

**The Grovehurst Federation
of Kemsley Primary Academy
and Milton Court Primary Academy**

Admissions Policy

<i>Signed by Headteacher:</i>	
<i>Signed by Chair of Governors</i>	
<i>Dated:</i>	<i>30.6.15</i>
<i>Reviewed by:</i>	<i>July 2017</i>

Both Kemsley Primary Academy and Milton Court Primary Academy are inclusive schools and welcome children with a wide range of learning abilities from a variety of backgrounds and cultures. The governing body strives to apply the admissions regulations fairly and equally.

This policy conforms to the Schools Admissions Code 2009.

Aims and Objectives

The Local Authority is the admissions authority and the governing body will comply with the LA's procedures for admissions into primary schools and nurseries.

All applications will be treated on merit and in a sensitive manner.

The levels of ability of a child or any additional educational needs that s/he may have are not a deciding factor when considering the child's admission into either school.

Application for Admission to Year R

The governors, in agreement with the LA as the admissions authority, determine the admission arrangements to the schools. Parents receive from the LA a booklet outlining the regulations and procedures for admissions, which are published annually.

Children start at either school the academic year that they become five. All children start school in September – both schools have one intake in each school. Parents need to ensure that completed application forms are received by the published date. The schools will inform the school communities of the availability of the booklets and forms.

Appeals will comply with the published procedure.

A waiting list at each school will be maintained for unsuccessful children. This will be reviewed termly. Children who are the subject of direction by the LA to admit or who are allocated to either school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

The standard number of each school is 30. This allows the maximum number of children in each school to be 210. Foundation Stage and KS1 class size is maximum number 30. The governing body aim to maintain KS2 classes at 30. Each school is a single form entry [1 class per year] with 1 year per year group, YR – Y6.

The standard number for nursery is 26 each session to a maximum of 52 overall.

Admissions Criteria

In the event of oversubscription, the following is the order of the application of the admissions criteria.

1. Children in, or have ever been in LA care. Children with a Statement of Educational Need / Education, Health and Care Plans (ECHPs) which names the school.
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 new property that is nearer to the school than the previous property. Brother and sister means children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters, foster brother or sisters.

3. Child's health reasons – medical evidence will be required. The evidence must demonstrate that the school is the only one that can accommodate his/her needs and that there is a special connection between the child's needs and the school. 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 a particular school.)*
4. Nearness of children's homes to the school – we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used by everybody.

Nursery Admissions

The nursery (Kemsley) accepts children in the week following the child's third birthday. Applications will be accepted no more than 6 weeks before the child is due to start. Places cannot be reserved any further in advance. A home visit will be made for all children.

Attendance at the nursery does not mean that a child will be offered a place in the school. A separate application must be made and the Admissions Criteria will apply.

Depending upon numbers the nursery will have two sessions a day, five days a week which will enable parents to use their government funded place of fifteen hours free nursery placement per week.

This policy will be reviewed annually to ensure that it reflects current practice and procedures.

In the event of oversubscription the oversubscription criteria for admission to the school will apply [see above].

Casual Admissions

Each Academy controls all casual admissions as of September 2013.

If you wish your child to move to one of the academies in The Grovehurst Federation during a school year (i.e. after the 1st September) the academy of choice will need a letter of application detailing the child's details. They will be placed on the waiting list and places allocated according to our admission's criteria. Waiting lists will be reviewed regularly.

If a child is in foster care, Social Services make the application. The oversubscription criteria [above] applies to casual admissions. If a year group is full [class size 30], parents/carers may put their child's name on the waiting list for a place. The admissions criteria will then be applied – length of time, for example, on the waiting list does not guarantee a place.

Appeals against a casual admission decision should be made in writing to the Chair of Governors, care of the school.

Deferred Entry

As places are offered to children before their compulsory school age, parents may request that their child's entry be deferred until later in the same school year. The place is held and is not available to be offered to another child. The place cannot be deferred beyond the beginning of the term after the child's fifth birthday, or beyond the academic year for which the original application was accepted.

To secure the offered place, the child must start school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

Parents also have the right to request that their child start part time (until the term following their fifth birthday).

Admission Outside of Expected Year Group

The DfE have confirmed that there is no legal barrier to children being admitted out of their normal age group, however parents do not have the right to insist that their child is admitted to a particular year.

This agreement is only in relation to a child to applying for a place in a different year group. There is no guarantee that once a parent has secured agreement the school to be considered for admission in that year group, that they will actually be offered a place for their child. All offers are made in accordance with a school's oversubscription criteria, which will not prioritise or penalise a child because of their age.

Requests for admission outside of the normal age group should be made to the Headteacher.

Whilst the school would be mindful of the age group a child has previously been taught in, they are under no obligation to agree and continue to teach a child out of year.

This process will need to be repeated each time the child changes school.