

## REPTON MANOR PRIMARY SCHOOL - **ADMISSIONS POLICY 2018/2019**

### **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.

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

Prospective parents are invited to view the school in the autumn before their child is due to start the following September. These visits are by appointment only and would usually take place between October and the end of December.

Applications for school admissions usually have to be submitted to the Local Authority in early January for entry in September. If you would like to visit the school please contact the school office on 01233 666307 for further details.

### **1. Admission Numbers and Intake Times**

- For Reception aged children the school's published admission number (PAN) is 60.
- Repton Manor PS has one intake per year in September.
- 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.
- Applications for admission must be received in line with deadlines set by the LA and children will be 4 plus years of age on entry.

### **2. Application Procedure – for Year R places.**

- a) The school will follow the procedures, timetable and deadlines applicable to KCC's Co-ordinated Scheme for Primary Admissions.
- b) If there are more applicants than places, the Governors' Admissions Committee will meet to agree on the allocation of places based on the Oversubscription Criteria below.
- c) Once the PAN for the year group has been reached no other children can be offered a place. Any remaining children will automatically be entered onto a waiting list.
- d) Any parent whose child has been refused admission has the right to appeal against this decision. In these circumstances the school administrative officer will give advice and an appeal form.
- e) For applications for September 2016 onwards parents can arrange to visit the school and/or receive advice on the admissions process by contacting the school office.

### **3. Oversubscription Criteria**

Before the application of Oversubscription Criteria children with statements of Special Educational Needs which name the school will be admitted. As a result of this the PAN will be reduced accordingly.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- a) Children in, or previously in, the care of the Local Authority.
- b) Children with siblings in school at the time of entry.
- c) Health and special access reasons.
- d) Children of staff at the school;
  - a) 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
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) Proximity of the child's home address to the school, with those living nearer having higher priority.

### **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:

- when a parent/carer has failed to respond to an offer within a reasonable time; or
- when a parent/carer has failed to notify the school of important changes to the application information; or
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

### **5. Admission for Year Groups Other than Reception**

Parents seeking admission of children in years other than Reception should contact the school office for an application form.

Once the published PAN for the year group has been reached no other children can be offered a place. (In 2018 the PAN for all year groups is 60)

### **6. Appeals**

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Repton Manor Primary School uses the services of KCC to set up the Appeal Panel Hearing. Parents should contact the school office in the first instance.

## 7. Notes

**Looked After Children:** Children who are in the care of the Local Authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a “looked after child” is a child in public care at the time of application to a school.

**Previously looked after children:** 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).

**Siblings:** This includes: natural or adopted siblings; step or foster siblings; those who live as siblings in the same house. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.

**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 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate their child’s needs. This must be sent to the Primary Admissions Team with the application form.

**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 parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Where parents 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.

Parents should consult the most recent Admissions guidance, published by KCC, for further information about how home to school distances are measured and defined including details about how blocks of flats will be treated and what constitutes a permanent or main residence.

This policy is reviewed annually by the Governing Body.

Valid for 2018/19 Admissions