



## **APPLYING FOR A PLACE AT TIDEMILL ACADEMY**

In line with all other schools and academies in the country, applications for places at Tidemill Academy must be made through the applicant's home local authority. Parents who would like to apply for a place at Tidemill Academy will need to apply using the Common Application Form provided by the borough in which they reside. Our published admission number (PAN) is 60 for each year group from Reception to Year 6.

## **RECEPTION CLASS ADMISSIONS**

To apply for a primary school place you need to either:-

- complete a Common Application Form (CAF), which is available from your home local authority. Tidemill Academy or any borough primary/ nursery school will be able to provide a copy of Lewisham's Common Application. If you are resident in another borough, you must complete your own borough's CAF or
- [apply online on the eAdmissions website](#)

It is very important that you list the schools in your order of preference. So, if Tidemill Academy is your first choice, please make sure you list us as your first preference!

Please ensure you add documentary evidence if you wish to give reasons to support your application if you are asking for consideration under the special, medical or social criterion. If applying for medical priority, you are required to provide a letter from a hospital consultant. If applying for social priority, please supply a letter from a social worker or a professional of equivalent standing. Your evidence must demonstrate why Tidemill Academy is the only school to meet your child's or your family's specific needs. The Governors of Tidemill School will consider your reasons but your application will not necessarily be given priority over those of other children.

Proof of permanent home address will be requested. This will be checked against Council records before a provisional offer is confirmed. Suitable proof of your permanent home address includes current council tax statement, tenancy agreement, mortgage statement and utility bills. You will also need a letter from the Child Benefit Agency to show that the child lives at the address. A residence or court order may be requested if there is a query about where the child lives. In the case of children who reside equally between parents, the permanent home address will be considered as the address where the child spends the majority of the time and with the parent who is in receipt of any benefits for the child.

## **IN YEAR ADMISSIONS – RECEPTION TO YEAR 6**

If you have moved into the borough or would like to move your child to Tidemill Academy, you will need to apply for an In-Year admission.

Lewisham residents will need to complete the In-year Common Application Form and return it to the Lewisham Admissions and Appeals Team. You can collect the form from Tidemill Academy or from any Lewisham primary schools, the AccessPoint in Catford or download the [Primary In Year Admission Form](#) from Lewisham's web site.

Non-Lewisham residents will need to apply using their own borough's In-year Common Application Form. The form will then be forwarded on to the Lewisham Admissions Team.

## **NURSERY ADMISSIONS**

The admissions for the Tidemill Academy nursery are handled directly by the school. There is no set closing or decision date and decisions will be made separately for both the September and January intakes. Applications need to be made directly to the school.

We have 26 morning places and 26 afternoon places available. At the time of writing there are no plans to extend this number or provide full-time places which would require parents to pay for the additional hours on top of the 15 hours of free childcare supported by the Government.

The admissions criteria for the Tidemill Academy nursery follows the Lewisham admissions criteria – see details below. Waiting lists will be held in the same order as the admission criteria. Please note that children attending the Tidemill Academy nursery are not guaranteed a Reception place at the school and parents will still need to apply using the Common Application Form as detailed above.

## **ADMISSIONS CRITERIA AND ALLOCATION OF PLACES**

The Governing Body of Tidemill Academy has elected to follow the Lewisham admissions criteria for community schools. When there is over-subscription, places are offered to:

### **Priority 1**

Children in Public Care (i.e. a child who is in care to a local authority or who is provided with accommodation by the authority);

### **Priority 2**

In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for a place at the school even though they would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered by the governors of Tidemill Academy. Medical professionals are expected to provide advice on applications made under medical conditions and social workers are expected to advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

### **Priority 3**

Children whose brother or sister is on roll at Tidemill Academy on the closing date for applications and are expected to be on the roll of the school at the intended date of admission. Children with older siblings in Year 6 who will have transferred to secondary school by the time the younger child is admitted do not receive sibling priority. If the school is over-subscribed entirely with siblings, priority will be given to those with an exceptional social or medical need (see 2 above) and then to those who are permanently living nearest to the school (see 4 below). Siblings include all blood siblings, adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required.

### **Priority 4**

Children living nearest to the school. All distances will be measured in a straight line, using digitised mapping software or Ordnance Survey maps of the area, from the home to the main entrance. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Proof of permanent home address will be required and will include current Council tax statements, utility bills, residence orders or other court orders. In some circumstances, Lewisham Authority will rely on other information held or accessed by the Council to confirm the permanent home address.

**Twins, triplets and other multiple births** - Where ever possible the governors of Tidemill Academy will offer places to all the children at the same school.

**Tie break** - On the rare occasion where two or more children live at the same address and tie for the last available place, lots will be drawn to decide which child is offered the place.

**Waiting Lists** - The parents or carers of any child not offered a place at Tidemill Academy may apply to the local authority to stay on the waiting list. The local authority will maintain this list until the end of the school year for which admission is sought. If a vacancy occurs, the admission criteria will be used to decide which child is admitted.

**Timing of Admission** – Tidemill Academy operates two points of entry for the reception class. Children born between 1 September and 28 February will be offered a full time place in the reception class starting in September. Children born between 1 March and 31 August will also be offered a full time reception place in the reception class starting in September but can elect for their child to start in the January instead. Parents/carers will be asked to confirm their preference when the place is offered.

**Deferred Admission to primary school** – Tidemill Academy offers early admission in reception class to children before they are of statutory school age. Parents/carers have the option of deferring their child's admission to reception class providing the child is admitted to school during the reception year. Parents may not defer their child's admission beyond reception year or after the beginning of the term after their child's fifth birthday.

## **NOTIFICATION**

In accordance with the co-ordinated admissions policy, the Local Authority will write to you at the beginning of April to make a formal offer of a place to parents or guardians on behalf of the Governing Body of Tidemill Academy. Parents should contact the Local Authority in writing by the stipulated deadline to either accept or decline the offer or a place.

## **UNSUCCESSFUL APPLICATIONS**

If your child is not offered a place at Tidemill Academy but are offered a place at a school that was lower on your priority list, the Governors of Tidemill Academy will write to you explaining why your child did not receive a place. You may request that your child's name is held on a waiting list should a vacancy arise during the first year (reception) only. The admissions criteria will be followed when allocating places from the waiting list.

## **APPEALS**

Parent who want to appeal against the Governors decisions not to offer a place at Tidemill Academy should write to the Independent Appeal Committee c/o Tidemill Academy. Consideration should however be given to the legislation on 'class size' and the limited powers of the appeal panel. Infant classes are restricted by law to a maximum of 30 children and the Tidemill Governors have a legal responsibility to follow the admissions criteria so if you live a long way away from the school and are not contesting whether the admissions criteria have been applied correctly, making an appeal may not serve an purpose. Further advice and guidance is available from the Family Liaison Officer at Tidemill Academy – please feel free to contact the school office on 0208 692 3470 to book an appointment.