

Over Subscription Criteria

If there are too many requests priority will be given to children whose parents applied on time and will be ranked in accordance with the priority criteria set out below.

Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see section 10 below):

1st	Children who are looked after and those children who were previously looked after children. (See note i.)
2nd	Pupils who have a sibling (see note iii) already attending Mountfields Lodge Primary School and who will still be attending the school at the point of entry.
3rd	Pupils who live in the catchment area. (See note ii.)
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (See note iv.)
5th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note v.)

Notes:

- i. 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) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (became subject to child arrangements orders in 2014 or special guardianship orders) including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
 - A child is regarded as having been in state care outside of
 - England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
 - Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24
 - Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence

orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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)

- ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed (see section 19 for further information). For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK (see section 23 for further information).
- iii. The term sibling relates to:
 - brothers and/or sisters who share the same parent(s)
 - a half-brother, half-sister or legally adopted child living at the same address
 - a child looked after by a local authority placed in a foster family with other school age children
 - a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
- iv. If criterion 4 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person is, for example, a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following lists the areas that are considered exceptional:-

- a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The school will make the decision during the processing period in consideration with relevant professional documentation.

- v. For criterion 5 above, measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping

system (Routefinder). Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee of the trust, trustee or member of the school Local Advisory Board.