

Admissions Arrangements 2022-2023



Springhead Park
PRIMARY SCHOOL

February 2021

Head Teacher Signature

A handwritten signature in black ink, appearing to read 'W. Clew', is written over a white background within the signature box.

Chair of Governors Signature

Review: December 2022

Admission arrangements for 2022/2023

Springhead Park Primary School is a two-form entry primary school and nursery located on the Springhead Park Development in Northfleet. The school will adopt a rich and varied curriculum based on the three over-arching concepts of Knowledge, Personal Development and Connectivity, to nurture happy, confident and capable young people ready to play their full part in 21st century life.

Admission number and process

The school has an admission number of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Springhead Park Primary by Kent County Council as part of the local coordinated scheme.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a residence order or special guardianship order.
2. Children with a medical need that makes it essential for the child to attend Springhead Park Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.
3. Siblings of children who will be attending Springhead Park Primary at the time the child is due for admission to the school. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address. Twins and triplets (and other in-year sibling groups) will be also accorded this priority.
4. Children whose parent or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Springhead Park Primary. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.
5. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
6. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by Kent County Council in accordance with its home to school distance measuring policy.

Tie-breaker

Where the admission number of 60 children is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for places than there are places available, a waiting list will be maintained by the school and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Transition into Reception from Springhead Park Primary's Nursery

Children attending the Springhead Park Primary School's Nursery will not be automatically allocated a place in the reception year group. Applications must be made through Kent County Council as described above.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Kent County Council Schools Admissions Team within the given time frame (approximately 30 days from the letter refusing admission) to lodge an appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.