

## **ADMISSIONS ARRANGEMENTS FOR THAMESVIEW SCHOOL 2017-2018**

- Thamesview School has a Published Admission Number of 150 in all years (except for dates of birth between 01.09.02 and 31.08.03 - Year 10 in 2017-18, which is 160) and entry is without testing.
- Parents must complete a Secondary Common Application Form on-line or collect a paper form from the child's primary school. Paper forms can be returned to the child's primary school or sent directly to Admissions & Transport, Rm 2.24, Sessions House, County Hall, Maidstone ME14 1XQ
- Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), 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.
- Where the number of applications for admissions is greater than the published admissions number, applications will be ranked against the oversubscription criteria. in the order set out below:

1. Children in Local Authority Care or previously 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(1) 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 The Adoption Act 1976 (see section 12 adoption orders), Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

2. Current Family Association – a brother or sister in the same school at the time of entry. 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 and foster brother s and sisters.

3. 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 Thamesview School.

4. The nearness of children's home to school. We use the distance between the child's permanent residence and the school, measured in a straight line using Ordnance Survey address point data. Distances are measures from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey. (*Distances are provided by the LA and a further more detailed description of how measurements are taken, and how this applies to students living in blocks of flats, is available in the 'Admission to Secondary School Booklet provided by the LA'.*)

A pupil's 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.
- 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.

5. If the last pupil to be offered a place within Thamesview School's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

6. In a tie breaker situation the nearness of an applicant's home to school will be the decider. 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. The random allocation process will be independently supervised and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

- Late applications will be dealt with in accordance with the agreed co-ordinated scheme as published in the Admission to Secondary School Booklet provided by the LA.
- **Operation of waiting lists for admission into Year 7**  
Where in any year Thamesview School receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This list will be maintained by the school. It will be open to any parent or guardian who requests that his/her daughter/son's name be placed on the waiting list, following an unsuccessful application. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child's name is added. Therefore, when, and if, places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria.
- No supplementary form is required

### **Applications for children to be taught outside their expected Year Group**

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 7 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.

### **Arrangements for admitting students to other Year Groups**

Thamesview School will co-ordinate admissions for in-year applications according to the guidelines set out by the Local Authority for In Year Casual Admissions (IYCA), using an in year casual admission form (IYCAF).