



## ADMISSIONS POLICY 2021-22

**Version No:** 1.0

**Date to be reviewed:** November 2020

**Policy status:** Approved

**Last updated:** February 2020

### 1. Background

Martello Primary is a single form entry primary academy school ('the school'), able to admit a total roll limit of 210 pupils. The published admission number (PAN) is 30.

Applications for Reception ('Year R') places at Martello Primary will be processed via Kent County Council. Please follow the link below for details. <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

All prospective parents and pupils are welcome to visit the school by appointment. The school office should be contacted to make arrangements.

### 2. Children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP)

Parents of children with statements of Special Educational Needs or Educational, Health and Care Plans wishing to attend the school should ask the Local Authority to name our school in the statement or Plan.

If the school is named in the statement or Plan, the child will be admitted before the application of oversubscription criteria. As a result of this, the published admissions number will be reduced accordingly.

### 3. Admissions to Year R

Where an offer has been made for Year R, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which the child reaches compulsory school age.

### 4. Oversubscription

In the event of oversubscription, pupil applications will be prioritised as follows:

- a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (See notes below on eligibility)
- b) Children with a sibling of school age living at the same address, including step and foster siblings, for whom a place has been awarded. See notes below on eligibility
- c) Children eligible for the service premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility
- d) Children whose parents work as permanent staff members at the School being applied to, in either or both of the following circumstances:
  - i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - ii) the member of staff is recruited to the Trust to fill a vacant post for which there is a demonstrable skill shortage
- e) Proximity – the applicant living closest to school will have priority (in the event of one or more applicants tying after application of criteria (a-d) and measurement will be on the same basis as set out in the tie-break information below

## 5. Tie-break

If we reach our admission number in any of the above criteria, we will apply the following tie-break to determine who is admitted:

- (a) Nearness of children's homes to school

The distance between the child's permanent home address and the school is measured in a straight line using 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. When we apply the distance criterion, these straight line measurements are used to determine how close each applicant's address is to the school.

Where Children live in blocks of flats: a block of flats will be deemed a single place of residence for the purpose of distance measurement using NLPG address point data. All children within the same block will be considered as living the same distance from the school.

- (b) Where it is not possible to determine priority due to children living the same distance from the school as measured using the NLPG address point data, a process of random allocation will then be used as a tie-break to decide who has highest priority for admission. This process will be overseen by someone who is independent of the school and the Academy Trust. However, if children of multiple birth (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

## 6. Appeals

If a place at our school is not offered, parents have the right to appeal to an independent panel. Appeal papers should be obtained from and returned to the Clerk of the Appeal Panel, c/o Turner Schools. The closing date on

the appeal application form must be adhered to. If you are in any doubt, please contact the school and we will send you appeal forms.

## **7. Appeals Timetable**

In line with the policy of appeals at Kent County Council, if your child is due to start primary school in September 2021 and was refused a place at Martello Primary you can appeal this decision. The appeals timetable will be published on the school's website from the 28<sup>th</sup> February in the admission year. Please submit your appeal to the school office at: [martellooffice@turnerschools.com](mailto:martellooffice@turnerschools.com).

If the school application was made in the normal round of applications, appeals must be heard within 40 school days of the appeal deadline.

If it was a late application, appeals should be heard within 40 school days of the deadline where possible, or within 30 school days of making the appeal.

More details of the appeals process can be found on the Kent County Council website:  
<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

## **8. Waiting Lists**

The school will maintain a waiting list after the 1st September for all 'full' year groups which will be kept open until December 2021. If you want to put your child on a waiting list, applications must be made on the school's appropriate form and returned to the office.

The waiting list is maintained in order of the oversubscription criteria. This means that names can move down the list if, for example, someone moves into the area and is higher placed under the oversubscription criteria.

## **9. Admissions of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a. Complete the LA common application form or the in-year admission form as appropriate;
- b. Attach a letter addressed to the school outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Martello Primary will make decisions 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
- Any available 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
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Principal

## **10. In-year Admissions**

If you want to move your child to a different school, you will need to complete an In Year Application form available via this link on Kent County Council's website. The application form should be sent directly to the school. The school cannot guarantee a place will be available for your child.

## **11. Definitions**

### **11.1 Children in Local Authority Care or Previously in Local Authority Care**

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **11.2 Children in receipt of the Service Pupil Premium**

A child:

- who has one or both of their parents serving in the regular armed forces
- who has been registered as a 'service child' in the school census at any point in the last four years
- whose parent(s) died (or in certain cases injured) while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)
- Pupils with a parent who is on full commitment as part of the full-time reserve service (FTRS FC)

### **11.3 Parent**

By parent we mean any individual:

- who is parent of the child, or
- who is not a parent of the child but who has parental responsibility for the child, or
- who has care of the child

#### **11.4 Sibling**

By sibling we mean:

- A full brother or full sister living at the same address or living at separate addresses
- A half-brother or half-sister living at the same address or living at separate addresses
- An adoptive brother or adoptive sister living at the same address or living at separate addresses
- A foster brother or foster sister living at the same address
- A step brother or step sister living at the same address
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending

#### **11.5 Permanent home address**

Where a child lives part of the week with one parent/carer and part with another member of the family, the permanent home address will be considered to be the residence where the child spends at least three school nights of the week during term time, i.e. Sunday to Thursday.

#### **11.6 Nearness to 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.

## SUPPLEMENTARY INFORMATION FORM

This form should be completed if you have stated a preference for Martello Primary and you wish your application to be considered under criteria - eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the pupil is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form in addition to the Supplementary Information Form.

<b>Pupil details:</b> _____
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<b>Forename:</b> _____	<b>Home address:</b> _____
<b>Middle name:</b> _____	_____
<b>Surname:</b> _____	_____
<b>Pupil's date of birth:</b> _____	<b>Postcode:</b> _____

<b>Details of person with legal parental responsibility submitting application:</b>
<b>Name:</b> _____
<b>Address:</b> _____
_____
<b>Postcode:</b> _____
<b>Home No:</b> _____
<b>Mobile No:</b> _____
<b>Email address:</b> _____

**Please read the following declaration carefully and then sign and return the form to:**

The Admissions Officer  
Martello Primary  
Warren Way  
Folkestone  
Kent CT19 6DT

By **[application date for Primary School places to be confirmed by LA each year]**

Forms received after this date may not be able to be taken into account when processing your application for Primary National Offer day.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_