

# Newlands Primary School Admissions Policy



THE KEMNAL ACADEMIES TRUST  
**Headteacher: Mr C Markham**

**Last review date: January 2018**  
**To be reviewed: January 2019**

SIGNED BY HEADTEACHER/CHAIR OF GOVERNORS .....  
  
January 2018  
DATE.....

## REVIEWED January 2018

The school must follow the School Admissions Code of which an extract is detailed below. Governors may access the entire document on [www.dcsf.gov.uk](http://www.dcsf.gov.uk).

### **The Schools Admissions Code**

The Schools Code of Practice has made some important points affecting acceptances, appeals and the offer of vacant places.

**(1.43)** *'If a parent has not responded to the offer of a place within reasonable time (21 days), the admissions authority **must** remind the parent of the need to respond and point out that the place may be withdrawn if they do not'.*

**(3.1)** *When children apply for a place outside the normal admissions round 'Such applications **must** be considered without delay, and a formal decision either to offer or to refuse a place **must** be made and notified to the applicant, advising them of their statutory right of appeal when a place cannot be offered. Applicants **must not** be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.'*

**(3.27)** *'As soon school places become vacant, admissions authorities must fill these vacancies from any waiting list, even if this is before admission appeals have been heard'.*

# ADMISSIONS POLICY

Pupils will normally be admitted into reception between the ages of 4 and 5 years without reference to ability or aptitude except those identified as requiring education outside mainstream provision.

**The standard number for admission into Reception (PAN) is currently 60 pupils.**

Where application for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

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).
3. **Health and Special Access reasons** – children who for reasons of health or physical impairment need to attend a particular school. The child's health reasons must be strong and the evidence must demonstrate a special connection between the child's needs and the particular school. The evidence must be supported in writing by a medical practitioner. The child's physical impairment must be such that it requires him/her to attend the particular school because its buildings do not inhibit the child's mobility. Parental health or physical impairment is not a criterion.
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 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.

## **Oversubscription**

Our PAN (Pupil Admission Number) for all Years R-6 is 60. However, the pan for the 2012 year entry was 90. It is the aim of the school not to admit more pupils than the PAN unless there are exceptional circumstances.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, 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 the school being oversubscribed, priority within each category will be given based on distance as described above with those closest being given higher priority. Where two or more children have the same distance in the same category random selection will be used to establish which is ranked ahead of the other.

Waiting lists will be held in oversubscription criteria order and re-ranked whenever a child is added or a space becomes available.

## **September Intake (Admission into Reception)**

Where an offer has been made, 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, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

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 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)

### **In-Year Admission (Admission into the School at other times throughout the year)**

Children may be admitted into the school at other points during the year for a variety of reasons:

- ❖ Children who attend Infants only schools transfer into Year 3.
- ❖ Families moving in to the local area move in to the area.
- ❖ Sometimes parents request a move because they are unhappy with the school their child currently attends.

The school will consider all applications without reference to ability or aptitude except those identified as requiring education outside mainstream provision.

Where pupils are transferring from another local school the Head teacher will contact the Head teacher of the other school to discuss if there are any concerns. If the request for a move is the result of a dispute between the parents and the school, we shall request that they make every effort to resolve the issues before offering a place.

Reviewed January 2018

Signed



Head Teacher

Chair of Governors