



**Westgate Primary School**

Summerhill Road

Dartford

Kent, DA1 2LP

Tel. 01322 223 382

[www.westgateprimary.org](http://www.westgateprimary.org)

[office@westgate.kent.sch.uk](mailto:office@westgate.kent.sch.uk)

**Head of School:** Mr. D. Terry

# Westgate Primary School

## Admissions Arrangements 2020/2021

### Admissions

**If you would like to see our school, we have Open Days on Monday 26th November at 1.15pm and Monday 3rd December at 9.30am. Please call the office on 01322 223382 to arrange your visit!**

Westgate Primary School follows the Kent Country Council admissions criterias.

By law, children have to start school by the beginning of the school term after their fifth birthday (this is when they reach compulsory school age). The local authority's policy is to encourage schools to admit four year olds so that as many children as possible will have at least eight terms in Key Stage 1. The decision on whether or not to admit four year olds is made and reviewed annually by the Head of School and in consultation with the Governors.





### **How old should your child be when they start school?**

A school year runs from 1<sup>st</sup> September in one calendar year to 31<sup>st</sup> August in the next, so children who will reach compulsory school age during the school year 2020/2021 are those born between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016.

### **Primary school applications procedure:**

- All parents wishing to apply for their child to start in September 2020 can so from 5<sup>th</sup> November 2019.
- You can apply online or fill out a paper application form – These are available from Kent Primary schools or by using a standard paper form known as the Reception Common Application Form (RCAF).
- Information about schools in Kent can be found in the Primary Admissions Booklet 2020.
- The deadline for all applications is 15<sup>th</sup> January 2020.
- All parents who have applied will be sent a letter posted first class on 16<sup>th</sup> April 2020, to tell them which school they have been offered. If a parent has applied online they will also receive an email after 4pm on the same day.
- If your child is due to start Primary school in September 2020 and you are not happy with the school you have been allocated, you can appeal between 16<sup>th</sup> April and 14<sup>th</sup> May. You can also join the waiting list for a school you named but were not offered. For applications made in the normal admission round, appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 school days from the deadline for lodging of appeals where possible, or within 30 school days of the appeals being lodged.

### **The published admission number (PAN) for Westgate Primary School is 30.**

The law gives parents the right to state a preference for any school, but not automatic choice. If your preference is Westgate Primary School, a place will be offered if there are vacancies. In 2020/2021 if the school is oversubscribed, the following criteria will be considered in the order listed below:

Before the application of Oversubscription Criteria, children who have an Education and Health Care Plan (EHCP) which names the school will be admitted. As a result of this the PAN will be reduced accordingly.





- 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) **Current Family Association** - a brother or sister in the same school 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 school, 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 or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- 3) **Health, Social 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 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 Westgate 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 Westgate Primary School.
- 4) **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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

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 school. 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 school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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In a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

After a place has been offered the school reserves the right to withdraw the place in the following circumstance:

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

#### Admission 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. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Head of School to discuss and submit a request for admission out of the normal age group, but should continue to make an application for their child's normal age group at the usual time. The decision on their request will be made prior to any offers of admission. If a request is agreed the application for admission to their normal age group will be withdrawn and a new application must be made the following year.



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## Registering your interest with primary schools

If your child isn't old enough to start school yet, you may register an interest at any school you want by contacting the school office. When your child is old enough, the school will get in touch with you so that you can collect a booklet and admissions form for that year.

Registering an interest at a school does not give your child priority for a place just because their name has been down longer than any other child.

## Admissions Policy

Admissions Policy

