

Cecil Road Primary & Nursery School  
Together we achieve more



# Admissions Policy

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place.

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by the local authority.

### **Looked After Children and previously Looked After Children**

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.

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.

#### **4. How to apply**

For applications in the normal admissions round you should use the application form provided by our local authority. Applications should preferably be completed on-line at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

You can use this form to express your preference for a **maximum** of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from the local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Usually children enter school in the academic year they become five. There is one admission date per year, early in September. Therefore parents would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date determined by the LA.

Any admission application of a child subject to a joint custody court order will be dealt with individually and following consultation with both parents.

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the school's over subscription criteria.

#### **6. Allocation of places**

##### **6.1 Admission number**

The school has an agreed admission number of **54 pupils** for entry to Year R (and all subsequent years).

##### **6.2. Oversubscription criteria**

All children who have an education, health and care (EHC) plan that names the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to Children in Local Authority Care and all Previously Looked After Children who apply for a place at the school.
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

3. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as having a demonstrable and significant need to attend the school. The school requires written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.
4. Priority will next be given to children of staff. Staff must have been in post for a minimum of 2 years to apply for this priority.
5. Nearness of children's home to the school. The Local Authority uses distance between the child's permanent home address and the school and is measured in a straight line using National Land and Property Gazetteer (NLPG) address point.

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.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a **waiting list for the relevant year group**. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and return this information to the Local Authority.

You can find details of the school's appeals timetable on the following webpage:  
<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer#tab-1>

## **9. Nursery (3 – 5 year olds)**

### **9.1 General Enquiries**

On receiving an enquiry about entry to the Nursery, the school will send an application form to be completed and returned to the school office. Parents / Carers are asked to provide a copy of the child's birth certificate.

## **9.2 New Admissions to Cecil Road Nursery**

The Nursery offers 15 and 30 hours of free childcare. All children are eligible for 15 hours of free child care. To be eligible for 30 hours of free childcare, both parents (and the sole parent in a single parent family) will need to earn on average the equivalent of 16 hours on the minimum wage and no more than £100,000 per year. Eligibility will be checked by HMRC.

Visit [www.kent.gov.uk/freechildcare](http://www.kent.gov.uk/freechildcare) for more information.

Applications for the Nursery will be considered during the term prior to the appropriate start date. We have two intakes to the Nursery – September and January. An acceptance letter will be sent giving details of starting arrangements.

## **9.3 Home visits- Nursery / Reception**

Information to be acquired:

- Personal details including ethnicity and First Language
- Emergency contact details
- Health, allergies, past operations, hearing and speech
- Additional Educational Needs

In the event that the school is unable to make a home visit, the above information will be requested via post or during a pre-admission meeting.