



## DORMERS WELLS JUNIOR SCHOOL

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### Admissions 2018/19

# Dormers Wells Junior School

## Making an application

Dormers Wells Junior School is a Foundation School and admissions are controlled and administered by staff on behalf of the Governing Body. Applications must be made 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](http://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.

Application forms are also available from the school office during our usual opening times.

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 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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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 admitting the child would mean exceeding the publicised 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](http://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 1<sup>st</sup> June or have a relevant sibling-link at Dormers Wells Junior School or Infant School.

## **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 Infants 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.
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- **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.

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- 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 1<sup>st</sup> 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.