

# Ditton Infant School

## Determined Admissions Arrangements 2018

### Published Admission Number (PAN)

Ditton Infant School has a published admissions number of 60 and pupils are admitted into two classes at the beginning of the Autumn Term in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

### Oversubscription Criteria

In the event of the school receiving more than 60 applications for places, the oversubscription criteria will be applied. Before this happens, 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.

Where the number of applications exceeds the number of places available (currently 60) the following criteria will be applied in the order set out below.

- **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 Sec 46 of the 'Adoption and Children Act 2002 or Sec 8 or 14a of The Children Act 1989).
- **Current Family Association** - a brother or sister in the same school at the time of entry. Ditton Infant and Ditton Junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- **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.
- **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 the 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.

**\*\*** A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parents or guardians or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

## **Waiting Lists**

The school operates a Waiting List in which prospective pupils are re-ranked in line with the published oversubscription criteria, every time a child is added.

Parents will notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.

The Office Manager will keep any such list, updating it as required. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at Ditton Infant School

At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.

As places arise, the school will contact parents, according to the priority on the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the priority list. Parents will not be informed of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.

## **How to apply for year groups other than Reception, or for in year admissions:**

A parent can make an application to Ditton Infant School at any time, however places can only be allocated if the PAN is not full. The PAN is 60 for all year groups.

As with applications to the new intake classes, Ditton Infant School asks parents to complete the Standard Application Form, found online at [www.kent.gov.uk](http://www.kent.gov.uk) and forward it to the school.

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the oversubscription criteria. The school will notify parents of the decision, and if refusing the place, will offer the right of appeal. All appeals must be made in writing to the Governing Body of Ditton Infant School **within fourteen days of receipt of notification.**

For In-year applications, appeals will be heard within 30 school days.

## **Handling Out of Year Arrangements**

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, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1. In this instance, the Headteacher of the school will reach the final decision. This will involve the Headteacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological year group.