



ADMISSIONS POLICY (for September 2016)

Policy Adopted: November 2014
Committee Responsible: Teaching and Learning
Review Date: November 2015

Signed: _____ **Date:** _____

Our children: healthy, happy individuals who make the most of what they have.

Introduction

The admissions process should be simple, fair and easy for parents to use in selecting the preferred school for their children. This policy aims to achieve this and complies with current admissions legislation.

Borough Green Primary is a Foundation School and so the Governing Body is the admissions authority. However, the Governors of Borough Green Primary will comply with national admissions legislation and work in co-operation with Kent County Council in order to operate within the local authority's Co-ordinated Scheme for Primary Admissions.

1. Admission Numbers and Intake Times

The school's published admission number (PAN) is 45.

Borough Green Primary has one intake per year in September.

The law does not require a child to start school until the start of the term following the child's fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These are:

31 August, 31 December and 31 March.

Although parents may wish to defer their child's school place until the start of the term following their fifth birthday we do have the facilities to admit these children at the beginning of the academic year in which their birthday falls.

Admission Arrangements for Children to be Taught Outside their Expected Year Group

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request to defer their application, however 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, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

2. Application Procedure

- a. The school will follow the procedures, timetable and deadlines applicable to the Co-ordinated Scheme for Primary Admissions within Kent.
- b. If there are more applicants than places, the Governors' Admissions Committee will be convened and shall agree on the allocation of the 45 places based on the agreed Admissions Criteria.
- c. At the request of a parent, the school will keep a child's name on file and inform the parent if a place unexpectedly becomes available. Where there is more than one parent on this list, the Oversubscription Criteria will be applied and the place offered to the child with the greatest eligibility. The waiting list will be kept open until the first day of the following Spring term in accordance with the KCC Coordinated Scheme for Primary Admissions.
- d. Parents can take up the opportunity to visit the school and/or receive advice on the admissions process by contacting the school office on 01732 883459.

3. Oversubscription Criteria

Where the number of applicants exceeds 45 for a new intake (the relevant year), the following criteria will be applied to all applications in the order of priority in which they appear.

Before the application of oversubscription criteria children with a statement of special educational need (SEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

i) Looked After Children and Adopted Children

Children in Local Authority Care – that is a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 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).

ii) Current Family Association

This refers to a brother or sister at the school at the time of entry. This includes: natural or adopted siblings; step or foster brothers or sisters; those who live as brothers or sisters in the same house.

iii) Children of Staff Employed by Governors

- 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
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

iv) 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 means 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.

v) Proximity

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 Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody.

Under Section v) - In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the LA) then a random selection will be applied.

4. Withdrawal of an offer of a place

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

1. when a parent has failed to respond to an offer within a reasonable time; or
2. when a parent 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.

5. Admission for Year Groups Other than Reception

Parents seeking admission of children in years other than Reception should refer to the KCC Co-ordinated Scheme for Primary Admissions for In Year Casual Admissions procedure. . The upper limit of 30 places per class shall apply in KS1 and in the event of more than one applicant for a vacancy, the Oversubscription Criteria shall apply.

6. Appeals

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Borough Green Primary School uses the services of Kent Local

Authority Legal Department to set up the Appeal Panel Hearing. Parents should contact the School Office for details.

Signed:Chair of Governors

Date: