

Wincheap Foundation Primary School Admission Arrangements for entrance September 2017

It is the intention of the Governors that children who are admitted to the Foundation Stage will do so before their fifth birthday. Usually, children will enter the Foundation Stage at the start of the academic year (September 2017 - August 2018) that they have their fifth birthday. The School's Published Admission Number is 60.

Contact details are as follows:

The Headteacher
Wincheap Foundation Primary School
Hollow Lane
Canterbury
Kent CT1 3SD

Telephone: 01227 464134

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In the event of over subscription

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SEN), Health and Care Plan which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

In the event of over subscription, the following criteria apply in the following order of priority:

- a) Children in Local Authority 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 is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)
- b) Children with siblings already in the school (a brother or sister attending the school when the child starts). In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and 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 criterion*)
- c) 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 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 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 the particular school.

- d) Proximity of the child's home to the school (the school uses the criteria defined in the Admissions Booklet published by the Local Authority to determine what constitutes a child's permanent home). The distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

Applications are processed for the academic year in the previous March but late applications from families who have just moved into the area are slotted in according to the priority criteria above.

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

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a 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 a parent.

If the school is not able to offer a place due to over subscription, a waiting list will be maintained until such time as there is no longer a requirement for such a list. This list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

If the school is not able to offer a place due to over subscription parents do have the right of appeal against this decision. In these circumstances the Headteacher or the school administrative officer would give advice and an appeal form.

Parents of Reception age children have a right to defer entry or to take up their place on a part-time basis, until the term in which the child reaches compulsory school age.

Where a child who is Reception age and born between 1 April and 31 August (known as summer born) is not deemed ready by his/her parents to start school at some point in their expected year group, a parent can apply for admission outside of the normal age group (ie to enter Reception year when the child should be starting in Year 1). Requests for admission 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 CAF 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.