

Admissions Criteria for Lydd Primary School

The current Published Admission Number is 40 and children are normally admitted at the beginning of the Academic Year in which their fifth birthday falls. An Academic Year runs from 1st September to the following 31st August. In Reception, Year 1 and Year 2 class size will be no greater than 30. There may be mixed aged classes.

If there are more applications for admission than there are available places then places will be offered by the Governors in accordance with the following Criteria. The order of priority is as follows:

1. Looked After Children/Children in Local Authority Care

A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act.

2. Current family association

(an elder brother or sister in school at the time of entry, where the family continues to live at the same address as when the sibling was admitted or has moved to a new property within two miles of the school)

3. Health reasons

(for which a medical certificate will be needed).

4. Proximity to school

There are times when one child from a family can be offered a place but a sibling is not. Year groups run at a capacity of 40 children with 30 in each class. Vacancies do occur, usually when a family leave the area, but these vacancies may not accommodate sibling links. In accepting a place for one child it must be understood by the family that there is no place for the sibling in a year group that is already full. The Governors have agreed that our classes may not exceed 30 children because we believe this is in the best educational and social interest of all our children.

The criteria at 3 will be followed in respect of the transfer of children from other local schools or for families moving home to Lydd. It will also apply to children in the Foundation Year.

5. Children to be taught outside their Expected Year Group

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the

beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Village Academy Schools will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the School's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria.

Summary of required process

Request for a placement outside the normal age group **in writing** to the Headteacher

School to alert the Admissions Authority

School to call a meeting between parents, all professionals involved, transition school representative (if appropriate). Reference can be made to The Village Academy Deferred or Delayed start to school Guidance document.

Notes of meeting will be taken

These will include a clear statement as to whether any agreements by the Admission Authority to place a child out of their normal age group is being made.

Notes and any written reports considered at the meeting are to be placed permanently on the pupil's file. Copies held by the Admissions Authority.

A letter will be sent to the parent/s confirming the outcome of the meeting and requesting acknowledgement of their agreement of the result.

A copy to be sent to the Admissions Authority

School Admission Team notified of outcome

School place application processed, as appropriate.

6. Reception Admissions

We admit children to our school in a way which we hope is supportive to building positive attitudes to school and which helps children achieve. We do not believe it is conducive to a happy “starting school” experience to bring all the children into class on a full time basis when they first start school. Our arrangements for admitting children to the Foundation Year (Reception) will be explained at our Open Days.

- ❖ Regardless of which “age stream” (i.e. Winter, Spring or Summer born) Foundation children enter, the School has an active induction programme with Parents and local Nursery Schools, Play Groups etc.
- ❖ For all children an Admission Application Form (available from the School Office) should be completed and returned. For “older” children, this can occur at any time of the year.

For Foundation Classes the following policy applies (regardless of the child’s age/full-time education entry date):

- a) There is a Common Application Form (CAF) which has to be returned to the School or directly to KCC by the closing date stipulated for that year, preceding the September “intake” of pupils. Applications online are encouraged.
- b) The procedure for admissions to the Foundation Stage is arranged by KCC and will follow the timetable set by them.
- c) The offer of a place at Lydd Primary School will be made by KCC and we adhere to their admissions procedure. This will be in the form of a letter which is sent on the date set in the timetable for that year.
- d) All prospective parents/pupils are welcome to visit the school. The School Office should be contacted to make arrangements.
- e) Admission decisions reached by the School are subject to an Appeal Procedure including the LEA. Further detailed information is available from the School Office.

7. Waiting List

Parents can request for their child’s name to be placed on the waiting list if they are not offered a place. The waiting list will be maintained for six months after the 1st September. Children on the waiting list will be ranked in the same order as the published over-subscription criteria. The waiting list does not give priority based on the date the application is added to the list. Placing a child’s name on the waiting list does not affect the parent’s right of appeal against an unsuccessful application. However the revised regulations (In Year Admissions) now require parents to apply for a place via admissions at KCC, the school may only offer a place in year groups where there are 5 spaces or more.

8. Fair Access Protocol

Lydd Primary School, in common with all other schools in Kent, will admit pupils referred under the Fair Access Protocol. A ‘Hard to Place’ pupil will be given priority for admission over any others who are seeking or applying for school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

9. Appeals

All applicants have a statutory right of appeal in the event that Lydd Primary School is unable to offer them a place. Unsuccessful applicants will be advised of their right of appeal

to an independent admissions appeal panel established by The Governing Body under the School Standards and Framework Act 1998.

10. Casual Admissions

The criteria for casual admissions during the school year is set out below.

- a) Children in Public Care (Looked After Children)
- b) Children moving into the area without a school place in their home vicinity
- d) Siblings* – Children who will have a brother or sister at Lydd Primary School at the beginning of their first term. In the event that there is a shortage of places, priority will be given to siblings of children who live closer to the school.
- f) Distance** of the child's home to Lydd Primary School, with those living nearer being accorded the higher priority.

****Sibling***

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

*****Distance***

Distance will be measured [in a straight line/by the shortest walking route] from the front door of the child's home address(including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

APPENDIX

In Year Primary School Transfer Protocol

- ❖ All applicants without a school place must be allowed to start at a school as soon as possible if a place is available. If no places available, parents to be advised, in writing, of their right of appeal.
- ❖ When dealing with applications outside the normal admissions round, schools must still comply with parental preferences unless one of the statutory reasons for refusing applies (details are in the School Admissions Code 2014). Where schools have vacancies pupils must not be refused a place.
- ❖ Parents, who request a school transfer mid-term and where no house move is involved, will be advised that pupil(s) will not be able to start until the beginning of the next term.
- ❖ Where parents are dissatisfied with some aspect of their current school, they are encouraged to discuss the issues with the class teacher, SENCo and Head Teacher to try to reach a satisfactory solution and agreement.
- ❖ All applicants, outside the normal admission round, who already attend another school (without a house move) to be advised that Head Teacher of present school will be contacted.
- ❖ There is discussion between Head Teachers prior to an offer being made to a pupil already at another school, irrespective of whether the pupil is on a waiting list or not.
- ❖ Parents to be advised that the proposed transfer should be in the educational and social interests of the child and that these issues are discussed with parents before a place is offered. However, this cannot be considered as a reason to not offer if a place is available.
- ❖ The Head Teacher of the current school is informed, by the receiving school, that an offer has been made and accepted.
- ❖ Once place is accepted that place will be reserved until the start of the next term.
- ❖ The pupils name will not be added to the school roll until the start date.
- ❖ The parent/carers will write to the present school advising of the new school start date but will remain on role until end of present term.
- ❖ Any pupil who applies after the place(s) are allocated but during the term prior to the start date, to be added to the school waiting list if no places are available.

Procedures for admissions will be as described in the Local Authority's admissions booklet.