



# Admissions Policy 2024-2025

*Reviewed: February 2023*  
*Review Date: December 2023*

Approved by Governing Body		<a href="#">February 2023</a>
Next Review Date		December 2023
Head Teacher	Kate Le Page	
Co-Chair of Governors	Louise Hallam and David Wilson	

## The Wells Free School Admissions Policy

### Pupil Numbers

The Wells Free School has an agreed Pupil Admission Number (PAN) of 30 Reception children. This is in response to a high number of applications, year on year and a commitment to be able to offer more children, who live within a very short distance, the right to attend their nearest school. All applicants will be admitted to the Reception class if 30 or fewer apply. Provision will be made for the admission of all children in the September following their fourth birthday.

Parents can request:

- That the admission date is deferred until later in the academic year or until the term in which the child reaches compulsory school age.
- That their child takes up the place part-time until the child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Head Teacher 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 RCAF to the Local Authority, 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. Further advice is available at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

### Oversubscription Criteria

Where the number of applicants for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Need where The Wells Free School is named in the statement, places will be allocated to applicants in the following priority order:

1. 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) at the time of making an application to a school.  
A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.  
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. 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<sup>i</sup> was admitted - or - if they have moved - live within 1 mile 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.
3. Children of Founders of The Wells Free School. Children who have been granted this provision by the Secretary of State for Education. A full list of Founders is available from the school office.
4. Children of staff at The Wells Free School. 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.
5. 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 The Wells Free School. Equally this priority will apply to children whose parents'/carers', physical or mental health or social needs means that they have a demonstrable and significant need to attend The Wells Free 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 Wells Free School.

6. 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

### **Tie Break**

In the event that distance from school results in several students eligible for the last place, then the last place will be allocated by ballot of those equidistant students. The ballot will be overseen by someone independent of the school. In the event that the last student admitted by distance is a twin or of multiple birth, then they would both/all be admitted.

### **Application Process**

Applications for The Wells Free School should be made through the child's home authority via the Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the website or by requesting a paper RCAF.

### **Other Admissions (in-year or casual admissions)**

Applications for vacancies that arise outside the normal annual admission round will be considered at any time during the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the oversubscription criteria.

### **Appeal Procedure**

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. The determination of the Appeal Panel is binding on all parties. Full details of the procedure will be sent to parents whose application to The Wells Free School was unsuccessful on offer day.

### **Waiting List**

In the event there are no places available, parents may request to be added to the waiting list. Ranking on this waiting list will be in line with the oversubscription criteria. Parents will have the right to know their child's position on this list. The list will be kept until the last day of the academic year.

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<sup>i</sup> Siblings are defined as brothers, sisters, half-brothers, half-sisters, step brothers, step sisters and any other child that is the legal responsibility of one of the parents or carers of the student already on roll at the time of entry and is living in the same family unit at the same address as that sibling.