

Meopham Community Academy

Admissions Arrangements 2018/19

Published Admission Number (PAN) 60

Children will be allocated a place using the following oversubscription criteria:

- Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted.
- **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 ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
- **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 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.
- **Children of Staff at the school**-where a member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a skill shortage. If the member of staff leaves the sibling link will be 'lost'.
- **Current Family Association (siblings)** - a brother or sister in the same 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 children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- **Nearness of children's homes to school** - we 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.

**Tie-breaker** – Where there are more applications in any one category, applications will be prioritised on the distance from the child’s home to school

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as “excepted” for a period of one year, as with excepted pupils as defined in the School Admissions Code.

Parents of Reception age children have the right to defer entry or to take the place up part-time, until the term in which the child reaches compulsory school age. This means that children born between the 1 April and 31 August (summer born) must start school by 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 (July).

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 are no legal requirements 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 application 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 over subscription criteria.

The school’s waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.