an application; however you are expected to live within reasonable travelling distance so your child can attend school on time every day. Applications from abroad will not be made live and you will be expected to provide evidence of your child’s arrival in the UK, such as your child’s boarding pass, before this will be actioned.

Change of address

After your initial application, if you move address to or within the London Borough of Ealing you must be living in the property before the new address can be used and you will be required to provide proof of your new permanent home address as above. This is because in-year applicants are expected to start at the school quickly after any offer is made, as many schools and year groups are oversubscribed, and so places cannot be held open.

If you know someone who intends to or has used a false address to gain a school place, you can report this to the school admissions team confidentially by emailing mainroundadmissions@ealing.gov.uk or by calling admissions on 0208 825 6339/5511/5522. You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.
Appeal Process

Appeal arrangements
You have the right under the School Standards and Framework Act 1998 (as amended by the Education Act 2002) to appeal to an independent appeal panel if your child has not been allocated a place at your preferred school(s). There is no right of appeal in respect of applications for nursery schools or classes.

Appeals in respect of Community schools in the London Borough of Ealing
You will receive a letter advising whether a place is to be offered at the school of your preference. If you decide to appeal, please contact the School Admissions Service for an appeal form. You should return the completed form by the date stated on it. An independent appeals panel, advised by an independent clerk, hears all appeals. Staff in the Committee Section, 5th Floor (NE3) Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL will write to advise you of the date and time of the hearing and where it will be held. You can phone them on 020 8825 8292. You will be invited to attend the appeal and we strongly advise you to do so. If you have any questions regarding appeals please contact the Committee Section and not School Admissions. Parents should only appeal if they are able to take up the place immediately, as places will not be held open for a future admission date.

Guidance for Parents
Independent advice on how to appeal can be sought from

- ACE offer free advice via telephone: 03000115 142 Mon – Wed 10am to 1pm Term time only.
- Coram, Children’s Legal Centre provide free advice on the appeals process: www.childrenslegalcentre.com telephone 08088 020 008 Mon - Fri 8am to 8pm.

Parents wishing to ascertain how likely it is that their appeal will be upheld can look at the statistics on pages 12 and 13.

Appeals in respect of Community schools in other boroughs
Please contact the relevant Local Authority. The telephone numbers of neighbouring authorities are listed on page 114.

How to appeal for a place at an Academy, Voluntary-Aided or Foundation school
You will need to contact the school(s) for details of their arrangements and an appeal form as these schools manage their own appeals.

Powers of Appeal Panels

Appeals for Infant classes - Reception, Year 1 and Year 2 (class size 30)
Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils with a single teacher. Admission authorities have a legal duty to comply with this requirement. Appeal panels can only uphold infant class size appeals where:

a) The panel finds that the admission of additional children would not breach the infant class size limit
b) The panel decides that the decision to refuse your child a place at your preferred school was not one which a reasonable authority would have made in the circumstances of your case. For the decision to be ‘unreasonable’ it must be completely ‘illogical’, ‘perverse’ or ‘beyond the range of responses open to a reasonable decision maker’

c) Your child was clearly refused a place in error or as a result of admission arrangements which were contrary to the mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998. Your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied.

Appeals for Infant classes - Reception, Year 1 and Year 2 (non class size 30), and all other Year groups
Appeals other than those against decisions made on the grounds of class size prejudice (the School Standards and Framework Act 1998 as amended by the Education Act 2002, limits infant classes to 30 pupils) must follow a two stage process. Where class size prejudice does not apply, it also remains the case that normal prejudice may. Although it is a matter for the appeal panel, and depending on the facts of each case, it is open to appeal panels to so find when it applies the two stage balancing process common to all appeals where class size prejudice does not apply.

First Stage: establishing the facts, at which the panel considers whether the school’s published admission arrangements:

a) comply with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998.
b) were correctly applied in the individual’s case, and decides whether “prejudice” to the efficient provision of education would arise were the child to be admitted.

Following the first stage if the appeal panel is not satisfied that there would be prejudice if the child were admitted to the school, where there is only a single appeal for the school the panel should allow the appeal. For multiple appeals for the same school, the appeal panel can only uphold the appeals if they decide that all the children who are the subject of the appeals could be admitted without prejudice to the school. If prejudice is proven for either a single or multiple appeals, the panel must move onto the second stage.

Second Stage: balancing the arguments: at which the panel exercises its discretion, balancing the degree of ‘prejudice’ caused to the school by the admission of an extra child against the prejudice caused to the child by not being admitted to their preferred school. The panel will consider both arguments and evidence in support of each before arriving at their decision.

Decision of the Appeal Panel
The decisions of admission appeal panels are binding on admission authorities and parents and can only be overturned by the courts.

Complaints to the Local Government Ombudsman
The Local Government Ombudsman can investigate written complaints about maladministration on the part of a panel that considered an appeal relating to a community, voluntary aided or foundation school. Complaints relating to academy appeals should be made to the Young Persons Learning Agency (YPLA). This is not a further right of appeal and must relate to issues such as the panel’s failure to follow correct procedures or act independently and fairly.

Judicial Review
Judicial review may be available where an independent appeal panel is wrong on a point of law. Any application for Judicial Review must be made within 3 months of receipt of a decision. Parents might wish to seek legal advice before pursuing this option.
Parents who believe their child may have special educational needs should seek advice and guidance from their child’s teacher or headteacher. It may be necessary to assess a child’s needs to determine whether additional special help should be made available. Parents are involved at all stages of this process. The majority of children with special educational needs will have their needs met by their school. The LA and schools are guided by the Government’s Code of Practice; Special educational needs and disability code of practice: 0 to 25 years. The Code and an accompanying guide for parents may be obtained free of charge from the Department for Education, Publications Centre (Tel: 0845 602 2260).

For a small number of children a specialist facility is required to meet the child’s needs. Ealing has a range of schools and units which cater for children with severe and moderate learning difficulties, severe speech and language difficulties, complex social communication difficulties including autistic spectrum disorder, hearing difficulties and physical disabilities. Ealing’s Special Educational Needs Policy has adopted the principle of local high quality provision with the intention that more distant provision will only be used in exceptional circumstances.

**Statement of Special Educational needs/ Educational Health and Care Plan**

Children with Statements of Special Educational needs/ Educational Health and Care Plans that name a school in the statement are required to be admitted to the school that is named.

If your child has a Statement of Special Educational needs/ Educational Health and Care Plans the Special Education Section of the LA will provide you with information about schools within the borough and, on request, they will provide a list of independent schools approved by the Secretary of State for Children, Schools and Families, mainstream schools and special schools in other local authorities. If you wish to apply to a Voluntary-Aided school, you should also complete the school’s additional information form, which is required to assess denominational commitment.

Primary Support Bases are attached to mainstream schools. They cater for small groups of young children in either Reception Year, Year 1 or Year 2 who have a range of learning and/or behavioural difficulties. Specialist resources are used by teachers who carry out on-going assessment of pupils.

The following primary schools have a Primary Support Base:

**Coston Primary School**
Oldfield Lane South, Greenford UB6 9JU
Telephone: 020 8578 1515
Age range 4-7 years

**Drayton Green Primary School**
Drayton Grove, Ealing W13 0LA
Telephone: 020 8997 2307
Age range 4-7 years

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**What other specialist bases are there?**

The Hearing Impaired Base caters for nursery and primary aged children with hearing difficulties and is based at:

**Gifford Primary School**
Greenhill Gardens, Northolt UB5 6BU
Telephone: 020 8845 4661
The Speech and Language Base caters for primary aged pupils with speech and language difficulties and is based at:

**St John’s Primary School**
Felix Road, West Ealing W13 0NY
Telephone: 020 8567 6251
The Severe Learning Difficulties Base caters for primary aged pupils with severe learning difficulties and is based at:

**Allenby Primary School**
Allenby Road, Southall UB1 2HX
Telephone: 020 8578 6636
In-Year Admissions

In-Year admissions refer to all admissions for a school place, for all pupils of year Reception to Year 6, after 1st September 2016, the date of the main intake into Reception.

Children of Year Reception to Year 6 age

In-Year applications are made online but the system and forms are different from the Main Round. Applications can be made at any time of year and allocations are made weekly during term time.

To apply for an in-year primary school place for Ealing schools only please complete the online form at: http://www.ealing.gov.uk/inyearadmissions

You can name up to 3 schools co-ordinating with the Local Authority, and need to attach the appropriate documentation. You can include siblings on your application. If you are applying for a Voluntary-Aided (faith) school/s you must also complete the appropriate Supplementary Information Form/s (which are available from the Ealing website or from the school) and must be returned to the faith school/s direct.

The Local Authority co-ordinates the admissions for most schools in the authority but the most up to date information will show on the website.

Please read other information including the admission criteria to understand how the waiting lists are put in order. Your child must be available to start school immediately when an offer is made.

If your child does not have a school place you should include in your list of preference schools, at least one school which has vacancies as shown in the vacancy list online.

When you submit your in-year application, you will receive an autoreply with a reference number which you are advised to keep. Where possible you will be offered a place at one of your preferred schools when a vacancy arises and your child is top of the waiting list. For children without a school place, after several weeks, an offer at the nearest school with a vacancy will be made.

Please note: your child should remain on the roll of his/her current school and is required to attend there until admitted to another school to avoid any gap in his/her education.

Contact us: email: in-yearadmissions@ealing.gov.uk; phone: 020 8825 6339 between 9.00am and 12.00pm, Mon-Fri

If you want a place in a school in another Local Authority please check the website for the Local Authority where the school is located to find out how to apply as arrangements vary between authorities.

Fair Access Protocol: Each local authority has a Fair Access Protocol. All the maintained schools and the Academy participate in the protocol in order to ensure that unplaced children, who live in the home local authority, are offered a place at a suitable school as quickly as possible. This is in effect a safety net used when the normal procedures for in-year admission have not led to an offer. The Protocol can be found on the website.

Your Child in School

School Attendance

Children can only make the most of the educational opportunities on offer if they attend school regularly and punctually.
1. Non-attendance is one of the single biggest blocks to achievement. Whatever absence is due to, not being present at school disadvantages children. Their school and the LA’s School Attendance Service can offer parents help and advice to support attendance. Parents and carers have a legal responsibility to ensure their children attend school.
2. Continued poor attendance with unauthorised absence may lead to legal action being taken against the parents.
3. Parents are reminded that there is no entitlement to leave of absence. Leave taken without prior permission from the school could result in a penalty fine and where the absence is extended the child’s school place is at risk.

School Milk

Many of our primary & special schools provide milk in their nursery classes. The milk is provided without charge to parent & carers, as it is funded by a grant from the Department of Health & European Union through its milk subsidy scheme. Parent & carers can in some of our Primary & Special schools purchase milk for their children aged 5 to 11, which is sold less a subsidy provided by the European Union through its milk subsidy scheme.
In all cases, these provisions are at the discretion of the individual governing bodies and parent carers should contact individual schools to establish what is provided.

School Food

Responsibility for the provision of a midday meal rests with the individual governing bodies of our schools. In their delegated school budgets they receive funding to provide children entitled to a free school meal with a meal at lunchtime. They are also required to provide a mid-day meal for pupils of parents and carers that request one to be provided, subject to the parent and carers paying for the meal. Our schools will publish the cost of a meal or in the case of a high school a tariff. Parents and carers will need to contact individual schools to establish the cost and tariff that apply as these can vary from school to school.
Other food provided in schools is at the discretion of the individual governing body and may be subject to a separate charge.

Free School Meals

All pupils in reception to Year 2 are entitled to free school meals. For pupils in Year 3 to Year 6, families receiving the following benefits are eligible for free school meals.
• Income Support
• Job seekers Allowance (income Based only)
• Income-related Employment and Support Allowance
• Assistance from the UK Border Agency
• Guarantee element of State Pension Credit
• Child Tax Credit and have an annual income of less than £16,190 (and not in receipt of Working Tax Credit)
• Child Tax Credit and have an annual income of less than £16,190 (and not in receipt of Working Tax Credit)

Your Child in School
Home to school travel

Information is correct at time of publication
TRAVEL ASSISTANCE ASSESSMENT AND ARRANGEMENTS FOR PROVISION OF FREE TRAVEL BETWEEN HOME AND SCHOOL FOR PUPILS AGED 5 - 10 YEARS.
This policy does not apply to transport arrangements for pupils with special educational needs; separate policies are in place.

Transport for London provides free travel for pupils aged 5 – 10 years on all London buses, trams and free on tube, DLR, London Overground and some National Rail Services when accompanied by a paying adult (up to four kids per adult).

Pupils of compulsory school age will be expected to take advantage of free bus travel offered by Transport for London. In a very small number of cases where travel by bus is not appropriate, parents will need to apply for travel assistance from the Authority.

Criteria for pupils aged 5 - 10 years:
Eligibility for assistance for pupils aged between 5 - 11 years will only be considered where travel by bus is not suitable.

Assessment of eligibility for pupils aged 5 - 10 years
The criteria set out below will be used to assess eligibility for travel assistance. Each request will be considered on its own merits, and decisions on a small minority of cases may depart from the criteria if there are exceptional circumstances that apply. Reasons for decisions will be recorded and reviewed as appropriate.

Factors that will be taken into consideration in the assessment:
• Distance – The statutory walking distance between home and school measured by the nearest available route, including footpaths etc;
• Availability of places at schools nearest to the pupil’s home;
• The journey time as measured by reference to timetables published by Transport for London;
• The complexity of the most appropriate available bus route;
• Eligibility for free school meals or if the parent(s) receive(s) the maximum rate of Working Tax Credit for their case;
• Pupil’s receiving education by virtue of arrangements made in pursuance of Section 19 (1) of the Education Act 1996;
• Preference of school by virtue of the parents’ religion or belief;
• Single-sex school;
• Mobility problems caused by a temporary medical condition;
For further information regarding travel assistance please refer to Ealing’s travel policy at www.ealing.gov.uk

Distance from home to school
The main criterion for free travel assistance is that the route between home and school is beyond walking distance. Pupils under the age of eight qualify for free travel assistance if their walking distance is two miles and over. Pupils aged eight and over qualify if the distance is three miles and over. This is measured using the nearest available route.

If the pupil lives beyond walking distance, assistance with travel will only be provided if a school nearer their home had no places available. Evidence to support this are an application to a nearer school made within the deadline for admissions and the school’s rejection.

Preference of schools by religion or belief
Where a parent has expressed a preference for a school based on the parent’s religion or belief, then an application will be considered if the nearest qualifying school is beyond walking distance. To support this application a letter from an appropriate minister of religion is required. This evidence is also required when parents who have chosen to send their child to a single sex school beyond walking distance from their home when places were available at a mixed school closer to their home address.

Sustainable Modes of Travel Strategy

How do Ealing pupils travel to school?
To help make sustainable travel an attractive alternative to the family car we have developed a plan of action that; addresses the needs of children, puts in place improvements to walking, cycling and public transport routes, develops new initiatives to encourage safe walking, cycling and independent travel and promotes the choices available.

Our targets
There are a number of targets outlined in the strategy, these include; have 107/114 (95%) of schools with approved travel plans, 70/114 schools accredited and 16.4% Annual percentage car mode share.

What is available for schools with travel plans?
London Borough of Ealing has two School Travel Advisers who help schools to write and run their travel plans. There are additional activities that schools can run and apply for assistance with. In most circumstances priority for this assistance is based on a school’s engagement in the travel plan and current funding levels.

Walking Schemes which encourage pupils to walk, such as Walk Once a Week for primary aged pupils and Free Your Feet for high school students.
Cycle training all schools can arrange for Bikeability cycle training sessions
Cycle parking schools with travel plans can apply for cycle shelters to help encourage cycling
Curriculum resources – there is a wide selection covering travel and transport topics
Park and stride support is available to help schools establish areas near the school where parents/carers can park and walk the rest of the way to the school gate
Road safety education primary schools can apply for pedestrian skills training. There is an annual Safe Drive Stay Alive event aimed at young adults (age 16 to 25)
Theatre in Education performances area available to schools promoting messages of road safety and sustainable travel in a fun, interesting way.

Pupil Engagement High schools can join the Youth Travel Ambassadors programme and primary schools the Junior Travel Ambassadors programme

STARS Accreditation Scheme provides national recognition of the great work schools are doing to promote sustainable travel Further information can be found at www.eгляд.org.uk/stp

How will this strategy help you?
The strategy can help parents make informed choices about how their child travels to school. It provides information on the resources available for schools, pupils and parents to encourage greater usage of walking and cycling and other sustainable modes of travel.
Useful Contacts

**DFE (Department for Education)**
General enquiries: 0370 000 2288
Website: www.education.gov.uk/help/contactus
Website: www.education.gov.uk/childrenandyoungpeople
Other publications: 0845 602 2260

**ACE (Advisory centre for Education)**
For free independent advice, on admissions process and educational issues like bullying, SEN, exclusion and attendance.
Tel: 0300 011 5142
Website: www.ace-ed.org.uk

**Young Person’s Learning Agency**
Cheylesmore House, Quinton Road, Coventry, CV1 2WT
Tel: 0845 337 2000
Email: enquiries@ypla.gov.uk
Website: www.ypla.gov.uk

**ISC (Independent Schools Council)**
St Vincent’s House
30 Orange Street
London WC2H 7HH
Website: www.isc.co.uk
Tel: 020 7766 7070
Fax: 020 7766 7071

**Ofsted Reports**
Website: www.ofsted.gov.uk

**ContinYou Ealing Parent Partnership Service**
Provides practical, relevant advice and information and one-to-one support, supports you during assessment for a statement of SEN and assists with issues such as moving school and exclusion.
Tel: 020 8280 2251
Email: ealing.pps@family-acton.org.uk
Website: www.continuyou.org.uk/cepps

**Coram (CLC)**
Children Legal Centre (CLC)
Family, Children’s & Education Legal Service
Advice Line: 080 8802 0008
Open: Mon - Fri 8am - 8pm
Email: info@coramuk.org.uk
(for general enquiries only legal questions cannot be answered via email)

**Ombudsman**
Looks at complaints about councils and some other authorities, including education admissions appeal panels.
It is a free service that investigate complaints in a fair and independent way.
Website: www.lgo.org.uk
Tel: 020 7217 4620, 0300 061 0614 or 0845 602 1983
Text: text ‘call back’ to 0762 480 3014.
To order publications or copies of the Ombudsmen’s reports, call 024 7682 0042 Mon - Fri, 8.30am - 5.00pm

**Appeals**
Committee Section
Perceval House
5/NE/3 (Blue)
14-16 Uxbridge Road
Ealing W5 2HL
Tel: 020 8825 8292

**Ealing, Hammersmith & West London College (EHWLC) College Information Centre**
Course/College Enquiries: 0800 980 2175
Email: LIS@wlc.ac.uk
Website: www.wlc.ac.uk

**Diocesan Bodies**
**Church of England**
London Diocesan Board for Schools
36 Causton Street, London SW1P 4AU
Tel: 020 7932 1100
Website: www.london.anglican.org/schools

**Roman Catholic**
Westminster Diocese Education Service
Vaughan House
46 Francis Street London SW1P 1QN
Tel: 020 7798 9005
Website: www.rcdow.org.uk
List of neighbouring Local Authorities

**London Borough of Barnet**
Ground floor, Building 4, North London Business Park
Oakleigh Road South N11 1NP
Telephone: 020 8359 7651
Email: school.admissions@barnet.gov.uk
Website: www.barnet.gov.uk/school-admissions

**London Borough of Brent**
Brent School Admission Service, Brent Civic Centre,
Engineers Way, Wembley HA9 0FG
Telephone: 020 8937 3110
Email: school.admissions@brent.gov.uk
Website: www.brent.gov.uk

**London Borough of Camden**
Camden Education Authority, Crowndale Centre
218 – 220 Eversholt Street, London NW1 1BD
Telephone: 020 7974 1625
Email: admissions@camden.gov.uk
Website: www.camden.gov.uk/admissions

**London Borough of Harrow**
Admissions, P.O. Box 22, Civic Centre, Harrow,
Middlesex HA1 2UW
Telephone: 020 8901 2620
Email: education@harrow.gov.uk
Website: www.harrow.gov.uk

**Hertfordshire County Council**
Admissions and Transport Team
Hertfordshire County Council, Room 134,
County Hall Herts SG13 8DF
Telephone: 01992 555 840
Email: Admissions.central@hertscc.gov.uk
Website www.hertsdirect.org/admissions

**London Borough of Hillingdon**
Admissions, Civic Centre, 4E/09, Uxbridge, Middlesex UB8 1UW
Telephone: 01895 556644
Email: admissions@hillingdon.gov.uk
Website www.hillingdon.gov.uk

**London Borough of Hounslow**
Children’s Services and Lifelong Learning Admissions Team,
Civic Centre, Lampton Road, Hounslow TW3 4DN
Telephone: 020 8583 2721/2711
Email: admissions@hounslow.gov.uk
Website: www.hounslow.gov.uk

**Tri-borough Admissions Service**
Kensington & Chelsea, Hammersmith and Fulham
and Westminster City Council
The Westminster Admission team work in partnership with the
Hammersmith and Fulham and Royal Borough of Kensington
and Chelsea teams as a tri-borough Admissions Service.
Admissions, Town Hall, Green Zone
Horton Street, London W8 7NX

**Royal Borough of Kensington and Chelsea**
Telephone: 020 7745 6432
Email: school.admissions@rbkc.gov.uk
Website: www.rbkc.gov.uk/schooladmissions

**Hammersmith and Fulham**
Telephone: 020 7745 6434
Email: schools.admissions@lbhf.gov.uk
Website: www.lbhf.gov.uk

**Westminster Education Authority**
Telephone: 020 7745 6433
Email: schooladmissions@westminster.gov.uk
Website: www.westminster.gov.uk/admissions

**London Borough of Richmond upon Thames**
Admissions Section, Education, Children’s and Cultural Services,
44 York Street, Twickenham, TW1 3BZ
Telephone: 020 8891 7865
Email: education.admissions@richmond.gov.uk
Website: www.richmond.gov.uk

**Slough Borough Council**
Admissions & Access Team, Education Department
St Martins Place, 51 Bath Road, Slough SL1 3UF
Telephone: 01753 875 728
Email: admissionshelpline@slough.gov.uk
Website www.slough.gov.uk

**Surrey County Council**
Contact Centre, Room 296-298, County Hall
Penrhyn Road, Kingston Upon Thames, KT1 2DJ
Telephone 0300 200 1004
Email: contact.centre@surreycc.gov.uk
Website www.surreycc.gov.uk

**London Borough of Sutton**
Sutton Schools Admissions, Civic Offices
St Nicholas way, Sutton, Surrey SM1 1EA
Telephone: 020 8770 5000
Email: admissions@sutton.gov.uk
Website: www.sutton.gov.uk
School terms and holidays

Academic Year 2017/2018

Autumn Term 72 days
Monday 4 September 2017 to Wednesday 20 December 2017

Half Term
23 October 2017 to Friday 27 October 2017

Christmas Holiday
Thursday 21 December 2017 to Monday 1 January 2018

Spring Term 58 days
Tuesday 2 January 2018 to Thursday 29 March 2018

Half Term
Monday 12 February 2018 to Friday 16 February 2018

Easter Holiday
Friday 30 March 2018 to Friday 13 April 2018

Summer Term 65 days
Monday 16 April 2018 to Monday 23 July 2018

May Day
Monday 7 May 2018

Half Term
Monday 28 May 2018 to Friday 1 June 2018

Total days 195 days

Training days
The above schedule sets out 195 days in total, providing a framework for schools from which five days should be selected as training days for teachers, set by headteachers in consultation with their staff.

Occasional days
The schedule also allows for the 3 occasional days holiday for pupils and staff to be set in consultation with each school’s governing body. In considering the dates of these 3 days, governing bodies should take account of the need to observe religious festivals other than Christmas and Easter. These should also be taken from within the 195 days specified in the schedule. Should the occasional days not be required for religious festivals it is recommended that they be used at the end of the Summer Term 2018.

Please note that the total number of working days for teachers is 195 and for pupils is 190.

Admissions enquiries

Enquiries about primary and secondary education and any matters contained in this prospectus should be posted to:

Admissions
Perceval House
14-16 Uxbridge Road
London W5 2HL

Primary School Admissions:
Telephone: 020 8825 5511
Telephone enquiries: Monday - Friday 9.00am - 12.00 noon
OR
Email: mainroundadmissions@ealig.gov.uk

High School Admissions:
Telephone: 020 8825 5522
Telephone enquiries: Monday - Friday 9.00am - 12.00 noon
OR
Email: mainroundadmissions@ealig.gov.uk

In-Year Admissions:
Telephone: 020 8825 6339
Customer service is available between 9.00am - 5.00pm
Monday - Friday for personal callers
Telephone enquiries: Monday - Friday 9.00am - 12.00 noon

Travel, Free School Meals:
Telephone: 020 8825 5566
Telephone enquiries: Monday - Friday 9.00am - 5.00pm
Webform: http://www.ealing.gov.uk/downloads/download/100/application_form_for_free_school_meals_and_uniform_grant
Minicom: 020 8825 6543

The information in this prospectus relates to the school year 2017/2018, and although correct at the time of publication, there may be changes before or during the school year 2017/2018 or in subsequent years.