



Charles Dickens Primary School

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Admissions Policy

School ethos

Creativity and excellence are at the heart of everything we do at Charles Dickens Primary School. Children are encouraged to work to the best of their abilities. However, we also want them to have lots of fun along the way. In order to enrich our exciting and diverse curriculum, we offer a continually expanding range of first hand learning experiences and extra-curricular activities, tailored to meet the needs of children at different stages of their school career. We believe that it is important that our classrooms look and feel vibrant and alive and that the creativity exudes from our displays and the presentations and performances of our children. All our children will always make or exceed national expectations of progress and all the staff will support their determination and ambition with outstanding teaching. Through every strand of school life, we aim to promote the spiritual, moral and cultural development of every child, alongside the academic, to prepare them for the opportunities, responsibilities and challenges that life offers.

Nursery Admissions

You can apply directly to the school for entry into Nursery using a form which is available on line or from the school office. This form along the long form birth certificate for your child and two proofs of address (one being Child Benefit documentation) form your application. When the form is completed an appointment can be made to attend one of the head teacher's regular 'open mornings' when she will talk to the parents and show them around the school answering any questions that should arise.

When considering admission of children to the school's Nursery, the following criteria are applied in order:-

- Children in public care (looked after Children) and children who were looked after but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order.) A 'looked after child' is a child who is in care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 of the Children Act 1989) at the time of making an application to a school.
- Children with siblings who are already on roll at the school and will still be on roll at their date of entry. Siblings includes full, half, step, foster an adopted brother or sister living in the same family unit and at the same home address as the child. The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a court order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address.

- Children with exceptional medical, social or psychological needs, where it is agreed by the local authority and the headteacher that these can best be addressed at a particular school. Supporting evidence to substantiate that the child or their family has medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school. The evidence must be current and either from the child's registered general practitioner or any other relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.
- Children living nearest to the school as measured by a straight line from the child's home to the main school gate. When dealing with multiple applications from a block of flats, lower door numbers will take priority.

Primary School Admissions

Reception

Applications for Primary Schools in Southwark all have to be done online on the Southwark council website. To access an online application form please go to:
www.southwark.gov.uk/schooladmissions

If parents don't have access to the internet, or feel they need assistance in completing an application, they should go to one of the Southwark libraries where staff will be able to help. The 'apply online' sessions at the local Southwark libraries are very helpful. The school has two Reception classes with 30 children in each.

When applying to the school, you will need the long form birth certificate of your child and two proofs of address (one being Child Benefit documentation).

When considering admission of children to the school, the following criteria are applied in order:-

- Children in public care (looked after Children) and children who were looked after but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order.) A 'looked after child' is a child who is in care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 of the Children Act 1989) at the time of making an application to a school.
- Children with siblings who are already on roll at the school and will still be on roll at their date of entry. Siblings includes full, half, step, foster an adopted brother or sister living in the same family unit and at the same home address as the child. The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a court order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address.

- Children with exceptional medical, social or psychological needs, where it is agreed by the local authority and the headteacher that these can best be addressed at a particular school. Supporting evidence to substantiate that the child or their family has medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school. The evidence must be current and either from the child's registered general practitioner or any other relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.
- Children living nearest to the school as measured by a straight line 'as the crow flies' from the child's home to the main school gate. The local authority uses the eastings and northings linked to an applicant's address to calculate a straight line 'as the crow flies' distance measurement to all of our community schools in Southwark which is generated by our Capita pupil database. If a child lives in a block of flats where a communal entrance is used, the local authority will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.

Admission for Special Educational Need and Disabled Children

At Charles Dickens Primary School we are committed to ensuring equal treatment of all our pupils who may have any form of disability. We will ensure that disabled young people and adults are not treated less favourably in any procedures, practices or service delivery. The school acknowledges the fact that reasonable adjustments for disabled pupils are essential to support children in achieving the 'Every Child Matters' outcomes.

Applications for SEND children are completed as above, but there is an additional step in the process once the application has been received by the Council which assesses the school's ability to provide for the specific special educational needs of each child applying. The assessment is done on a case by case basis.

Chair of Governors

Headteacher

Date: May 2015

January 2010 / updated May 2014

