

THE STOUR ACADEMY TRUST

ADMISSIONS POLICY FOR FINBERRY PRIMARY SCHOOL

ADMISSIONS 2017

The Stour Academy Trust has adopted the following arrangements with respect to the admission of pupils to the academy.

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2017 – July 2018). The number of intended admissions to the Reception Year in September 2017 is 30.

Where the school is undersubscribed all applicants will be offered a place.

The academy will admit any pupils with an Education Health and Care Plan (EHCP) naming the school.

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.

OVERSUBSCRIPTION CRITERIA

1. Looked after children and all previously looked after children

A child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.

2. Sibling / Current Family Association

A brother or sister attending Finberry Primary School; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live 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 the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

3. Medical / 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 Finberry Primary School. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend Finberry Primary 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 school.

4. Distance / Nearness of children's home to the school:

The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from the front door of the child's home to the front gates of the academy. The school uses measurements provided by the Local Authority (LA) and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. A child's home 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 guardian or leased or rented to them under a lease or written rental agreement. Where partners 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. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the academy.

In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the academy, the names will be allocated a number and drawn randomly, this must be supervised by someone independent of the academy, to decide which child should be given the place.

Applications for entrance should be made through Kent Primary Admissions Scheme, if applicants live outside the area at the time of application, these should be made through their home local authority. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website www.kent.gov.uk/ola or by completing a paper form available from the academy or the Local Authority Admissions Office at Admissions and Transport, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ. Telephone 03000 412121. National closing date for applications is 15 January and National offer days are 16 April. Late applications will be placed on a waiting list and places allocated based on the above criteria.

Appeals

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the clerk to the Academy Directors. The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the Local Authority's published date (18 May), except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- The Academy will acknowledge an appeal within seven working days of it being lodged.
- Appeals relating to other admissions can be made at any time.

DEFERRED ENTRY FOR INFANTS

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than the Reception Year (or is seeking admission to the Reception Year rather than Year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception Year place will be considered alongside applications for the Reception Year.

Right to Withdraw a Place:

After a place has been offered Finberry Primary School reserves the right to withdraw the place in the following circumstances:

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

Waiting Lists:

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 July 2017, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the Local Authority's fair access protocol they will take precedence over those children already on the list.

Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

In-Year (Casual) Admissions

Applications for a place at the academy should be made via the school office at The Stour Academy Trust c/o Finberry Primary School, Jemmett Road, Ashford, Kent, TN23 4QE. Telephone 01233 622686 where you will be sent an application form. This form must be returned to the above address who will offer a place, if one is available and the child meets the criteria for admission. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

By Chief Executive Officer and Directors

- Next Review date March, 2017