



# Wentworth

## Primary School

Headteacher: Mr P. W. Langridge BEd, NPQH  
Deputy Headteacher: Mr L. Pollock BA, (Hons)

### **Wentworth Primary School (Academy) Admissions Procedures 2019-2020**

Wentworth Primary School is an Academy and so the Governing Body is the Admissions Authority. However, the Governors of Wentworth Primary School will comply with National admissions legislation and work in co-operation with Kent County Council in order to operate within the Local Authority's admissions scheme. Wentworth Primary School has one intake per year and below we outline our proposals for admissions for 2019/2020.

Our proposed published admission number is 90. Before the application of over-subscription criteria, children with a **Statement of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this the published admission number will be reduced accordingly.

Our proposed over-subscription criteria are set out below and each criterion will be ranked in distance order:

#### **1. Children in Local Authority Care or Previously in Local Authority Care**

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. 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).

#### **2. Current Family Association**

A brother or sister (sibling) attending Wentworth Primary School at the time of entry where the family continue to live at the same address as when the sibling was admitted, or if they have moved, live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion (below). In this context, brother or sister means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

3. **Health, Social 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 means they have a demonstrable and significant need to attend Wentworth Primary 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 this 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 these needs and Wentworth Primary School that parents feel is the **only** school that can accommodate these needs.

Please note that social needs does not include your intended or current childcare facilities.

4. **A child of staff at the school** – where;

- a. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. **Nearness of children's homes to school**

In line with the Local Authority's Co-ordinated Scheme for Primary Admissions, the school uses the measurements provided by the Local Authority who use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) 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 NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

A child's home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to your own domestic or special arrangements and which is either owned by the child's parent, parents, or guardian or leased or rented to them under a lease or written rental agreement. The address must be the pupil's home address on the day you completed your application form.

Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school.

In the unlikely event that two or more children live in the same block or the same distance from the school and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a number and drawn randomly to decide which child should be given the place.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time.
2. When a parent has failed to notify the school of important changes to the application information.
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Applications for Wentworth Primary School should be made through the child's home Local Authority (LA), either Kent County Council or Bexley Council (depending on where the parent's pay their Council Tax to) via the Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the LA website or request a paper RCAF from the parent's home LA.

### **Tie Breaker**

In a tie breaker situation the nearness of an applicant's home to the school will be the decider. In the event that more than one applicant lives the same distance from home to the school (as measured by the Local Authority), then a random selection will be applied.

### **Children to be taught outside their expected Year Group**

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school 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 CAF 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.

## **Admission of children below compulsory school age and deferred entry to school**

Kent's scheme details the process for handling out of year applications:

- Parents have the right for the date their child is admitted to school to be deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- Parents have the right for their child to take up the place part-time until their child reaches compulsory school age.
- Parents should make an application for their child's normal age group at the usual time, in case their request is not agreed. At the same time, parents should approach the school to request the right to apply outside of the normal age group.
- Admissions authorities will ensure that parents receive a response to their request in writing before national offer day.
- If their request is agreed, their application for the normal age group should be withdrawn.

Parents should then make a new application as part of the main admissions round the following year. Parents must apply using a paper application sent directly to the LA and include a copy of the agreement from each named school

## **Waiting List for Reception places**

After the initial allocation of places in April 2018, parents whose children were not allocated a place may be put on a waiting list. The waiting list is kept in over-subscription order. The child will remain on the waiting list until parents/carers request the child be removed from the list or until the end of August 2020 whichever is the sooner.

## **In Year Casual Admissions**

Application for the admission of other children and late applications to Reception will need to be made using the LA 'In Year Casual Application Form' (IYCAF)

## **Waiting List for Casual Admissions**

The school does operate a waiting list for available places. For a child to remain on the waiting list and to renew interest, parents need to return any correspondence sent from the school. If a place becomes available the school will contact the parents/carers by letter and they are asked to accept or refuse the place within 10 days. The school will notify Kent LA of the outcome via the IYCAF.



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