



Admissions Policy

This policy was reviewed by: Mrs J Olivier – Executive Headteacher

Date: December 2017

Approved by Governors: January 2018 (Approval pending)

Next review date: December 2018

POLICY FOR ADMISSIONS – GENERAL

Aims

- To ensure that children are admitted to Istead Rise Primary School on an open and fair basis that prioritises those that need places most, those that have links with the trust and school already and those that live in the local community
- To give children and parents as much information about Istead Rise Primary School and the education we provide as possible
- To ensure each child's start is a happy and successful one
- To build a lasting partnership with parents.

Procedures

- Admissions to the Reception year are managed through the local authority admissions system. Admissions to all other year groups are managed by the school through the casual admissions process

General admission

When the demand for places exceeds the number of places available the Local Authority (LA) will allocate places to the school on the basis of the school's admission criteria: (Further details explaining these criteria are set out later in the policy)

- Looked After Children / Children in Local Authority care;
- Children's needs, Medical, Health and Special Access Reasons;
- Current family association with the school;
- Nearness of children's homes and ease of access to schools.

Admissions to Reception (Foundation Stage)

- Parents apply for a place through the Local Authority admissions process
- A letter is sent from the LA offering a place for the child
- Following the acceptance of the place, a letter will be sent inviting the parents in to meet the class teacher and a member of the Leadership Team
- The planned admissions number will reduce to 30 from September 2019

Home/School Visits – Foundation Stage

Information to be acquired:

- Personal particulars, including ethnicity
- Emergency form to be filled in
- Details to be sought regarding health, allergies and operations, hearing and speech
- Special needs
- Any details regarding family background

Admission to school – Years 1 to 6 - In-Year (Casual) Admissions

Requests for applications for a place at the school in-year must initially be made on an In Year Casual Admission Form or by writing to the Headteacher who will offer a place, if one is available and their child meets the criteria for admission. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

- Parents of children already in schools in the local area are asked to discuss a possible move with the Headteacher of the school which their child is already attending.
- We do not encourage parents to move their children from a local school mid-term without good reason
- Parents are provided with information about the school, and are asked to complete a personal information sheet for their child prior to admission
- Once the child has been admitted parents are asked to keep in close contact with the class teacher to ensure that their child's transition to Istead Rise school is a smooth one
- As soon as the child starts school the school office manager requests records from the previous school.

Oversubscription Criteria

- **Looked After Children / Children 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 of the Children Act 1989) or who is subject to a care order under Part 1V of the act. This applies equally to children who immediately after being looked after by the local Authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

- **Sibling / Current Family Association**

A brother or sister attending Istead Rise Primary School when the child starts; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

- **Medical / 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 Istead Rise Primary School. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend Istead Rise Primary 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 Istead Rise Primary School.

- **Distance / Nearness of children's home to school**

The distance is measured between the child's permanent home address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point defined within the child's home to a point defined within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. A map of the locality is held at the school for consultation should it be required.

A block of flats has a single address point of reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Child's home address

- A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the 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 week days.
- Where applications are received after the deadline set by Kent County Council, places will be allocated in line with Kent's admissions scheme. Priority of admission will be determined by the above criteria. In the event of a 'tie breaker' situation the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the local authority), and then a random selection will be applied.

Appeals

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Chair of Governors. The Appeals Committee will notify the Appellant of the outcome:

- a) Appeals must be lodged in line with the LA date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- b) The school will acknowledge an appeal within seven working days of it being lodged
- c) Appeals relating to other admissions can be made at any time

Right to Withdraw a Place

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- a) When a parent has failed to respond to an offer within a reasonable time; or
- b) When a parent has failed to notify the school of important changes to the application information;
or
- c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.