



# Rosherville Church of England Primary Academy

*At Rosherville we embrace the Christian ethos, within a nurturing environment where everyone can  
'ASPIRE, BELIEVE AND ACHIEVE.'*

Admissions Policy			
Date	Review Date	Co-ordinator	Responsible Body
February 2018	February 2019	Headteacher	Local Governing Body

## Introduction

Rosherville Church of England Primary Academy has a published admission number (PAN) of 20 children per year. To gain a place in Reception for the start of a new school year (September) you should apply through the local authority process based on where you live.

To apply for a place at any other time (for all year groups) then please contact the school to discuss your needs. Applications are made using the application form available from the office.

At Rosherville Church of England Primary Academy the Local Authority is the admission authority and is responsible for school admissions. Should the school be over-subscribed, places will be allocated according to the KCC published over-subscription criteria. This is:

**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** – a brother or sister in the same school at the time of entry and the family continues to live at the same address as when the sibling was admitted or has moved to a new property nearer to the school as defined by the "Nearness Criterion" (below). 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, step brothers or sisters, foster brothers or sisters. **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). In this context brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers 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. 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.

Note – 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 infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the Schools Admissions Code.

When an application for a place in our school is made through the “in year” process we will reply with a letter which offers or refuses a place. Offers should be accepted within 10 school days of being made. Following refusal children will be placed on our waiting list which is ranked according to the oversubscription criteria detailed above. Parents are entitled to appeal any school refusal and the details of how to do this are available at <http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>.

## Monitoring and review

This policy is monitored by the Governing Body, and will be reviewed annually, or earlier if necessary.

<b>Head of School:</b>	Justine Roddan	<b>Date:</b>	January 2018
<b>Chair of Governing Body:</b>	Jean Craig	<b>Date:</b>	January 2018
<b>Reviewed by:</b>	Local Governing Body	<b>Date:</b>	January 2018
<b>Links to other policies:</b>			