

practitioner who can demonstrate a special connection between these needs and Petham School.

4. Children of Staff at the School

Priority will be given to children of a member of staff who has been recruited or is being retained to fill a demonstrable skill shortage.

5. Distance/Nearness of Children's Home to School

Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority.

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. 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 school uses measurements provided by the Local Authority and further information on how distances are calculated, the definition of a child's home address, and how flats are treated for measurement of distance is available in the Admissions Booklets provided by the Local Authority. In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

6. 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.

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