

# Viking Academy Trust



## Admissions Policy

Chilton Primary School

Academic Year: 2023-24

The VIKING ACADEMY TRUST 'Admissions Policy for Chilton Primary School' has been written following advice from KCC Admissions and DFE guidance.

**Approved by the Trust: Term 4, 2022**

**Reviewed annually: Term 3**

**Last review date: Term 3, 2022**

**Signed:**  **Chair of Trustees**

# Admissions Policy

## The Viking Academy Trust

### Chilton Primary School

*Empowering children through education: One Childhood One Chance*

Chilton Primary School is a part of Viking Academy Trust and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. Reference in the Codes to admission authorities shall be deemed to be references to the Board of Trustees of Viking Academy Trust the powers and functions of which may be delegated to the Local Advisory Body (LAB).

All Schools in Viking Academy Trust will participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA) and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the Trust.

This Admissions criteria is for:

School Name: Chilton Primary School

Chilton Lane

Ramsgate

Kent

CT11 0LQ

#### **General admissions arrangements**

This policy applies to admissions in the academic year **2023-24**

The number of children who will be admitted in this admission cohort is **60**.

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### **General admissions arrangements**

All admission authorities have to plan for the number of children they admit into their school very carefully.

For **2023/24 CHILTON PRIMARY SCHOOL** has an agreed admission number of **60 pupils** for entry into Reception. The academy will accordingly admit at least 60 each year if sufficient applications are received.

The Trust may set a higher or lower admission number than its Published Admission Number (PAN) for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN the Trust will in accordance with the provisions of the School Admissions Code 2014 notify the LA of the consent to such an arrangement of the Trust and the LAB. Where it is proposed to have a lower admission number the Trust will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.

### **Reception age children**

#### **Reception - entry before 5 years old (deferred entry) and entry out of year group**

Parents' Rights: Some parents may feel their child is not ready to start school in the September following their fourth birthday

Paragraph 2.16 on page 24 of the code says that admission authorities must offer a full-time place to pupils in the September following their fourth birthdays. However, it goes on to say that:

... the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which [the offer] was made.

### **Compulsory school age**

The DfE's definition of 'compulsory school age' can be found in footnote 49 on page 24 of the 2014 School Admissions Code. It says:

*A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day).*

*The prescribed days correspond to school terms. They are 31 December, 31 March and 31 August.*

*This means that a child who turns five during the autumn term must start school full-time in the following January, and a child who turns five during the spring term must start full-time in April.*

### **Admission out of year group**

*A request for admission out of year group is different to a deferral.*

*If a child's fifth birthday is in August and the parent decides to defer their entry to school, other children born in the same year will be in year 1 when he/she starts school.*

*Where this is the case, some parents may wish to request that their child is admitted outside of their year group (that is to say, that the child starts in reception instead of year 1). The rules for dealing with such a request are outlined in paragraphs 2.17-2.17B on page 25 of the School Admissions Code, linked to above.*

***A request for admission out of year group is different to a deferral, and admissions authorities (Viking Academy Trust) do not have to comply with parental wishes. Instead, the admissions code says that admissions authorities (Viking) must decide whether to admit out of year on a case-by-case basis, keeping the best interests of the child in mind.***

*The DfE's advice states...' that if a request to be admitted out of year is not granted, parents do not have the right to appeal. They can only appeal if the child is not offered a place within his/her age group.'*

*It is for the admission authority (Viking) to determine whether pupils can be placed outside their normal age group when they first enter a school. This also applies to children eligible for year 1, if their parents ask for them to be placed in Reception.*

*In an academy, the admission authority is the trust, with the Executive Headteacher acting on its behalf.*

*Paragraph 2.17 of the DfE School Admissions Code explains:*

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.*

*The Trust (as Admission Authority) must make decisions based on the circumstances of each case and in the best interests of the child concerned. They must take into account:*

- The parents' views*
- Information about the child's academic, social and emotional development*
- Where relevant, the child's medical history and views of a medical professional*
- Whether the child has previously been educated out of his/her normal age group*
- Whether he/she may naturally have fallen into a lower age group if it were not for being born prematurely*
- The views of the Head of School concerned*

### **Consideration of applications**

Arrangements for applications for places for Reception children at Chilton Primary School will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

Viking Academy Trust will use the LA's timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.

September: The Trust will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2022 for admission in September 2023). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Trust.

November/December/January: The Trust will provide opportunities for parents/carers to visit Chilton Primary School.

January: Common Application Form to be completed and returned to Kent Local Authority. For 2022 applications the national closing date for primary applications will be the second week of January.

February: The LA sends the school applications to the Trust.

March: The Trust will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them, e.g. distance measurement.

April: Offers made to parents/carers.

### **Chilton Primary School Over-subscription criteria**

In the event of over-subscription, Viking Academy Trust will manage Chilton Primary School's admissions and oversubscription criteria as set out in the policy. Where the number of applications is greater than the published admission number, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Children in Local Authority Care or Previously in Local Authority Care** - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

**Children Previously in Care Outside of England** - Children who appear to KCC 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Children of staff in either or both of the following circumstances:**
  - i) where the member of staff has been employed at the Trust for two or more years at the time at which the application for admission to a Trust school is made, and/or
  - ii) the member of staff is recruited to fill a vacant post within the Trust for which there is a demonstrable skill shortage for the requirements of the post

### **3. Siblings of pupils attending the school.**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household including foster children who, in any of these cases, will be living with them at the same address at the date of their entry to the academy

### **4. Health, Social and Special Access Reasons (Medical).**

This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend Upton Junior 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 Upton Junior School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and Upton Junior School.

**5. 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 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 NLPG. The same address point on the school site is used for everybody. The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

### **Tie-break**

In the event of a 'tie-break' situation we will first apply distance from school to decide who has priority under criteria 3-5. If we are unable to establish who lives closer to the school we would use a method of random selection, this would take the form where all names which have equal eligibility will be issued a number and drawn randomly to decide which child should be given the place. This process will be undertaken by the local authority (or another body unconnected with the Academy Trust).

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- The views of the Head of School concerned*

### **Withdrawal of Places**

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

- when a parent has failed to respond to an offer within a reasonable time;*
- when a parent has failed to notify the Trustees of important changes to the application information;*
- the place was offered on the basis of a fraudulent or intentionally misleading application from a parent.*

### **In Year Admissions**

An 'in year application' for Chilton primary School should be made directly to the school, using a separate copy of the LA's single 'In Year Common Application Form' (IYCAF). If the school is able to offer a place, the school will inform the LA. If the school cannot offer a place, you will be told how to appeal and the child's name will be placed on the school's waiting list (see below) if this is requested by the parent.

### **Oversubscription**

Where applications for admission exceed the number of places available, or where no vacancies are available at the time of application, unsuccessful applicants will be offered a place on the school's waiting list. This list is maintained across the academic year. The child's ranking on the waiting list will be in accordance with the school's oversubscription criteria.

### **Appeals**

Parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision. Viking Academy Trust schools participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA).

### **Primary In-Year Admissions Process**

The school will follow the process for Primary In-Year Admissions as published by the LA. In Year applications for Ramsgate Arts Primary School should be made direct to the school, using a separate copy of the LA single In Year Casual Application Form (single IYCAF) for each child and each school applied for.

The school will inform parents and the LA if an offer can be made. If we are unable to offer a place you will be told how to appeal and how to place your child's name on the school waiting list.

### **Admission of children outside of their normal age group.**

Requests for admission outside of the normal age group should be made to the Head of 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 the Trust'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 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.

### **Procedures for determining admission arrangements**

#### **Consultation**

The Trust shall consult every seven years on its proposed admission arrangements these are the subject of change in any year. Where consultation is required the academy will consult for a period of six weeks between October and the following January. All relevant bodies listed in paragraph 1.44, Section 1 of the Admissions Code will be consulted and the consultation will be conducted directly with the relevant LA authorities and by way of publication on the Ramsgate Arts Primary School's website.

#### **Determination and publication of admission arrangements**

Following consultation, the Trust will consider comments made by those consulted. The Trust will then determine its admission arrangements by 28 February of the relevant year and notify those consulted of what has been determined.

#### **Publication of admission arrangements**

The Trust will publish its admission arrangements each year once these have been determined, by sending copies to LA, the consulted bodies and publishing on the Ramsgate Arts Primary School's website.

The published arrangements will set out:

- a) The name and address and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

#### **Representations about admission arrangements**

Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Trust will consider the representations before determining the admission arrangements.

Where the Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator. Objections must be referred to the Adjudicator by 15 May in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator: <http://www.schoolsadjudicator.gov.uk>.

The Secretary of State may direct changes to Ramsgate Arts Primary School proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed PAN. The Secretary of State will consult the Trust before making any direction.

Pursuant to the Admissions Code 2014 the Trust may decide to admit above its PAN in year. It may also increase its stated PAN for any determination year and future years provided that the necessary approvals at board level and that of the Secretary of State are received. In these cases, it is not necessary to consult but the Admissions Code provides for the LA to be given notice to enable them to deliver their co-ordinated responsibilities effectively.

### **Proposed changes to admission arrangements by the Trust after arrangements have been published**

Once the admission arrangements have been determined for a particular year and published, the Trust will propose changes only if there is a major change of circumstances. In such cases, the Trust must notify the relevant bodies of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

### **The need to secure the Secretary of State's approval for changes to admission arrangements**

Following the consultation process outlined in this policy, the Trust will consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements.

Records of applications and admissions shall be kept by the academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.