

## Admissions Policy 2020 2021

<b>Name of Academy</b>	Dame Janet Primary Academy
<b>Date of Policy Issue/Review</b>	Nov 2015 / Review Oct 2021
<b>Name of Responsible Manager/Head Teacher</b>	Mr S Atkinson

### Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

### Admissions 2020 2021

Students will be admitted to the Reception Classes before their fifth birthday. Usually children will enter the Reception classes at the start of the academic year that they have their fifth birthday. The number of intended admissions for year commencing 2020 is 90.

In the event of over subscription, the following criteria apply in the order of priority:

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).
2. **A brother or sister attending Dame Janet Primary when the child starts.** In this context brother or sister means a child who lives as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers and sisters and foster brothers and sisters.

3. **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 they have a demonstrable and significant need to attend Dame Janet Primary. 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 this particular academy. 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 Dame Janet Primary.
4. **Children of members of staff.** Children of a member of staff working at this school for 2 or more years at time of application for admission or appointed to a skill shortage subject.
5. **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.
6. **The tie-breaker for all arrangements will be distance.** In a tie breaker situation, the proximity of an applicant's home to the academy will be the decider. If in the event that more than one applicant lives the same distance from home to the academy (as measured by the local authority), then a random selection will be applied.

Applications for entrance into Dame Janet Primary should be made through Kent Primary Admissions Scheme. You will be required to complete the online Application Form through KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form available from our reception. The application process will open in early November.

Late applications will be placed on a waiting list and places allocated based on the above criteria.

After a place has been offered the academy reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time.
2. When a parent has failed to notify the academy of important changes to the application information.
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent.

## **Admission into the academy at other times throughout the year**

As an academy we are able to directly admit children into the academy at other points during the year for a variety of reasons

- Pupils in our Year 2 transfer directly into Year 3
- Families moving into the local area may apply for a place in any of our year groups
- Families may request a place if they are unhappy with their current school

We ensure that we allocate places on the basis of the published over-subscription criteria and we inform local authorities of all applications and their outcome. We inform parents of their right of appeal against the refusal of a place and comply with the code. We also participate fully in locally agreed fair access protocols. You can read more about fair access protocols and the Secretary of State's powers to direct an academy to admit a child following an application from a local authority on GOV.UK.

## **Admission appeals**

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. Any applicant refused a place at our academy has a right of appeal to an independent appeal panel established by the Local Governing Body.

## **The standard number**

The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 90 per year group or 30 per class. We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

Early Years Foundation Stage (EYFS) Our fully integrated nursery has a maximum of 52 places (26 morning and afternoon). Children are eligible in the term after their 3rd birthday and parents should apply direct to the school office.

- To be admitted in September children must be 3 years of age on or before 31st August
- To be admitted in January children must be 3 years of age on or before 31st December.

## **Admission to the Reception classes**

Every parent and child is given the opportunity to attend a meeting with class teachers in July. They will also have a consultation meeting in September prior to the child starting full time. Information is provided regarding expectations, school routines and curriculum.

## **Monitoring and review**

This policy will be monitored by the Local Governing Body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed each year and changed if necessary to take account of any change in circumstances, either in our school or in the local area.