

# The Galaxy Trust

## West Hill Primary Academy Admissions Procedures

These procedures are for Admissions to  
West Hill Primary Academy in 2023-24

Date Approved	Autumn 2021
Review Date	Spring 2023



## West Hill Primary Academy Admissions Procedures

West Hill is an Academy and as such the Trust Board is the admissions authority. However, the Trustees of The Galaxy Trust (responsible for West Hill Primary Academy) will comply with national admissions legislation and work in cooperation with Kent County Council in order to operate within the local authority's admissions scheme. West Hill Primary Academy has one intake per year and below we outline our admissions procedures for 2023/24.

Our published admission number is 75. Before the application of over-subscription criteria, children with a **Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Our over-subscription criteria are set out below and each criterion will be ranked in distance order:

- **Looked After Children and previously Looked After Children** – 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.

- **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.
- **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 West Hill Primary Academy. 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 West Hill Primary Academy.

- **Children of Staff** – priority will be given to children of members of staff where:
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  
- **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.

#### **Please Note:**

A child's permanent home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

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 or carer.

The school follows the admissions procedure established by the Local Authority (LA). Applications for Year R children are made on the Kent LA Common Application Form (RCAF). The LA will notify parents of the outcome of their application.

## **Admission of Children Below Compulsory School Age and Deferred Entry to School**

- a. Parents have the right for the date their child is admitted to school to be deferred until later in the academic year or until the term in which the child reaches compulsory school age.
- b. Children born between 1<sup>st</sup> April and 31<sup>st</sup> August (also known as 'summer born') must start school at the beginning of the April term if they wish to keep their offer.
- c. Parents have the right for their child to take up the place part-time until their child reaches compulsory school age.

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, and the place offered to a different child, 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.

### **Tie Breaker**

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.

### **Waiting List for Reception Places**

After the initial allocation of places in April, parents whose children were not allocated a place may be put on a waiting list. The waiting list is kept in oversubscription criteria order. The child will remain on the waiting list until parents/carers request the child be removed from the list or until the end of August of the following year whichever is the sooner. Late applications to Reception will need to be made using the Local Authority 'In-Year Casual Application Form'.

### **In-Year Admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEND or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be submitted to the school office.

### **Admission Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Email: [appeals@kent.gov.uk](mailto:appeals@kent.gov.uk)

Telephone: 03000 41 42 22