

**The Federation of The Downs & Northbourne  
Church of England Primary Schools**



**Admissions Policy  
STATUTORY POLICY**

**School Mission Statement  
Federation of The Downs and Northbourne CEP  
Schools**

**Mission Statement**

*"...if you have faith as small as a mustard seed...nothing will be impossible."  
(Matthew: 17 v20)*

**VISION STATEMENT:**

Our vision for the Federation of The Downs and Northbourne CEP Schools is to put *God* and *Family* at the heart of all we do. As a *nurturing* community, we use the parable of The Mustard Seed *"...if you have faith as small as a mustard seed...nothing will be impossible."* (Matthew: 17 v20) This guides the way we value and treat all members of our school community. Through our pastoral care and our rich curriculum experiences we provide a safe and dynamic learning environment in which all can flourish.

**To grow in: Faith, Love, Compassion, Kindness, Respect & Forgiveness**

Our six Christian Values are at the heart of our vision. Every day we aspire to grow in **Faith, Love, Compassion, Kindness, Respect and Forgiveness**, so that our school family may experience the joy and hope of **"life in all its fullness"** (John: 10 v10)

**Review annually**

<b>Reviewed December 2017</b>	<b>Reviewed December 2018</b>	<b>Reviewed October 2019</b>	<b>Review October 2020</b>
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## **Admissions Policy**

### **Introduction**

The governing body of The Downs and Northbourne CEP Schools applies the regulations on admissions fairly and equally to all those who wish to attend the schools. The schools follow the Kent Admissions procedures.

This policy is read within the context of the Christian values and teachings of our Federation.

### **Aims and Objectives**

We aim to serve our communities by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Although we are a Federation that strongly promotes a Christian ethos, we are inclusive schools that welcome children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

### **How parents can apply for the child to be admitted to our school**

Our schools are community schools and we determine the admission arrangements in agreement with the LA.

The LA is therefore the “Admissions Authority” for our schools. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year and parents/carers receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form or on the on-line application form. Expressing a preference does not, in itself, guarantee a place at this school.

Application forms can be obtained from the Education Department of the LA and parents/carers should ensure that they complete the necessary application form by January/February. This date is specified by the LA.

The LA notifies parents/carers about the school place as soon as all the applications have been considered. For more information on admissions <http://www.kent.gov.uk/education-and-children/schools/school-places>

### **Admission arrangements in priority order**

- Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
- Current family association e.g. elder brother/sister at School, and who live at the same address.
- 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, mean that they have a demonstrable and

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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 the needs and our schools.

- 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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

\*In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

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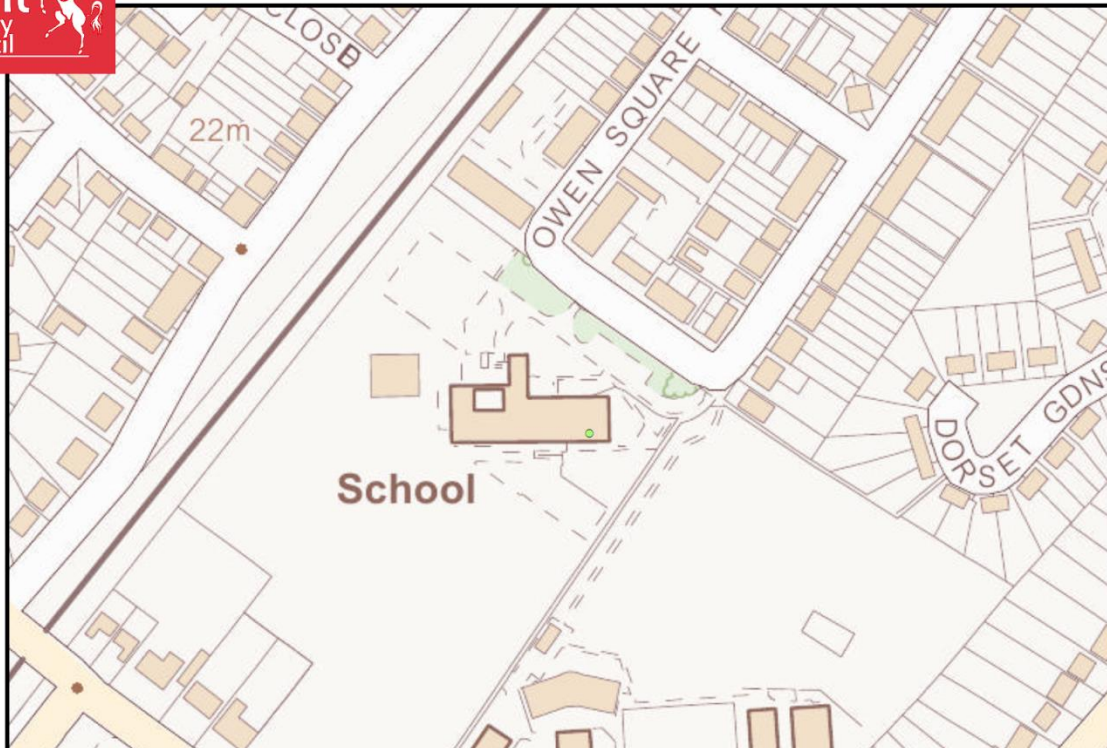
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**Process of Admission**

- Parents/carers are invited to make an appointment through the School Office to have a look around the schools for admissions. This will give you an opportunity to have a look around and ask any questions.
- New children (4 years of age) are generally gradually phased in over the first three weeks of Term 1 and parents/carers may receive a home visit/have a meeting with our Reception Teachers.
- We generally admit children once a year in September when they are four years of age.
- In Term 6, prior to admission, parents and children have several opportunities to meet their child's new teacher, including a presentation, to meet with school staff and to participate in some school activities.

**Over Subscription**

*"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."*

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out (see Admissions Appeals) in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excessive demand on the school places available.

**Waiting list**

If a child is unsuccessful in obtaining a place because of oversubscription, the parent or carer may ask for the child's name to be placed on the school's waiting list. Waiting lists will be reviewed every 6 months. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Placing a child's name on the waiting list does not affect the parent's or carer's right of appeal against a refusal to offer the child a place at the school.

**Admission Appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase beyond our PAN (Planned Admission Number set by the LA). If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals which is available for from the LA)

**The standard number**

THE DOWNS - PAN (Planned Admission Number) is 60.

NORTHBOURNE - PAN (Planned Admission Number) is 20.

**Key Stage One class sizes.**

We teach KS1 (formerly called "infant") children aged five to seven in a class that has a maximum number of 30 unless the school is directed to take a pupil after parents have been successful in appealing to an independent appeals panel.

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**In Year Casual Admissions**

The process is similar to that as described above. An 'In Year Casual Admissions Form' (IYCAF) must be completed and oversubscription criteria remain the same. At Northbourne we have mixed age classes, which allow us some flexibility. However, in principle we believe that children should be educated within their age appropriate class. Please see statement from the Deal Learning Alliance for In Year Casual Admissions.

**Statement from Deal Learning Alliance criteria for admission out of year group**

In the Deal Learning Alliance we believe a child should be educated in their age appropriate year group. In our professional opinion, children who do not experience the full EYFS are disadvantaged socially and academically when transferring to Key Stage 1. Through our highly skilled approach to differentiation we feel every child's needs can be catered for in their age appropriate year group to ensure strong academic and emotional development.

In principle a decision to be admitted outside their age appropriate year group needs careful consideration and will only take place in exceptional circumstances. In order to assess the suitability for admission out of year group the following criteria will be applied by all primary schools in the Deal Learning Alliance. Every request will be considered carefully and on its own merit. Parents will be made aware of the advantages and disadvantages of out of year group admissions.

- It is the responsibility of the parent of the child to provide independent evidence to demonstrate their child will thrive in the year group they are requesting.
- Provide evidence that the child's age appropriate year group is currently not meeting their needs.

We recommend that children are admitted to school in EYFS at one admission point and that staggered admission to school is not the preferred route for schools in the Deal Learning Alliance.

**Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our schools or the local area.

<http://www.kent.gov.uk/education-and-children/schools/school-places>

**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](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.