

Admissions Policy 2016 2017

Name of Academy	Dame Janet Primary Academy
Date of Policy Issue/Review	Nov 2015 / Review Oct 2017
Name of Responsible Manager/Head Teacher	Mr S Atkinson
Signature of Responsible Manager/Head Teacher	

Introduction

For details on the 2012 School Admissions Code issued by the Government (with changes implemented in Sept 2013) please look at the following link https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275598/school_admissions_code_1_february_2012.pdf

and at <https://www.gov.uk/schools-admissions>
<https://www.gov.uk/academy-admissions>

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.

How parents and carers can apply for their child to be admitted to our school

We are an academy and at the moment the admission arrangements are in agreement with the local authority, Kent County Council (KCC), which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from KCC. However this may change so please confirm with us before making any decisions.

The KCC annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on-line or on a form that can be obtained from the local authority admissions department, and should be returned by the date stipulated on that form. KCC will notify parents and carers of the decision as soon as all the applications have been considered.

Please read our school prospectus and follow instructions on the KCC website

http://www.kent.gov.uk/_data/assets/pdf_file/0008/17927/Primary-admissions-booklet-Dover-and-Thenet.pdf

Admissions 2016 2017

We follow an agreed criteria for admissions in the following priority order:

1. Children in care

Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989), including children previously in care but now adopted.

2. Current family association

Families with a brother or sister at the 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 within 2 miles (via shortest walking route) of the school.

3. Health and Special Access Reasons

Children for reasons of health or physical impairment need to attend a particular school. The child's health reasons must be strong and the evidence must demonstrate a special connection between the child's needs and the school. The evidence must be supported by a medical practitioner. The child's physical impairment must be such that it requires him/her to attend the particular school because its buildings do not inhibit the child's mobility. Parental health or physical; impairment is not a criterion.

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. Distance from the school.

Nearness of children's homes and ease of access to our school. We use the shortest available walking route between home and school as the measure, which may include footpaths. Priority may be given to children for whom the school is the nearest school, over children who live closer to the school, but for whom this is not the nearest school.

Additional supporting information

Parents/Carers who wish their applications to be considered under oversubscription criteria (1), (2), (3) or (4) may need to provide further information to support this. For casual admission applications, details can be added onto the application form in the spaces provided. In all cases, additional documentation should be provided to the school to support consideration under these oversubscription criteria, where appropriate. Please note that information provided will only be used if there are more applications than spaces available and it is necessary to apply our oversubscription criteria.

Tiebreaker

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

Waiting list

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant students on the waiting list will be contacted in accordance with the oversubscription criteria.

Fair Access

Children directed via the Fair Access Protocol and agreed by the Headteacher, will take precedence over any child already on a waiting list, and this includes admitting children over the published admission number. Children with statements of special educational needs, where the school is named and agreed to be an appropriate placement, will be admitted.

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All children with a statement of special educational needs (now known as Educational Health care plans) where the school is named and agreed to be an appropriate placement will be admitted. The school must be in a position to meet the needs outlined in the statement. Each case will be considered on an individual basis.

However, within the exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources.

Children from overseas

Children entering the country for the first time will need to provide proof of British Citizenship, EEA nationality or appropriate leave to remain in the UK. This will ideally need to be included with the application for admission.

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.

Agreed by the Governing Body on 15 December 2015