



## SUNNY BANK PRIMARY SCHOOL

### ADMISSIONS POLICY (statutory) for September 2024



**Reviewed:** January 2023

Pupils will be admitted to the school without reference to ability, aptitude or background.

The school's standard number has been 45, which means that admission for up to 45 children must be provided for each year.

Admissions to the reception classes will be during the academic year in which a child's fifth birthday falls.

Before the application of the school's oversubscription criteria (as set out below), children with a Statement of Special Educational Need or Education (SEN), Health and Care Plan (EHCP) which names Sunny Bank Primary School, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

#### **Oversubscription Criteria**

Where the number of applications exceeds the number of places available, the following oversubscription criteria will be applied in the order set out here to decide which children should be admitted.

#### **Looked After Child**

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### **Sibling**

Children with a sibling attending the school at the time of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

#### **Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs**

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 Sunny Bank Primary 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 Sunny Bank Primary School.

**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 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. 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. If two or more children in all other ways have equal eligibility for the last available place(s) at the school, and their family homes are measured as being equidistant from the school, a random draw will be made to determine which child(ren) should be offered the place(s). This process will be independently supervised.

The criteria above, in the order as set out, will also be applied to fill any vacancies that occur during the school year.

Where any waiting list is held (until at least 31 December of each school year of admission), it will be re-ranked in line with the published oversubscription criteria, every time a child is added.

### **Deferred entry for Reception places**

Parents offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday. Places cannot be deferred beyond the beginning of the summer term (April) of the school year for which the offer was made.

### **Admission of children outside their normal age group**

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](http://www.kent.gov.uk/primaryadmissions)

### **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by appealing directly to the school. An independent appeals panel, set up by the Local Authority, then meets to consider all appeals by parents who have been refused a place and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that the school should admit then the school will accept this and continue to do all it can to provide the best education for all the children at the school. An appeals form can be collected from the main school office or can be downloaded from the KCC website.

### **Nursery Admissions to Sunny Bank Primary School**

The Nursery has 52 places and has up to 26 AM and 26 PM places (3hrs in the morning and 3 hrs in the afternoon).

Places are available for all 3 and 4 year olds for 15 hrs a week with either AM (8.45 – 11.45) or PM (12.30 – 3.30) sessions 5 days a week or full days at 2 ½ sessions, with flexible times.

For those who are eligible there is also an extended Nursery offer for up to 30hrs. The option to do full days with nursery sessions being 9.00 – 3.00.

Nursery has 3 head counts a year (September, January and April) but we accept children throughout the year, with

places being offered on the child's 3<sup>rd</sup> birthday.

The school organise admissions to the nursery. Parents who require a place for their child should either contact the school office or the Nursery Manager.

Attendance at the school nursery does not guarantee a place at Sunny Bank Primary School for which a school admission form (RCAF) must be completed, as well as a Parent declaration for funding.

Details of this policy and appeal arrangements will be published annually on the school's website.

Policy Reviewed:	January 2023
Next Review:	January 2024