

Admissions Policy

Last Updated: March 2017

Academy Trust Board Approval: March 2017

Next Update: Autumn 2017

1. Martello Primary is a single form entry primary academy school ('the school'), able to admit a total roll limit of 210 pupils. The published admission number (PAN) is 30.

Applications for Reception ('Year R') places at Martello Primary will be processed via Kent County Council. Please follow the link below for details.

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

2. Children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP):

Parents or carers of children with statements of Special Educational Needs or Educational, Health and Care Plans wishing to attend the school should ask the Local Authority to name our school in the statement or Plan.

If the school is named in the statement or Plan, the child will be admitted before the application of oversubscription criteria. As a result of this, the published admissions number will be reduced accordingly.

3. Where an offer has been made for Year R, 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 it, children may attend part-time until later in the school year, but not beyond the point at which the child reaches compulsory school age.

4. Admissions of children outside their normal age group:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a. Complete the LA common application form or the in-year admission form as appropriate;
- b. Attach a letter outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

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Martello Primary will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

The parent's views;

Any available 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;

Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;

The views of the Executive Principal, Primary.

5. In the event of oversubscription, pupil applications will be prioritised as follows:

- Looked after children and previously looked after children. A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
- Children with siblings at the academy;
- Children of the Armed Forces;
- Children of teaching staff employed in the academy for two or more years or where there is a demonstrable skill shortage;
- Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined on the basis of straight-line distance from the home to the school, those living nearest having highest priority. Distances are measured 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.

6. All prospective parents/carers and pupils are welcome to visit the school by appointment. The school office should be contacted to make arrangements.

7. All parents/carers have the right to appeal. Further detailed information is available from the school office and on our website. Our policy will be in line with the [Code of Practice on School Admissions Appeals](#)

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Definitions:

Children of the Armed Forces

A child with a parent who is a serving member of the British Armed Forces.

Children in Local Authority Care or previously in local care

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 became subject to an adoption, residence or special guardianship order under Part IV of the act.

Sibling

By sibling we mean:

- Children living at the same address who have one or both parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Cousins are not included in our definition of sibling

Home address

Where a child lives part of the week with one parent/carer and part with another member of the family, the home address will be considered to be the residence where the child spends at least three nights of the week each term time only.

Waiting Lists

The academy will maintain a waiting list after the 1st September for all 'full' year groups. If you want to put your child on a waiting list, applications must be made on the Turner Schools appropriate form and returned to the office.

The waiting list is maintained in order of the oversubscription criteria. This means that names can move down the list if, for example someone moves into the area and is higher placed under the oversubscription criteria.

In-year Admissions

Applications for in-year admissions should be made to Turner Schools via the school office.

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Tie Breaker

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 allocated the place. This will be supervised by someone independent of the School.

Appeals

If a place at our Academy is not offered, parents/carers have the right to appeal to an independent panel. Appeal papers should be obtained from and returned to the Clerk of the Appeal Panel, c/o Turner Schools. The closing date on the appeal application form must be adhered to. If you are in any doubt, please contact the Academy and we will send you appeal forms.

Appeals Timetable

In line with the policy of appeals at Kent County Council, if your child is due to start primary school in September 2017 and was refused a place at Martello Primary you can appeal this decision.

Appeals can be made between 18 April 2017 and 17 May 2017 to guarantee that your appeal will be heard by 19 July 2017. Please submit your appeal to the school office at officemartello@turnerschools.com.

If the school application was made in the normal round of applications, appeals must be heard within 40 school days of the appeal deadline.

If it was a late application, appeals should be heard within 40 schools days of the deadline where possible, or within 30 school days of making the appeal.

More details of the appeals process can be found on the Kent County Council website.

<http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer#ab-1>