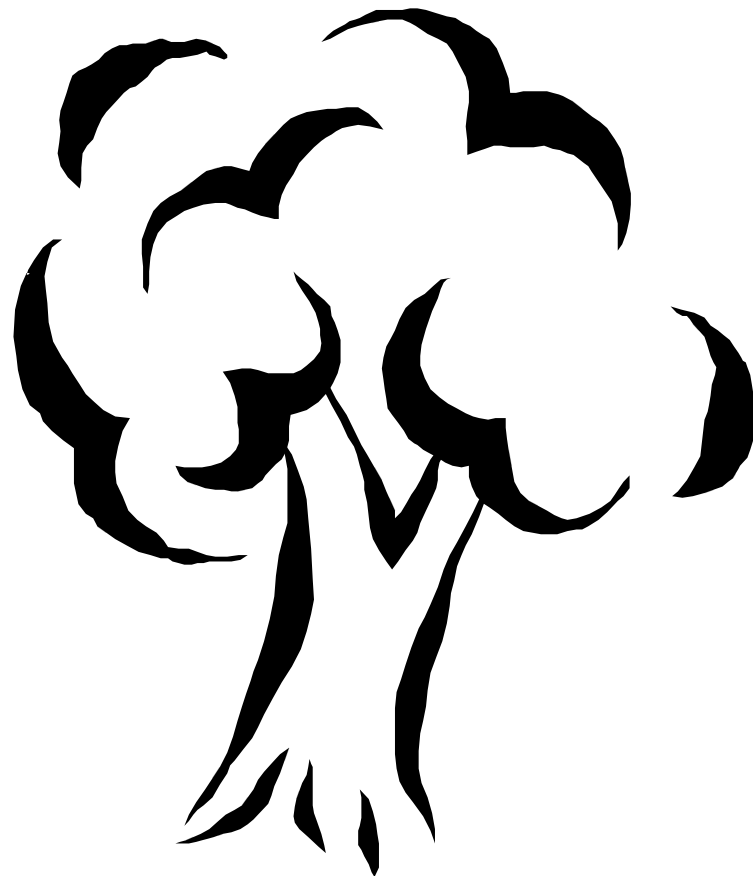


NORTHDOWN PRIMARY SCHOOL



ADMISSION ARRANGEMENTS POLICY

Reviewed: Spring 2016

To be reviewed: Spring 2017

NORTHDOWN PRIMARY SCHOOL

ADMISSIONS POLICY

INTRODUCTION

Our Local Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy confirms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004. These were revised again in December 2014

AIMS

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

STANDARD NUMBER

The standard number, calculated according to the Department for Education Regulations is

52 Nursery (26 morning session/26 afternoon session)

60 Reception/Year 1 and Year 2

60 in Year 3

60 in Year 4 from September 2016 Currently 45

60 in Year 5 from September 2017 Currently 45

60 in Year 6 from September 2018 Currently 45

SCHOOL PROSPECTUS

In order that parents are able to make an appropriate choice of school, a prospectus will be provided giving the following information:

- ❖ The school's intentions
- ❖ The nature of the curriculum
- ❖ The organisation of the school
- ❖ The school's relationship with parents
- ❖ The school's attitude towards discipline
- ❖ The policy on school uniform
- ❖ The results of National Curriculum tests

ADMISSIONS CRITERIA

The school complies with the admissions criteria laid down by Kent County Council. Places are allocated taking account of the following priority order.

- ❖ Looked after Children and previously looked after children. 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 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 local authority became 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).
- ❖ Current family association, i.e. a sibling in the school at the time of entry. A sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. For the sibling to apply the family must live at the same address as when the first child was offered a place, or, have moved nearer to the school, or have moved to an address that is less than two miles from the school as defined by the Ordnance Survey address point data as used by the Local Authority.
- ❖ Health reasons (for which a medical certificate may be needed) 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 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 these needs and the particular school.
- ❖ Nearness of children's homes and ease of access to the school means the distance between the child's permanent 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 everybody. The same address point on the school site is used for Children living in the same block of flats will be regarded as living the same distance from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place in the school, the names will be issued a number and drawn randomly to decide which child should be given the place.
- ❖ Before the application of oversubscription criteria, children with a statement of special educational need or Education (SEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly
- ❖ The school's waiting list will be re-ranked in accordance with our over subscription criteria above, every time a child is added.

ADMISSION PROCEDURE

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. All applications should be completed on a 'Common

Application Form'. The preference is for this to be completed on-line at www.kent.gov.uk/ola, however paper copies are available from the school office.

In this area children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (Autumn Term). Children are admitted to the school in September of the academic year of their fifth birthday. In the preceding January the admission form RCAF is sent to all parents who have expressed a preference for their child to attend Northdown School provided that the child is of appropriate age. The RCAF is forwarded to the Admission and Transport Team at Kent County Council who will offer places to parents in the Summer Term.

For new entrants to the Reception class there is a formal meeting for the parents of new entrants, when information is given, and an opportunity for the parents to talk informally with the teachers and/or Headteacher. Home visits are arranged prior to the child starting school.

We will also inform parents of Reception age children of their right **deferral of entry** or to take the place up part-time, until the term in which the child reaches compulsory school age. Under the new 2014 Admission code this is now the right of the parent.

If a parent wishes to admit a child outside of the normal age group then they should put this request in writing to the Head teacher and sent to Northdown Primary School, Tenterden Way, Margate, Kent. CT9 3RE

APPEALS

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents and carers wish to appeal against a decision to refuse entry they can do so by applying to the LA. An independent panel considers all such appeals and its decision is binding for all parties concerned. If the appeal panel decides that the school should admit a child to whom we have refused a place, we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

Parents who are unhappy with the allocation of the school may appeal, in the first instance, to the Area Director, then to members of the County Council and, finally to a statutory appeal committee. The school is obliged to abide by any decision binding on the LEA.

IN YEAR ADMISSIONS

Any application for a place in any year group will need to be made through Northdown Primary School.

An In Year Common Application Form is available from school or can be downloaded from the KCC website. It must be returned school and if a place is available the school will allocate a place to the child. If there are no places available the child's name will be added to the waiting list.

ADMISSIONS TO LEA NURSERY CLASSES

1. NURSERY CLASS PROVISION

The Nursery will provide early years education for children aged three and four years old. There will be 26 full time equivalent places, the majority of which will be used for part-time attendance (morning or afternoon sessions). The total number of sessions in each week will be ten.

2. ADMISSION ARRANGEMENTS

Children will be admitted to the Nursery at the first available opportunity after their third birthday.

Admission for the Nursery class will not guarantee, or give priority for, subsequent admission to Northdown Primary School.

Children will transfer to a school reception class in line with the LEA “rising fives” policy, consistent with the receiving school’s primary admissions arrangements, and consistent with arrangements specified in Kent’s Early Years Development Plan.

3. ADMISSIONS CRITERIA

Parents should apply for a place in the Nursery by the specified date (see note 1 below)

In the case of over-subscription for places children will be offered a place based in the following criteria:

- (i) Proximity of the child’s home to the school as measured by the shortest available walking route, with those living nearer the school being accorded the higher priority.

4. TRAVEL TO NURSERY CLASS

Assistance with travel arrangements will not be provided for children attending school nursery classes.

Note (1) on Application Dates

Applications for admission to the Nursery may be given in at school anytime during the year.

The child will be offered a place as soon as they reach three years of age.

ADMISSIONS TO THE RECEPTION CLASSES

Forms for admission to the Reception class for the September Autumn Term should be received by the school in February of that year.

INDUCTION

Before the child starts school

1. Every parent and child is given the opportunity to attend a meeting with class teachers in July. They will also have a consultation meeting in September prior to the child starting full time. Information is given regarding school routines and curriculum.

In July

- Children from the Nursery Unit visit the Reception class and take part in activities.
- Reception staff visit the Nursery Unit
- Transfer records received from Nursery settings
- Opportunities are given for new children to the school to visit the Reception classes with their parent/carers.

Autumn Term

In the first week of September all reception children are admitted full time.

- A home school reading diary is introduced
- Parents/carers are encouraged to join reading support groups.

During Term 2

All children will undertake a form of assessment. All parents will be given the opportunity to discuss the outcome, set targets and review their child's progress.

An open door policy is highlighted.

Reviewed: Spring 2016

Adopted by Governing Body: 8th March 2016

To be Reviewed : Spring 2017

Signed: _____ **Date:** _____
Chair of Governors