

West Malling CEP School

Admission Arrangements for 2016/17

Children will be admitted to the Reception during the September before their fifth birthday. The number of intended admissions for the year commencing 2016 will be 30. This is the Published Admissions Number (PAN).

West Malling Church of England Primary School is an academy and the Governing Body is the admissions authority.

However, the Governors of West Malling Academy Trust will comply with national admissions legislation and work in line with Kent County Council in order to operate within the Local Authority's Co-ordinated Scheme for Primary Admissions.

Before the oversubscription criteria are applied, 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 admissions number will be reduced accordingly.

Admissions - Oversubscription Criteria

In the event of over subscription, the following criteria apply:

1) Children in Local Authority Care or Children who were previously looked after – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers – or who were previously looked after.

(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.

2) Current Family Association - 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). Linked infant and junior schools are considered to be the same school for this criterion. 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.

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.

3) 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.

4) 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 Ordnance Survey address point data.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Ordnance Survey map data - the higher the priority. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). Flats are therefore taken to be the same measurement point regardless of floor or location.

Definitive tie-breaker: In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Kent County Council.

Admission out of the normal age group

Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

Applications for West Malling Church of England Primary School should be made through the child's home authority via the Primary Admissions Scheme. You will be

required to complete the Reception Common Application Form (RCAF) either online through the website or request a paper RCAF from the parent's home authority.

Late applications will be placed on a waiting list and places allocated based on the above criteria.

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.

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

West Malling Academy Trust

April 2015