GATTON VA PRIMARY SCHOOL
ADMSSIONS POLICY SEPTEMBER 2028/29

INTRODUCTION
Gatton VA Primary School is the first Voluntary Aided Islamic School in the Borough of Wandsworth established by the Al-Risalah Education Trust. The school's Islamic character is guided by the teachings of Qur'aan and Sunnah as understood and practiced by the Ahlus-Sunnah Wal Jamaa'ah. The Governing Body wishes to attract pupils whose parents wish them to attend a primary school with an Islamic character.

Governors are keen to ensure that children not of the Islamic faith also have an opportunity to attend the school and therefore have agreed to make up to 10 places available as non-faith places, under category B - open places.

The admissions authority of Gatton VA Primary School has 90 Reception places to offer of which 80 places will be allocated under category A: faith places, and 10 places under category B: open places (open places is defined as non-faith places. Both Muslims and non-Muslims are eligible to apply under this category including parents of current pupils).

OVERSUBSCRIPTION CRITERIA
The Governors will admit 90 children to the Reception classes annually in September. If the school is undersubscribed then all applicants will be offered places. Applicants who apply for Category A - faith places but do not qualify under Category A will also be considered for Category B - open places. In the event of oversubscription, places will be offered in the following order of priority.

Category A: Faith Places – up to 80 places* will be offered to children of Muslim Families **(notes i,ii,iii and iv)**

1. Muslim Children who are 'Looked After' and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (note v);

2. Muslim Children of permanent staff employed directly by the school provided they have been employed at the school for at least two years or have been appointed to meet a demonstrable skills shortage;

3. Children whose families worship at, and are active in the life of either the Balham Mosque or the Tooting Islamic Centre**;

4. Children of other Muslim families with a sibling*** at the school on the date of admission;

5. Children of other Muslim families living nearest to the school in order of straight-line distance from home to school as measured by Wandsworth Council's Geographical Information System (note vii).

Category B: Open Places – up to 10 places* will be offered without reference to faith to children whose parents desire them to be educated in a school with an Islamic ethos. This is determined through the CAF (note i)

6. Other Children who are 'Looked After' and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (note v);

7. Other children of permanent staff employed directly by the school provided they have been employed at the school for at least two years or have been appointed to meet a demonstrable skills shortage;

8. Other children with a sibling*** at the school on the date of admission (note vi);

9. Other children living nearest to the school in order of straight-line distance from home to school as measured by Wandsworth Council's Geographical Information System (note vii and viii).

Notes:

(i) * If either category of places is undersubscribed, then the remaining places will be offered to applicants from the other category in priority order, e.g. any unfilled faith places will be offered to open place applicants and vice versa.

(ii) All applicants must list the school on the Local Authority Common Application Form of the Borough they reside in.

(iii) All applicants for a Category A (Faith Place) must also complete the Gatton School's Supplementary Information Form which requests additional information. This is available at Gatton School and the school website. Such applicants should complete all sections as appropriate.

(iv) ** Applicants for a criterion 3 faith place are assessed through Section 3 and section 4 of the Supplementary form. It is assessed using a point score system – whereby each question from section 4 is worth 1 point and applicants are ranked according to numbers scored. Where there is a tie, children of staff, sibling and then proximity criterion will apply.

(v) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order [90] including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(vi) *** A sibling is defined as a full brother or sister, a half brother or sister, a step brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.

(vii) In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Admissions Authority will use straight line distance from the home to school as measured by Wandsworth Council's Geographical Information System.

(viii) The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.

The above admission criteria will also be used for places that become available for all other year groups.

Appeals
Parents have the right of appeal to an independent appeal against any refusal by the governors to admit their child under the School and Standards Framework Act 1998. Further details of how to appeal will be included in the notification letter.

Waiting List
Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. There will be one waiting list for all applicants – with offers being made by the category in which a vacancy has become available. (e.g. If a vacancy arises in category B – it will be offered to a category B applicant on the waiting list etc.).

Children with an Education, Health and Care Plan (EHCP)
Children who hold an Education, Health and Care Plan (EHCP) which names the school will be offered a place. These children will be included in the overall admission number of 90.

Date of Admission/Deferred Entry
Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents have the right to request to defer their child's entry to the reception year until later in the school year or that their child takes up the place part-time until the child reaches compulsory school age. Please complete the form for a delayed admission: **delayed admission request form**

Parents considering deferred admission must contact the school in writing to discuss this option for their child. Children will not normally be admitted to Reception prior to the September following their fourth birthday.

For additional information or to download a copy of the SIF or the Admission Policy, please visit the Admissions section of the school's website: **www.gatton.wandsworth.sch.uk**

FAQs Admissions for Gatton School

1.How do I apply?
1.a. For Category A Reception faith places, please fill the Common Application Form (CAF) of the Borough you reside in and the school Supplementary Information Form (SIF). The CAF must be submitted to your Local Council before the deadline and the SIF must be submitted to Gatton School before the deadline. Receipt for SIF should be collected and retained from Gatton School as proof of submission on time. For Category A to be a valid application, both CAF and SIF must be submitted.
1.b. For Reception Category B open places (non-faith places) please fill the Common Application Form (CAF) for the borough you reside in before the deadline. SIF is not required for this category.
Note: all applicants must complete the CAF to be considered for either Category A or Category B.

2.Which category should I apply under?
This is strictly for the parents to decide. Parents are advised to carefully read the Admissions Policy and related documents which can be found on the Gatton School website and Wandsworth school admissions website. Applicants who do not qualify for a Category A - faith place will also be considered for Category B- open places.
Note: Category A – 80 places, Category B – 10 places

3.When do I make the application?
If your child is born **between 1 September 2023 and 31 August 2024**, then you need to make your application **before 15 January 2028.** This is for children starting Reception class in **September 2028**. Late applicants will not be considered until after the initial offer day.

4.Will the completion of only one form suffice for the application to be considered?
If you are applying for a Category A faith place you will need to fill both forms (CAF and SIF). If only the CAF is filled then the application will be considered under Category B - open places.

5.What is the deadline for submitting a form?
Application forms for the category you choose should be completed and received by **15 January 2028**.

6.Which Local Authority CAF do I complete?
You must complete the Common Application Form (CAF) from the local authority where you live. For example, if you live in Croydon than you must complete the Croydon CAF even though you are applying for Gatton School.

7.Who co-ordinates the school admissions?
The Governing Body are the Admissions authority for Gatton VA Primary School. They determine the places strictly in accordance with the Admission Policy. Wandsworth Council-on behalf of the school- co-ordinates school admission arrangements for our Reception Places.

8.How do I contact Wandsworth Borough Council or the borough I reside in?
For Wandsworth the address is Pupil Services Section, Children Services Department, Town Hall Extension, Wandsworth High Street, London SW18 2PU. You may also telephone them on 0208 871 7316 or email on admissions@wandsworth.gov.uk. Lambeth Council, School Admissions Team can be contacted on 020 7926 9503. Croydon Council, Education Department can be contacted on 020 8726 6400. Merton Council, Children, Schools and Families Department can be contacted on 020 8274 4901. For any other borough please visit the internet to gain contact information.

9.How is my SIF processed?
Parents/carers are given a receipt at the time of submission for the completed SIF. This should be retained as proof of submission on time. The SIF is filed until the closing date has passed. The SIFs collected will then be verified by the mosques Balham/TIC mosque officials. The Mosque/s may contact the applicant for verification of the information that has been provided in section 3 and 4. If section 3 and 4 is left blank or answered 'no', the application will be considered under Category B.

10.Is there a point system for the SIF?
Yes. Parents/carers will need to score 5 or more points for Category A to be considered. Any SIF that is unsuccessful will be considered under Category B.

11.How do the mosque officials verify my SIF?
The information provided in the SIF is matched to the information provided on the CAF and then passed on to the mosque officials. Parents may be contacted by the mosque officials for verification of the information provided on the SIF.

12.Why is worship at Balham/TIC mosques taken into consideration and no other mosque?
The school was set up by the Balham/TIC founding members hence the affiliation with these two mosques. The SIF only takes into account worship at Balham/TIC mosques and no other mosques.

13.What will happen to my CAF once I have submitted it?
The LA will acknowledge your form upon submission. After the closing date has passed, the LA sends details to the school confirming details of all the CAFs received by the deadline.

14.If my child attends Tooting and Balham madrassah does it help my entry?
No

15.I have a child in year six; will the younger child get the place?

The place cannot be sought under sibling category. The child in year six has to be attending school when the younger child is admitted at the school.

16.I have been on the waiting list for a long time, why have I not gained a place?
Unfortunately, how long you have been on the waiting list is not taken into consideration. Places are gained in accordance to the admissions policy.

17.Would financial donations to the mosques support my SIF application?
Financial contribution/donation is not taken into consideration. Any such information shared on the SIF is disregarded.

18.Will my child get priority for a place in Gatton School if they attend the Gatton Road Al-Risalah Nursery?
No. There is no automatic transfer to the Reception class for children who attend the nursery. All parents must reapply and be considered equally with all other applicants. The places are allocated strictly in accordance with the admission criteria.

19.What is the average number of application forms received for Reception places?
We receive in excess of places offered each year.

20.Would you suggest we also fill another application form?
Yes. It is important that you keep your options open and apply for other school places should this option fail to materialise.

21.We only want to send our child to a Muslim School. Why couldn't you offer my child a place?
Unfortunately, we have no more than 90 places available for Reception. Despite our desire and wish to offer every child a place we cannot offer more than 90 places.

22.Who do I contact if I have any further queries?
The Admissions Officer, Ms Uzma Mussa can be contacted on 0208 682 5570 or email admissions@gatton.wandsworth.sch.uk.

In-Year Admissions

23.What is in-year admissions?
In-year admissions is any transfer/application from Year 1 to Year 6, which includes Reception class after September, once the year has begun.

24.How does in year admissions work?
To apply for in-year entry, you will need to complete the school transfer form (if your child goes to a Wandsworth school you will need to fill out the purple form. If your child goes to a school outside the Wandsworth borough then you have to fill out the Yellow form), as well as complete a SIF (Supplementary Information Form), should you wish to apply for a faith place.

Once your application has been processed by the council, your child will be placed on a waiting list. This waiting list is ***not*** fixed and is subject to change depending on who else applies as per the admissions criteria. Hence, parents who insist on knowing their child's position on the waiting list will need to understand this can change when other families apply.

Please note: all in-year offers are in accordance with the admissions criteria, listed under category A and category B (points 1-9).

NOTE: Please refer to "**Choose a Wandsworth Primary School**" link for further information