



**DURDAN'S PARK PRIMARY SCHOOL**  
**KING GEORGES DRIVE**  
**SOUTHALL**  
**MIDDLESEX UB1 2PQ**  
**020 8575 1477 or 020 8578 6918 or Fax 020 8575 6826**  
**E-Mail – [admin@durdans-park.ealing.sch.uk](mailto:admin@durdans-park.ealing.sch.uk)**  
**Mr C Duhig – Head Teacher**

## **Admissions Policy**

### **Early Years Education**

All Local Education Authorities have an Early Years Development and Childcare Plan which must be updated annually. Under the plan, a part-time nursery education place is available for all eligible three and four year olds in maintained school as well as schools, nurseries and pre-schools (playgroups) in the private and voluntary sectors. This entitlement for a free education place is defined as a maximum of five sessions per week for at least 2.5 hours per session.

Your child may be entitled to funding while attending an eligible setting beginning the term after s/he turns three or four.

### **Admission to Nursery Schools and Nursery Classes**

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.

### **Admissions criteria for Nursery Schools and Classes**

Your child is eligible for a nursery place when he/she reaches his/her third birthday. However, resources are limited and it is not always possible to admit all the children whose parents wish to take advantage of nursery education. Generally, children attend nursery school or nursery class part-time, either in the morning or afternoon.

Admission to nursery schools and nursery classes is based upon residence of parents being within the London Borough of Ealing, and within that, priority is given to children:

- Whose intellectual, emotional, physical or social progress and development is delayed;

Or

- Whose parents cannot give them the stimulation they need for their education; or
- For whom part-time nursery education might help in maintaining family stability; or
- Whose health and welfare is seriously affected by environmental conditions or lack of opportunity for being with other children.

After application of the criteria set out above, places will be offered to children who have already reached nursery school age, are already on the waiting list and who live with their parents within the London Borough of Ealing. Any remaining places may be offered to children living outside the London Borough of Ealing in accordance with the above criteria.

A catchment area policy is not operated for nursery places. Applications are considered on a borough-wide basis and should be made directly to the preferred nursery school (s) or nursery class(es). Headteachers of nursery schools and nursery classes welcome visits by parents so that they can see the nursery and ask any questions they may have about nursery education and the subsequent move from nursery to primary school.

The new children centres offer a number of full-time places, for very young children up to the age of five, although the majority of places are part-time, either mornings or afternoons. For further information on extended hours places contact either the individual school or the Children's Information Service on 0208 825 5588 or [children@ealing.gov.uk](mailto:children@ealing.gov.uk).

You can apply to more than one nursery but you will not be allowed to take up more than one place for your child. If you accept a nursery place, your child must attend the five sessions each week. Failure to do so on a regular basis may lead to the place being withdrawn.

You will be required to provide documentary evidence as proof of residence.

**IMPORTANT:** Please note provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a nursery place based on that information. 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. If a place has been offered and/or taken up, it may have to be withdrawn if you change address.

## **Arrangements for applying for a reception year place at Primary School**

### **How the system works**

Under Ealing's Primary School Co-ordinated Admissions Scheme, all parents who want to apply for an Ealing state school or the city academy (West London Academy) will list three different schools on Ealing's common application form. Parents must only complete one Ealing common application form for each child. Preferences will need to be ranked in order of priority (this is important as only one offer will be made and this will be from the highest ranked school able to make an offer). If you wish to apply for an out-borough school you will need to contact the authority concerned for details of their admission arrangements. Where a school is oversubscribed, its published admission criteria will be used to decide the order in which applicants will be offered places. Unless specifically required to do so by the published admission criteria of the school, 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.

### **Admissions criteria for Community Schools**

Set out below are the criteria that are used to decide who will be offered a place at a community school if there are more applications than there are places available. If this is the case, people living in the school's catchment area will have priority for, but not a guarantee of, a place, except for Looked After children who have top priority irrespective of whether they live within or outside the catchment area. The same criteria are used to allocate places to children living outside the catchment area if places remain after all catchment area if places remain after all catchment pupils have been allocated places. All applications are considered in accordance with the admissions criteria. The LEA operates an equal preference system whereby all preferences listed by parents on the common application form are considered under the oversubscription criteria for each school without reference to the parental ranking. Only if a pupil is able to be offered a place at more than one school will the ranking be used to determine the single offer by selection the one ranked highest of the places able to be offered.

The criteria listed in order of priority are:

1. children in Public Care – children who are in Public Care as defined in section 22 of the 1989 Children's Act (this includes foster children) living within or outside the catchment area.
2. Brother or sister who will be attending the main school (not the nursery class) at the time of admission.
3. 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, step and adoptive brothers and sisters (not cousins) 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.

4. Exceptional medical or social circumstances for one of the named preferred schools. The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant – not a General Practitioner (GP) in relation to medical circumstances or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why priority should be given to the preferred school must be submitted at the time of application. Priority under this criterion can only be given for one named school.
5. Distance from the child's permanent home address to the preferred school. The distance from home to school is measured using a MapInfo computer program. The system measures the shortest walking distance. The route is measured using public highways, but excludes common land. It does not take into account access by public transport or any private vehicle. It does not mean that we will be able to allocate a place at the school nearest to your address.

Any combination of two or more criteria give higher priority than one criterion. For example, a brother/sister connection and agreed medical/social circumstances would give priority over a brother/sister connection.

If two or more children have equal priority under the criteria, the criterion of distance set out in point 5 above will then be applied.

Late application for Community Schools will not be dealt with until after all the on-time applications have been dealt with unless the LEA or school has made an error in accepting the application or if there are exceptional circumstances for lateness (eg where a single parent/carer has 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 i.e. one of the child's parents or the child's siblings).

### **How to apply for a place at a City Academy, Community, Foundation or Voluntary Aided primary School.**

The School Admissions Service is situated in Perceval House and the opening hours are 9.00am – 5.00pm Monday to Friday.

The Admissions staff deal with all applications for reception year places to Ealing state maintained schools and the city academy, and will be happy to help you. If you require advice and information it is strongly recommended that you seek this early in the process rather than leaving your enquiry until later. If you would like personal support in applying for a school, the Admissions Service can provide a named contact officer to assist you.

You can find out more about what you need to do to apply for a place at a primary school by reading this brochure carefully and by attending any meeting arranged at your child's catchment and/or preferred school(s). However, if your child has not reached compulsory school age, you have the option of deferring his/her entry. However, Ealing Council will only reserve an allocated place until the start of the Spring Term 2007 and if the place is not taken up then, it will be offered to the applicant who has highest priority for the place. Deferred admission refers only to children who have not already started primary school, it does not apply to children already at school whose parents wish to defer a change of school. If you would like to delay your child's admission to school until the start of the summer term, you will need to apply for a place at the beginning of March 2007. However, if your child will not reach compulsory school age until September 2007 and you wish to delay admission to school until then, you will need to apply in mid-June 2007 for a place in year 1 for September 2007, as your child will be placed in that year group.

If you wish your child to remain at home until s/he reaches compulsory school age, or attend nursery or school part-time, please discuss these options with the head-teachers of the nursery and primary schools.

### **Deciding on your preference(s)**

It is 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 at over at over subscribed schools. Each year parents are disappointed because they apply to schools where they are clearly unlikely to be offered a place because they do not meet the key admissions criteria (ie distance from home to school or do not satisfy the religious requirements stated in the criteria for voluntary aided schools). Remember that some schools get many more applications than there are places available, so you need to consider very carefully whether you are likely to meet the admissions criteria.

Before deciding on your preferences, you are strongly advised to compare the number of applications received last year with the number of places available for each of the schools you are considering, and to seek advice from headteachers of these schools about the pattern of admissions in previous years. You will then be in a better position to judge if you are likely to meet the criteria for admission or whether other applicants are likely to have a stronger claim than you for the available places.

If you live in the London Borough of Ealing but wish to apply for a school place in another borough you will need to read the composite prospectus for that borough and/or check with the school(s) to which you are going to apply to ascertain the timetable of closing and offer dates as they will vary with each LEA. If you live in another borough, it is important that you also contact your own LEA regarding your child's schooling as it may not be possible to offer your child a place at your preferred school(s) in Ealing.

**Please note** that the admissions criteria for the City Academy, Foundation or Voluntary Aided schools included may not have been finalised at the time of printing and may be subject to change.

## **School attendance**

Children can only make the most of the educational opportunities on offer if they attend school regularly and punctually. Missing school can have a serious effect on your child's progress. Their school and the LEA's Education Social Work Service can offer parents help and advice to support attendance. Parents and carers have a legal responsibility to ensure their children attend school.

## **Special education provision**

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 LEA and schools are guided by the Government's Code of Practice on the Identification and Assessment of Special Educational Needs. The Code and an accompanying guide for parents may be obtained free of charge from the **Department of Education and Skills, Publications Centre (Tel 0845 6022260)**.

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 intention that more distant provision will only be used in exceptional circumstances.

## **Statement of special educational needs**

Children with statements of special educational needs 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 the Special Education Section of the LEA will provide you with information about schools within the borough and, on request, they will provide a list of independent school approved by the Secretary of State for Education and Skills, 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.

## **Waiting List**

Where an Ealing state maintained school is oversubscribed, a waiting list is kept.

If we cannot offer you a place at your preferred school(S), we will ask you if you would like to have your child's name placed on the waiting list. We will only put your child's name on the waiting list if you ask for it. Vacancies are filled from the waiting list using the admission criteria. We will offer vacancies to the pupil with the highest priority on the waiting list, not on a 'first come, first served' basis.

The position of the pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. The length of time on a waiting list does not give any priority. The LEA will operate the waiting lists until the end of the summer holidays; they will be operated by the schools from the start of the September term.

Community schools will only keep waiting lists for reception year pupils until the October half-term. This is to enable parents to have a more realistic picture of gaining a school place. Community schools will not hold waiting lists for other year groups.

## **Late Applications**

This policy applies to Ealing community schools. If you have submitted a late application and applied for a place at the city academy, foundation, voluntary-aided or out-borough schools, you will need to contact the school or the LEA concerned to find out what their policy is on late applications.

Application from parents who have recently moved into the borough and have completed and returned an application between 9 December and 16 January will be considered as on time. Other applications for community schools received after 9 December will be considered as a late application and will not be dealt with until after all the on-time applications have been considered, unless the LEA or school has made an error in accepting the application or if there are exceptional circumstances for lateness (eg where a single parent/carer had been ill and the illness prevented the application being made on time or the family had been dealing with the death of a close relative i.e. one of the child's parents or child's siblings). The last date for applications to be uploaded onto the Borough's system will be 20 January and no late applications can be dealt with after that date until after the offer date of 24 April. Applications received up to the end of August will be dealt with by the LEA, and from September 2006 by the school as a casual admission.

## **Documentary evidence**

Please attach to your completed application form one type of documentary evidence, together with a copy of your child's Birth certificate or Immigration papers as proof of his or her date of birth.

Please provide one of the following as documentary evidence:

- Your current year's Council tax Bill. If you do not pay council tax, then the following may be accepted:
- Council rent book for the current year
- Tenancy agreement from a registered private letting agency
- Letter from Social Services, National Asylum Support Service (NASS), 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.

If none of the above are available then a letter explaining the circumstances. Without this documentation we will be unable to process your application.

**Important:** Please note that provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a school place based on that information. If there is any doubt as to the validity of the address given, internal council checks will be made and if the findings are inconclusive, the matter will be put in the hands of an investigator. Where community schools are regularly oversubscribed, internal checks may be made of all of the addresses prior to the offer of a place.

## **Changing address**

This policy applies to Ealing Community Schools. If you have changed address and have applied to Foundation or Voluntary Aided schools, the City Academy or out-borough schools you will need to contact the school or the LEA concerned to find out what their policy is on change of address.

## **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). You may also appeal against the allocation of a place at an alternative school. There is no right of appeal in respect of applications for nursery schools or classes.

## **Appeals in respect of community school(s) 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 Schools Admissions Service for an appeal form. You should return the completed form by the date stated on it. All appeals are heard by an independent appeals panel and the proceedings are undertaken by an independent appeal clerk. Staff in the Committee Section, Ealing Town Hall, New Broadway, London W5 2BY (Telephone: 0208 825 8000/6253, Fax: 0208 825 7220) will write to advise you of the date and time of the hearing and where it will be held. You will be

invited to attend and are strongly advised to do so. Please contact staff based in the Committee Section (not School Admissions) if you have any questions regarding appeals. 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.

## **Powers of Appeal Panels**

Appeals for infant classes – Reception Year, Year 1 and Year 2 (classes size 30)

Important new arrangements were introduced by law in 1999. They were brought in to give effect to the decision of Parliament that a maximum limit of 30 should be placed on the size of an infant class (Reception year, Year 1 and Year 2) which is taught by one teacher. Admission authorities have a legal duty to comply with that requirement. If the admission authority refused a place because of the need to comply with that requirement an appeal panel can only uphold an appeal if it is satisfied:

- (a) The decision to refuse your child a place at your preferred school was not one which a reasonable authority would make. For the decision to be 'unreasonable' it must be completely illogical, or not based on the facts of the case. The facts of the case include the published admission arrangements and other factors to do with the school or the Admission Authority, or personal circumstances.
- (b) Your child would have been offered a place at your preferred school if the admission arrangements had been properly implemented. This means you think the Admission Authority made a mistake and that, if the mistake had not been made, your child would have been offered a place at your preferred school. The **Appeal Panel** can take personal circumstances into account if they are relevant to the case.

## **Appeals for infant classes – Reception Year, 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: a factual stage:** at which the panel considers whether the school's published admission arrangements were correctly applied in the individual's case, and decides whether "prejudice" would arise were the child to be admitted. If it is clear that the child would have been offered a place if the admission arrangements had been properly implemented, then the panel must uphold the appeal. If the appeal panel is not satisfied in the first stage 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. However, for multiple appeals for the same school, decisions should not be made on individual cases until all parents have been involved in both stages of the process.

**Second: a balancing stage:** at which the panel exercises its discretion, balancing between the degree of prejudice and the weight of the parental factors, before arriving at a decision. Where the admission authority is able to satisfy the appeal panel that there would be “prejudice”, then the appeal panel should go on to the second stage and consider the parents’ reasons for applying for their child to attend the particular school. The panel considers the consequences for the admission authority and other children of complying with the parents’ wishes and how serious those consequences would be.

### **Decision of the Appeal Panel**

The decisions of admission appeal panels are binding on admission authorities 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 an admission appeal panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently and fairly.

### **Complaints to the Secretary of State**

The Secretary of State cannot review or overturn decisions of individual appeal panels but can consider:

- Whether the appeal panel was correctly constituted by the relevant LEA responsible;

And

- Whether the admission authority or governing body has acted reasonably in exercising function in respect of the appeal process.

### **Pupil Support**

If you think you may be entitled to free travel, uniform grant or free school meals, please call at the Education Department.

Full details of the Authority’s policy on free travel and uniform grants can be obtained from the Education Department. The policy is reviewed annually and may change.

If your application for Pupil Support is declined you may appeal in writing to **Team Leader, Admissions and Pupil Support, Education Department, Perceval House, 14-16 Uxbridge road, London, W5 2HL.**

## Home to School Travel Pupils aged 5-16

### Bus Passes

Pupils under the age of 16 will not be given assistance with travel for buses because Transport for London has a policy of free travel on all London buses and trams.

### Pupils aged 5-10

Travel on all London Transport buses and trams is free for children between the ages of 5 and 10 providing they have a '5-10' photocard.

The photocard application form is free and can be obtained at any Tube Station Ticket Office or London Travel Information Centre and most Ticket Stops.

For further details please ring 0207 222 1234 or visit [www.tfl.gov.uk](http://www.tfl.gov.uk)

### Travel Assistance Pupils aged 5-16

Pupils whose journey to school involves the use of two buses or more may be eligible for a travel pass if travel by the rail or underground is a better alternative for that journey if:

- There is no school place within two miles of the pupil's home address for pupils between the ages of 5 and 8 or
- Within three miles of a pupil's home address for pupils between 8 and 16

Assistance with travel will not be provided if:

- The parents have chosen to send their child to a school further away when places are available at a school nearer their home address. This applies to denominational (church) and non-denominational schools.
- The parents have chosen to send their child to a single sex school when places are available as a mixed school closer to their home address.

Assistance with travel may also be agreed if the pupil has a medical condition that prevents them from walking to school (supporting evidence from their consultant or **GP** is required).

### Distance

The distance from home to school is measured using a MapInfo computer program.

## Uniform Grants

Families receiving Income Support or Job Seekers Allowance (Income Based) or Incapacity Benefit are eligible for uniform grants. Children in the Reception Year, Year 3 and Year 5 of primary schools and Year 7 and Year 9 in secondary schools will receive a grant.

## Free school meals

Families receiving Income Support or Job Seekers Allowance (Income Based), Child Tax Credit, Pension Credit with Child Tax Credit and have an annual income of less than £13,910 (and not in receipt of Working Tax Credit) or assisted by the National Asylum Support Service (NASS) are eligible for free school meals.

**Please note:** parents who receive Job Seekers Allowance (Contribution Based), Working Tax Credit, or other benefits are not eligible for free school meals. The income threshold of £13,910 for Child Tax Credit is correct at the time of publication.

## School Meals

All community and voluntary-aided schools offer a two-course hot meal with three choices of main course and desert. Each school makes arrangements for pupils to eat food which they bring with them from home.

## Access to pupil records

Ealing has an open policy on pupil records. The main features of the policy are:

- Parents, legal guardians and those with custody of the child are allowed access to their children's school records. Pupils over 16 have the right to see their own records.
- Where reports have been prepared by a third party (eg a doctor) information is made available only with his/her agreement.
- Parents and guardians must give their permission before and outside agency is allowed access to all or part of a pupil's records. In cases of emergency, the Director of Education can approve access.
- In cases of disputed access, the decision will be referred to the Director of Education.
- The exception to this policy is where the file is subject to any legal proceedings.

Please allow three working days' notice of your request to see the records.

## **Complaints Procedure**

Any parent who has a question or a complaint about the curriculum, religious education or collective worship offered at the school, should first speak to the headteacher, who will be happy to discuss the matter. If the parent wishes to take the matter further, details of how to do this can be obtained from the headteacher or the **Director of Education**

**Education Service  
Perceval House  
14-16 Uxbridge Road  
Ealing W5 2HL**