

SANDWICH INFANT SCHOOL



Where everyone is valued and learning is fun

Admissions Policy 2023/2024

Our Vision Statement

Sandwich Infant School: where everyone is valued and learning is fun.

Our Values

Every day we aspire to and are guided by these values:

- Kindness
- Curiosity
- Determination
- Honesty

Introduction

At Sandwich Infant School our vision and values reflect our commitment to an academy where there are high expectations of everyone. Children are provided with learning opportunities so that each child attains and achieves all that they can. Everyone in our academy is important and included. We work hard to ensure that there are no invisible children here, recognising everyone's uniqueness and success. We recognise learning in all its forms and are committed to nurturing lifelong learners. We are a safe environment, committed to improving children's confidence and self-esteem. We know that safe and happy children achieve.

Sandwich Infant School is a member of Aquila; The Diocese of Canterbury's Academy Trust and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 (The Admissions Code), the School Admission Appeals Code of Practice 2012 (The Appeals Code) and the law on admissions.

Arrangements for admission to Reception

Consideration of applications for entry into Reception

The published admissions number (PAN) for Reception is 56.

Process of application

Applications for places at Sandwich Infant School in Reception will be made in accordance with Kent County Council co-ordinated admission arrangements and will be made on the Reception

Common Application Form (RCAF) which can be completed online, or in a paper format provided and administered by Kent County Council.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Oversubscription Criteria

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- Children in Local Authority Care or Previously in Local Authority Care – Looked after children and all previously looked after children, including those children who appear have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 Academy 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 Academy, 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 means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers 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 Academy'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 the Academy - we use the distance between the child's permanent home address and the academy, 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 academy as specified by NLPG. The same address point on the academy site is used for everybody. When we apply the distance criterion for an oversubscribed place, these straight-line measurements are used to determine how close each applicant's address is to the academy.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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 School Admissions Code.

Waiting list

A child's name will automatically be placed on the waiting list held by the academy if they are unsuccessful in gaining a place. The list will be held for at least the first term of the academic year in an oversubscription criteria order. Waiting lists are made up of on-time and late applicants. Children are placed on waiting lists in strict priority order according to the academy's published admission criteria and not according to when the application was received. The academy will write to the parent if a place becomes available and will request that the parent confirms whether they wish to accept the place.

Withdrawal of an Offer of a Place

After a place has been offered, the Academy 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 (30 days)
- when a parent/carer has failed to notify the Academy of important changes to the application information
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

Fraudulent applications

Where the Academy has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the Academy Trust will withdraw the offer of a place. If the Academy withdraws an offer of a place you will be notified of your right to appeal to an independent appeal panel.

Requests for admission outside of the normal age group

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school 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 Reception Common Application Form (RCAF) to the LA, 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 In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the academy, the names will be issued a number and drawn randomly to decide which child should be given the place.

In-Year Admissions

In-year 'casual' admission applications are welcomed throughout the academic year. Parents/Carers of primary, infant or junior school pupils can apply to move their child to Sandwich Infant School using an In-year Casual Admissions Form (IYCAF). Completed forms can be returned directly to the school or to KCC Admissions. Parents/Carers are invited to make an appointment to visit the school for an informal meeting and tour in the first instance.

Children of members of the UK Armed Forces or Crown Servants

Members of the UK Armed Forces or a Crown Servant, with a confirmed posting to Kent, can apply for an in-year admission by completing an In Year Casual Admissions Form (IYCAF) and return it directly to the Academy. An official letter that declares a relocation date and a Unit postal address or quartering area address must be included with the application.

Appeals

Parents or carers may appeal against the admissions decision to an independent appeal panel appointed under the provisions of the Education Act 2001. The decision of the Independent Appeal Panel will be binding on the Governors and on the parent or carer. Parents/carers will be informed of their right of appeal when they receive notification of the outcome of their application.

Any parent wishing to make an appeal may contact the Clerk to Governors c/o the school.

Sandwich Infant School
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This policy will be reviewed **annually**, and we will enter a formal consultation should changes to the oversubscription criteria be deemed necessary.

Libby Wood

21.02.22