

St Clement's CE Primary School

Admissions Policy 2024-25



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1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

3. How to apply

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Aquila, The Diocese of Canterbury Academies Trust on the national offer date 16th April or the next working day.

The St Clement's Church of England Primary School has an admission number of 30 pupils for entry into Reception and a net capacity of 210 pupils. The school will accordingly admit 30 pupils into each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below.

4. Allocation of places

4.1 Admission number

The school has an agreed admission number of 30 pupils for entry in Reception class. We have 7 classes of 30 children from Reception class to Year 6.

4.2 Oversubscription Criteria

All children whose statement of special educational needs (SEN) or education, health and care plan (EHCP) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children in Local Authority Care or previously in Local Authority Care

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. Children of staff

This will apply in either or both of the following circumstances:

- i) where 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, and/or
- ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.

3. Current family association

Children with siblings attending the school at the time they are admitted. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

This priority will not be given to children with siblings who are former pupils of the school or who will have left the school by the time the child is admitted.

4. 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..

5. Nearness of children's homes to school

We use the distance between the child's permanent home address and the front door of St Clement's CE Primary School (Warden Road, Leysdown). This is measured in a straight line using National Address Gazetteer (NAG) address point data. Distances are measured from a point defined as within the child's home to the school's front door as specified by NAG. The same coordinate for the equidistant point is used for everybody. These straight-line measurements are used to determine how close each applicant's address is to the equidistant point and children will be ranked in order of shortest distance first.

4.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

5. Admissions outside the normal age group including for 'summer-born' children.

The Local Governing Body of the school is responsible for administering the policy relating to the admission of pupils to the school. It is the intention 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 2023-August 2024) that they have their fifth birthday. The School's Published Admission Number is 30. Parental requests for a place for their child outside of their normal age group, should be made in writing to the Headteacher at the address below, as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date.

Headteacher, St Clements Church of England Primary School, Leysdown Rd, Leysdown-on-Sea, Sheerness ME12 4AB Tel: [01795 880279](tel:01795880279) email: office@stclementscep.co.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

We may require professional assessments such as educational psychologist reports and will use all relevant considerations, including the factors set out in the Admissions Code. Parents will be asked to provide evidence from an appropriate medical or educational professional to support the request for deferral. While there is no legal requirement for parents to provide this evidence, failure to do so may impede our ability to assess whether it is in the child's interest to defer admission.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. 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 SEN 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. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Applications for in-year admissions should be sent to the following address: office@stclementscep.co.uk

7. Appeals

If your child is due to start primary, infant or junior school in 2023 you can appeal **between 16 April and 14 May 2024** to guarantee that your appeal will be heard by **16 July 2024**. For applications made in the normal admission round, appeals must be heard within 30 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 30 schools days from the deadline for lodging appeals where possible, or within 30 schools days of the appeals being lodged.

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

office@stclementscep.co.uk

You can find details of the school's appeals timetable on the following webpage:

<https://www.stclementscep.co.uk/Admissions/>

8. Late Applications

Applications received after the closing date will be placed last in the criteria in which they fall unless there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

9. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body and Determined by the Aquila Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the local governing body will publicly consult on these changes.