



## Admissions Policy September 2019 To be reviewed September 2020

### **Introduction**

The governing board of Worth Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school follows the KCC Primary Admissions Scheme. The dates and requirements for KCC school places can be found using this link: <http://www.kent.gov.uk/education-and-children/schools/school-places>

### **Aims and objectives**

Worth Primary School is an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

**Admission arrangements** for a child to Worth Primary School are in accordance with those published by the Local Authority which are, in priority order, as follows:

- Children in Local Authority Care – a child under the age 18 years for whom the LA provides accommodation by agreement with their parents/carers (Section 22 of the Children’s Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the LA become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
- Children with Statements of Educational Need or Education Health Care Plan, where the paperwork names the school specifically.
- Current family association e.g. elder brother/sister at Worth Primary School
- Health and Special Access Reasons – medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment, mean that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents’/ guardians’ physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between the needs and our school.
- Nearness of a child’s home and ease of access to school. We use the distance between the child’s permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everyone.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedures set out above in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to excessive demand on school places available.

## **How parents can apply for the child to be admitted to our school**

As our school is a community school we determine the admission arrangements in agreement with the Local Authority. The LA is therefore the “Admissions Authority” for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year and parents/carers receive a copy of these regulations directly from the LA. The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form or on the on-line application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and parents/carers should ensure that they complete the necessary application forms within the set time scales. These dates are specified by the LA. The LA notifies parents/carers about the school place as soon as all the applications have been considered.

## **Process of Admission**

- Open morning for prospective parents/carers held in Term 2.
- Parents/carers are invited to make an appointment with the office to have a look around the school for admissions throughout the year.
- New children (4 years of age) are gradually phased in over the first two weeks of Term 1 and parents/carers will receive a home visit by our Reception Teacher and Teaching Assistant.
- We admit children once a year in September when they are four years of age.
- In Term 6, prior to admission, parents and children have opportunities to meet their child’s new teacher, including an after school presentation, to meet with school staff and the Head of School.

## **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase beyond our PAN (Published Admission Number set by the LA). If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel’s decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals)

## **The standard number**

Our PAN (Published Admission Number) is 10.

## **Infant class size**

We teach infant children (aged five to seven) in a class that has a maximum number of 20 unless the school is directed to take a pupil after parents have been successful in appealing to an independent appeals panel.

## **Parental Right to Defer Entry (Primary and Infant schools only)**

Parents have the right to request that their child defers entry into Reception year (until the term following their fifth birthday, but not beyond the beginning of the final term). Parents also have the right to request that their child starts part time (until the term following their fifth birthday).

Equally, every child is entitled to a full-time place in the September following their fourth birthday.

The only restriction on this is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

This means that children born between the 1 April and 31 August (also known as “summer born”) must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the ‘In Year’ process. These applications should be made during the last month of Reception Year.

### **Summer Born Children and Admission Outside of Expected Year Group**

Requests for admission outside of the normal age group should be made to the Executive Headteacher as early as possible in the admissions round associated with that child’s date of birth. This will allow the School and Admissions Authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF (Reception Common Application Form) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school’s oversubscription criteria.

### **Policy Review**

This policy will be reviewed annually.

*Reviewed: September 2019*

*To be reviewed: September 2020 or sooner depending on changes by KCC*