

# **DRAPERS MILLS PRIMARY ACADEMY**

## **ADMISSIONS POLICY 2023-2024**



**Headteacher: Mr J Manclark**

**“This policy was updated in July 2021 to be compliant with the Admissions Code which comes into force in September 2021, to expand upon the criteria giving priority to previously looked after children”**



## **ADMISSIONS POLICY 2023-2024**

At Drapers Mills Primary Academy we celebrate diversity and respect all children regardless of ability, gender, ethnicity or religion. We encourage children to recognise and build on their strengths, extending and developing their potential. We provide a happy, caring, supportive and positive learning atmosphere in our school where each child can achieve success.

### **Admission Number**

The school has an admission number of 60 for entry in reception year. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to those who have applied.

Year group sizes are as follows:

Nursery – 26

Reception – 60

### **Application procedure**

The arrangements for co-ordinated admissions in Kent is set out in detail in the Kent County Council booklet for parents/carers, 'A Guide to Primary School Places' a copy of which will be available from the Admissions Team at Admissions, Room 2.20, Sessions House, Maidstone, Kent ME14 1XQ or online at <https://www.kent.gov.uk/education-and-children/schools/school-places>

### **Oversubscription Criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in public care, and those who have been in care and have been subsequently adopted or have been made subject of a residence order or special guardianship, including 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.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received, where an older sibling is in year 6 siblings will not be prioritised under this criterion.
3. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's or parent's medical or social needs cannot be considered.
4. Distance from the school. We use the distance between the child's permanent home address and the school, measured as 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.

### **Tie break**

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority (or another body unconnected with the Academy Trust) will be used as a tie-break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Nursery Admissions**

The Nursery will provide an Early Years education for children aged between 2 and 4 for 15 hours per week, There are 26 full time equivalent places, these will be used for part-time attendance mornings only.

Admission to the Nursery does not guarantee, or give priority for, subsequent admission to Reception class and the application process for entrance to Year R as detailed above must be followed.

### **Admission of children outside their year group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

### **In Year Admissions**

Applications for year groups other than the normal point of entry should be made directly to Draper Mills Primary Academy. For applications new to the area, an IYCAF form should be completed. IYCAF forms are available from the school office or via Kent County Council [https://www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0012/3522/in-year-application-form.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0012/3522/in-year-application-form.pdf) and must be returned to the school office.

### **Waiting List**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group.

A child's position on the waiting list will be determined solely in accordance with the over subscription criteria set out above. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol will take preference over those on a waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

### **Notes**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

## **ARRANGEMENTS TO VISIT**

Drapers Mills Primary Academy welcomes visits to the school and an appointment should be made through the school office – 01843 223989

Signed:



Chair of Governors