

## **Admissions Policy - Willesborough Junior School**

Willesborough Junior School is a foundation school. It is federated with Willesborough Infant School. The two schools are known as The Willesborough Schools. Willesborough Junior School provides for children between 7 and 11 years old, educational year groups 3 to 6 inclusive. The Published Admission Number is 120 and children are normally admitted to year 3 in the school year in which they have their seventh birthday. All year 3 children are admitted in September, at the start of their third year in school.

The Governing Body has committed to classes of no more than 30 pupils.

### **Admission at the Start of Year 3**

To apply for a place at Willesborough Junior School, parents/carers will need to complete a Common Application Form (CAF), which is available on line at [www.kent.gov.uk](http://www.kent.gov.uk) and submit it online by the date specified by the Local Authority (LA). Offers of places will be sent to parents/carers on the common offer date and notified by the LA via email. Offers of places will be sent to parents/carers on the common offer date and notified by the LA.

In line with the School Admissions Code, children with Education, Health and Care Plans (EHCP) that name Willesborough Junior School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. An EHCP is a statement of Special Educational Need made by the Local Authority. If there are more applications for admission to the school at the start of the year or within the year, than there are available places, then places will be offered by the Governors in accordance with the following Criteria:

**1} Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents / carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

**2} Current Attendance at the Linked School** – Willesborough Infant School. Children currently attending year 2 at Willesborough Infant School at the time of the closing date of applying for a year 3 place

**3} Current Family Association** – a brother or sister who will be in Willesborough Infant School or Willesborough Junior School at the time of entry. In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step-brother or sister or foster brother or sister.

**4) Health and Special Access Reasons** – Medical, health social and special access reasons will be applied in accordance with the school's legal obligations, in

particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents' / guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

**5) Nearness of children's homes to school** – 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. 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. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA would offer a place to each of the siblings, even if doing so takes the school above its PAN.

### **Requesting admission outside of the normal age group**

Willesborough Junior School works in partnership with Willesborough Infant School and we do not routinely consider admitting children outside of their normal age. To request admission outside of the normal age group, you should contact the Headteacher as early as possible during the application period for the child's date of birth. You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede any decisions made.

### **Waiting List**

A waiting list will be kept of the applicants who are refused admission due to over-subscription and whose parents or carers make a written request to have their child's name placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made., unless parents / carers request for their child's name to stay on the waiting list for the next year group.

After a place has been offered the Governing Body reserves the right to withdraw the place in the following circumstances:

1) when a parent or carer has failed to respond to an offer within two weeks; or

- 2) when a parent or carer has failed to notify the school of important changes to the application information; or
- 3) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or guardian.

### **Appeals**

Any request for an appeal should be made to the Local Authority within 20 school days of being notified that a place has not been allocated. The local authority will convene an independent panel to hear the appeal, and parents or carers may attend if they wish. The panels decision is final.

## **In Year Admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined below.

### **Waiting List for In Year Admissions**

A waiting list will be kept of the applicants who are refused admission due to over-subscription and whose parents or carers make a written request to have their child's name placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made, unless parents / carers request for their child's name to stay on the waiting list for the next year group.

### **Appeals**

Any request for an appeal in respect of an In Year Admission, should be made to the Local Authority. The local authority will convene an independent panel to hear the appeal and parent / carers can attend. The panels decision is final. Parents can make one appeal per school year for the same child.