



# **Duncombe Primary School Admissions Policy**

**Reviewed by: Helen Ryan and Nicky Headford**

**Date: September 2021**

**Ratified by the Governing Body: September 2021**

**Next Review Date: September 2023**

## **1. Reception Admissions**

All applications for reception class places at Duncombe are dealt with by Islington Admissions Department on the year of entry for admission in September's reception class until the beginning of the Spring Term (1 January). After this time, in-year admissions are dealt with directly by the school. For further information, please refer to section 2 of the policy and [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions) for further information. Applications after this period are dealt with directly by the school.

## **2. In-year Admissions**

Applications for In-year admissions are dealt with directly by the school and are placed accordingly below:

### [Children with a Statement of Special Educational Needs](#)

If your child has a Statement of Special Educational Needs they will be admitted to the school named in the Statement.

### [Oversubscription criteria](#)

When more applications are received than there are places available, the following criteria will be used to decide which pupils are offered a place at Duncombe in the order listed below. The same criteria apply to all Islington community schools:

#### **1. Children looked after**

This refers to children who are in the care of a local authority and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after being looked after.

#### **2. Siblings**

A sibling is defined as a brother or sister, half-brother or sister, step-brother or sister or adopted brother or sister whose main residence is at the same address. Applicants who have a sibling living at the same address must be on the roll at the school between reception class to Year 6 at the time of proposed admission in the new academic year.

#### **3. Social/medical**

The Director of Children's Services may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally-supported medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application together with recent supporting documentation for these factors to

be considered. If your child has an exceptional social (for example protection/safeguarding issues) or medical need (for example if your child requires wheelchair access) to attend a specific school, then please provide professional evidence (e.g. from a doctor or educational psychologist) and a letter from you explaining why this is the only school that can meet your child's needs. Your case will be considered by a panel comprising a senior admissions officer, educational psychologist and school representative.

The panel will consider the evidence presented and consult relevant professionals as necessary to determine:

- a. whether your child has an exceptional social or medical need and
- b. that this need can only be met by a specific school.

**Please note late applicants applying under social/medical criteria can be prioritised only on the waiting list.**

#### **4. Distance**

Applicants will be prioritised by distance (starting with the nearest). Nearness to schools is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). Please note distance will be used as a tiebreaker for criteria 1, 2 and 3.

#### **How we calculate home to school distances**

We use the Capita ONE system to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places. The routing database system uses two dimensional maps. This means it does not take into account any contours or terrains.

#### **The start point (applicant's home)**

For calculation purposes, the local authority uses the National Land and Property Gazetteer (NLPG) database to determine the start point from the applicants address. Calculations are based on the assumption that the child's home address is classified at the point of application as a residential property. If you live in a block of flats where you use a communal entrance, the local authority will use the NLPG point for the block and not the centroid of your individual flat for the distance calculation.

#### **The end point (school)**

The centre of the school grounds is used as the end point for calculation purposes of home to school distance as defined by the local authority.

Please note that you cannot compare distances produced on the local authority's Capita ONE system to those calculated using any personal or online geographical information system software you may have access to such as satellite navigations system or Google maps.

Islington residents can obtain an approximate distance measurement to any Islington school by clicking on 'Find My Nearest Schools' at the following address: [www.islington@gov.uk/admissions](mailto:www.islington@gov.uk/admissions).

Alternatively, you can call the School Admissions team for an approximate measurement on 020 7527 5515.

### **3. Multiple births**

#### **Key stage 1**

If only one place is available at the school in reception class, Year 1 or Year 2 and the next child who qualifies for a place is one of multiple-birth siblings, schools will go over their published admission number to support the family. These children will be deemed 'excepted' pupils under KS1 class size legislation.

#### **Key stage 2**

For pupils in years 3-6, if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the borough will ask community schools to admit the siblings and go over their published admission number to support the family.

#### **Tie break**

If only one place is available and two or more children qualify for that place, the child who is offered the place will be determined by random allocation using a computerised system.

### **4. Further advice**

The School Admissions team will be pleased to help you and can be contacted on 020 7527 5515 or email [success@duncombprimary.co.uk](mailto:success@duncombprimary.co.uk)



### **ASPIRE**

Ambition  
Self Esteem  
Perseverance  
Independence  
Respect  
Enthusiasm

In-Year Admissions

Home>Our School>Admissions

In-year applications should be made on the **Islington Council Admission Application Form**. These are accessible on the **Islington Council Admission Website** and should be submitted in accordance with Islington Council's published deadlines for applications.

### **Reception Admissions**

Home>Our School> Admissions> Reception Admissions

Duncombe Primary School has an admission number of **60** in Reception

Applications for places in Reception should be made on the **Islington Council Admissions Application Form**. These are accessible on the **Islington Council Admissions Website** and should be submitted in accordance with Islington Council's published deadlines for applications.

Parents are being urged to make sure they submit their applications on time for the best chance of getting one of the preferred primary schools for the September intake.

### **Dates and deadlines for September 2021**

You can apply from 1 September 2020 and **you must apply by the deadline, 15 January 2021**. We recommend you apply by **8 January 2021**, just in case there are any problems with getting online or logging into the website.

**14 January 2022:** this is your deadline to submit a **social medical application**

**15 April 2022:** you'll get an offer by email in the evening

**29 April 2022:** this is your deadline to accept or decline your school place

13 May 2022: you must send in any appeals by this date. You can appeal even if you've accepted the school offered place.