



# Westcourt Primary & Nursery School

## Admission Arrangements

Written: October 2017

Review: October 2018

Parents wishing to apply for a place at Westcourt Primary and Nursery School will need to comply with Kent procedures for application.

Westcourt Primary and Nursery School has currently an agreed Pupil Admission Number (PAN) of 60 pupils for entry in Year R. The school will increase the PAN year on year to 60 children in each year group beginning with Year 1 from September 2017.

### **Oversubscription**

If the school is oversubscribed after the admission of pupils with a Health Care Plan, (where the school is named in the plan), the PAN will be reduced accordingly, and priority for admissions will be given to those children who meet the criteria set out below in the following order:

1. Highest priority will be given to Looked After Children (LAC) and previously LAC
2. Siblings of children attending the school at the time of application
3. Other children by distance from the school with priority for admission given to children who live nearest to the school

In the event of a tie break in category 3, a random allocation process will be used which will be independently verified.

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A sibling is defined as a brother or sister living in the same house and includes natural brothers and sisters, adopted siblings, step brothers or step sisters and foster brothers and 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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

The schools waiting list will be re-ranked in line with the above over subscription criteria every time a child is added.

In line with the 2014 Admissions Code the school respects the parents of Reception aged children, their right to defer entry or take up a part time place until the term when the child reaches compulsory school age. The parents must make contact with the school if this is their wish and meet with the Headteacher to explore these wishes. The school will only admit children to the appropriate year group commensurate with their date of birth.

### **In Year admissions**

The casual admission process will follow LA guidelines that aim to make a casual admission placement within 10 school days.

Parents can apply for a casual admission at any time during the school year. If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.

Any place that becomes available will be offered to the child at the top of the list. All vacancies will be allocated as they arise.

### **Casual Admissions when transferring schools without moving home**

If a parent wishes to transfer their child from another school without moving home, the school will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school before any place will be offered.

### **APPEALS**

Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the School Admissions Appeals Code by an independent panel. Appeals should be made in writing to the school.

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

In order to apply for a place at the school please contact our Admissions Officer who will be able to assist you and tours of the school can be arranged.

May 2017