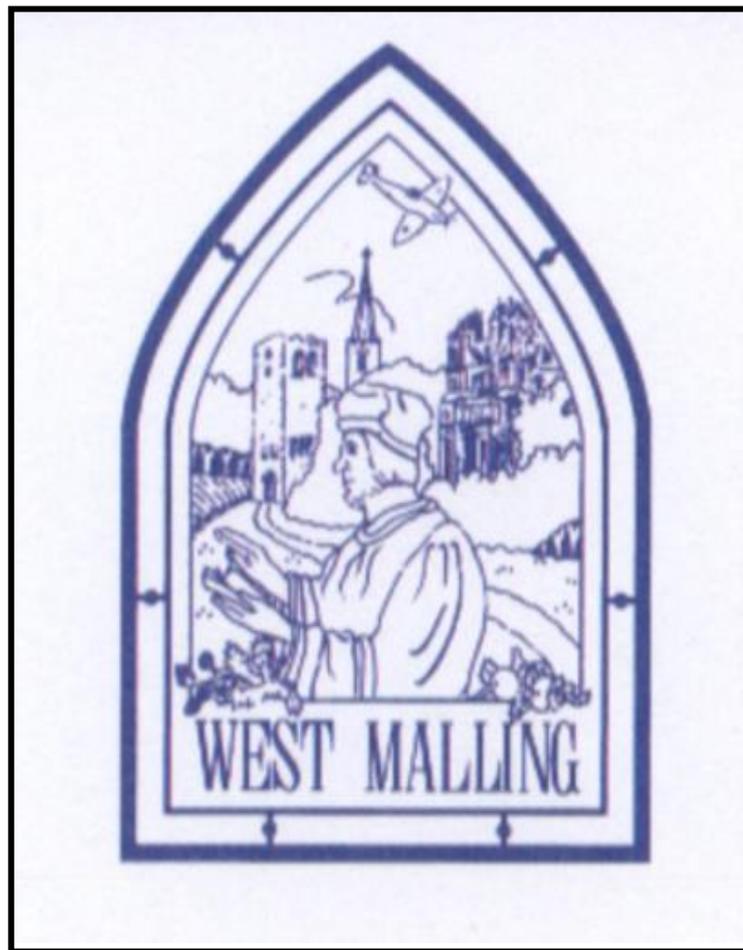


# Admissions Arrangements Policy 2018-19



# Admissions

1. Children will normally admitted to the Reception Class during the September before their fifth birthday. The number of intended admissions for the year commencing, 2017-2018 and 2018-2019 will be 30.
2. West Malling Church of England Primary School is an academy and the Governing Body is the admissions authority. However, the Governors of West Malling Academy Trust will comply with National admissions legislation and work in line with Kent County Council in order to operate within the Local Authority's Co-ordinated Scheme for Primary Admissions.
3. The School is currently working on the basis of a total roll limit of 210 children in the main school, and no more than 30 children per class in Key Stage 1. There is also a maximum of 21 places within the Speech & Language Centre and the school expects to have no more than 3 per year group.
4. Pupil admissions to the School are guided by a Kent-wide policy. Priority is given according to the following criteria:
5. Before the application of oversubscription criteria, children with a **statement of special educational need or Education (SSEN), Health and Care Plan (EHCP)** which names the mainstream school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

## Over-subscription Criteria

The over-subscription criteria for West Malling Academy Trust reflects the policy for all other Voluntary Controlled Schools in Kent. This is as follows:

- **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. **Children previously looked after** - Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). Linked infant and 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.

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 will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as “excepted” for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- **Health and Special Access Reasons** - Medical / Health 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 children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child’s 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.

## 7. Other

There are times when one child from a family can be offered a place but a sibling is not. Year groups run at a capacity of 30 children. In accepting a place for one child it must be understood by the family that the sibling will not be offered a place if there is no place for the sibling in a year group that is already full.

The Governors have agreed that our classes may not exceed 30 children in key stage 1 and key stage 2 because we believe this is in the best educational and social interest of all our children.

In line with DfE guidance, the school’s waiting list will be re-ranked in line with the published oversubscription criteria, every time a child is added.

## 8. Reception Class

We usually admit children to our school in a way which we hope is supportive to building positive attitudes to school and which helps children achieve. We do not believe it is conducive to a happy “starting school” experience to bring all the children into class on a full time basis when they first start school and therefore a gradual increase to full time schooling will be part of a comprehensive induction programme in September. This is not, however, mandatory, but the school’s preferred approach.

Our arrangements for admitting children to the Foundation Year (Reception) will be explained at our Admissions/Open evening.

## 9. In Year Admissions

All admissions outside of the annual Reception Class intake are coordinated by the School and reported to the LA. Parents who wish to apply for places should complete the relevant form (available from the school office) and send it back for the School to make the offer.

## **10. Admission out of the normal age group**

Parents of Reception age children have a right to defer entry, or to take the place up part-time, until the term in which the child reaches compulsory school age. (Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. 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.)

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 the 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 the 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 the school's oversubscription criteria.

Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.