

Guidance for parents on enquiries or applications for places at schools within
The Pegasus Academy Trust
(based on LA guidance notes section “C”)



Welcome to our school. We are pleased you are considering educating your child at this school which is run by the Pegasus Academy Trust. The following notes are provided to help make the process more understandable. If you have further questions we will be happy to try to answer them for you.

1. Viewing of the school by parents

We are always happy to show parents around the school. We will be flexible in trying to make sure that you can look around at a time that suits you and will arrange a tour with one of the office staff. It is often (but not always) possible to have a quick chat with the Executive Headteacher or Head of School.

2. Enquiry/formal application

Applications for our schools are organised by Croydon Council – Taberner House, Park Lane, Croydon, CR9 3JS. They have a very helpful website that answers many frequently asked questions -

<http://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/school-place-home>.

Whitehorse Infants admits 90 children per year and **Ecclesbourne Primary** admits 60. ‘In year’ admissions (those admissions that take place to all other year groups) are made at all our schools as places become available. In recent years a ‘baby boom’ has meant that there have been very few places available for ‘in year’ admissions at our schools but regardless of the number of vacancies available you are still free to make a formal application. Your child’s name will then be included on a waiting list for a place at the school of your choice.

If your child is currently without a school our advice is that you apply to another school in the locality. We often have knowledge of schools which have vacancies and can offer you help in locating these schools. If your child is out of school and you have no success in finding a place you should contact the council on **020 8726 6400**. Your signature on the standard admissions form serves as evidence of the claims that you have made in support of the application - e.g. the normal place of residence of the child.

3. Consideration of applications

Applications are considered annually for reception places and as soon as a place becomes available for ‘in year’ admissions. When the school is oversubscribed the priority categories for determination of your child’s place on the waiting list are as follows:

A) “Looked after” children and previously looked after children B) Siblings C) Medical cases D) Geographical distance from the school

Further information on the rules regarding each of these categories is available in a separate document based on LEA guidance notes section “B”.

The council may ask for further documentary evidence in order to check your claim. This may include:

- Independent evidence of address – e.g. household bills or council tax records;
- Proof of change of address;
- Information from social services on a child’s “looked after” status;
- Information from Infant school on sibling status (please note that a place in the nursery does not attract sibling status for the Junior School);
- Evidence of medical circumstances.

4. Making an offer of a place

Reception offers are made by letter in March of each year. Those parents applying for reception places using ‘E-admissions’ are informed by e-mail and those who have applied in the traditional way using the council’s form are informed by letter. For ‘in year’ applications **it is very important that you provide all possible contact numbers on your application form** so that the council can quickly contact you if a place becomes available. They will write to you if they cannot contact you by phone but this delays the process.

5. Maintenance of waiting lists

Waiting lists are maintained by Croydon council and all enquiries should be made to them. Children on waiting lists are ranked according to the priority they have under the published admission arrangements. In other words, the waiting list does not operate on a “first come, first served” basis. If new applicants have a higher priority under the over subscription criteria **they will be ranked higher than those who have been on the list for some time.**