



Skinnners' Kent Primary School

Admissions Policy

Adopted:	March 2015
Review Cycle:	Annual
Last Review:	October 2023
Next Review:	October 2024
Governing Committee:	SKPS Local Governing Body

ADMISSIONS POLICY

The Skinners' School Foundation, with the support of The Skinners' School and The Skinners' Kent Academy, is the sponsor of a new primary school that opened in September 2015. It has academy status and provides education for pupils aged 4 to 11. The school is known as: Skinners' Kent Primary School.

The following arrangements with respect to the admission of pupils to the school are to be adopted.

The governors will provide for the admission of all children in the September following their fourth birthday. The PAN in Reception is 30.

Before the application of Oversubscription Criteria, children with an Education, Health and Care Plan which name the school will be admitted. As a result of this the number of offers will be reduced accordingly.

The school will be fully inclusive and will educate children with SEN for whom mainstream education is considered appropriate.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

Children will be ranked in distance order within each criterion, 1.2 and 1.3, with those closer being ranked higher.

1. Oversubscription Criteria

1.1 Children in Local Authority Care or Previously in Local Authority Care¹

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, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

1.2 Medical / Health and Special Access Reasons

Compelling medical or other exceptional social reasons for attending the school. Robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the young person's needs or circumstances; **All correspondence will be treated as private and confidential.**

¹ An adoption order is an order under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 and amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

1.3 Sibling Admission¹

Admission of pupils whose sibling is singularly on roll at the school **at the point of admission to Skinners' Kent Primary School of the younger sibling.**

1.4 Children of staff at the school

Admission authorities may give priority in their oversubscription criteria to children of staff employed by Skinners' Kent Primary School, where the staff member spends the majority of their working week at Skinners' Kent Primary School, in either or both of the following circumstances:

- a) Where the member of staff has been employed by the Skinners' Kent Primary School for two or more years at the time at which the application for admission to the primary school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

1.5 Distance / Nearness of children's home to school

Admission of students, on the basis of proximity to the school using a straight-line measurement. KCC is responsible for deciding 'nearness', as explained below:

Nearness of children's homes to school – we (KCC) use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

2. 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 carer 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 is registered with a General Practitioner.

¹A sibling attending Skinners' Kent Primary School at the point of admission; in this context sibling means children who live as brother or sister in the same house, including:

- half brother or sister,
- adopted brother or sister,
- step-brother or step-sister,
- foster brother or foster sister
- the child of the parent/carer's partner,

where the child for whom the school place is sought, is living in the same family unit at the same address as that sibling attending Skinners' Kent Primary School who will still be at the school when the child will enter the school. The sibling link is maintained as long as the family lives 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.

3. Late Applications

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.

If you missed the deadline, you can make a late application by filling in the [Primary Common Application Form \(RCAF\) \(PDF, 62.9 KB\)](#) and returning it as soon as possible.

4. Tie Breaker

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), a random selection will be applied and independently verified.

5. Appeals

Parents/carers have the right to appeal against any refusal to admit their child. Appeals should be directed to an Independent Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be found on our website under Admissions. The Independent Appeals Committee will notify the Appellant of the outcome:

- a) Appeals must be lodged in line with the LA scheduled 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/carers.
- b) The Independent appeals company will acknowledge an appeal within seven working days of it being lodged.
- c) Appeals relating to other admissions (In-Year Admissions) can be made at any time.

6. 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.

7. Waiting Lists

Parents/carers 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 and will be maintained for the academic year in which the application has been made, at which time parents/carers will be contacted to establish if they wish to remain on the waiting list into the following academic year. Placing a child's name on the waiting list does not guarantee that a place will become available, nor does it prevent parents/carers 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. Whenever a child is added to or removed from the waiting list, the list will be re-ordered in accordance with the oversubscription criteria. Therefore, it is possible for a child to move both up and down the list.

8. In Year (Casual) Admissions

In line with Kent County Council's (KCC) update of their in year admissions policy, Skinners' Kent Primary School will admit pupils (with the exception of those entering at the beginning of Year R) using the KCC In Year Admission Form (IYAF).

Skidders' Kent Primary School invites children and families to visit the school when a place becomes available. Where parents/carers decide to make an application for a school place, the Skidders' Kent Primary School advise them to download and complete an IYAF, submitting it direct to the school, or if they do not have access to the internet, an IYAF is sent to them by post. Upon return of this completed document, if the school has vacancies, then the family is invited in for a tour and a taster morning or afternoon may be arranged. Following this, an offer letter is then made and, if accepted, a start date is agreed and an SEN meeting arranged if appropriate. If an application is received and a place is not available, a letter is sent advising that there is no place and inviting the parent/carer to join the waiting list. On receipt of confirmation that they would like their child's name added to the waiting list, the application is ranked according to the oversubscription criteria.

9. Deferred Entry (Reception)

Parents/carers offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

- a) Children are entitled to a full-time place in the September following their fourth birthday;
- b) Parents/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made; and
- c) Where parents/carers wish, children may attend part-time as agreed, as appropriate with the school until later in the school year but not beyond the point at which they reach compulsory school age.

10. Admission of children outside their normal age group

Parents/carers may request that their child is admitted outside their normal age group. When such a request is made, the Skidders' Kent Primary School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher, parents and any supporting evidence provided by the parents.

The process for requesting such an admission is:

- a) Parental request should be made in writing to the Skidders' Kent Primary School, highlighting reasons for the out of year entry, e.g. parents/carers views/wishes, information relating to the child's academic, social or emotional development and if relevant, medical history.
- b) If the request is refused, the parents/carers must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In-Year application.
- c) Where a parental request is agreed, a new application as part of the main admissions round the following year should be made and will be subject to the Skidders' Kent Primary School Admissions criteria as listed above.

11. Infant Class sizes (Years R, 1, 2)

Infant classes will not exceed 30 pupils per teacher. Additional children may be admitted under limited exceptional circumstances as 'excepted pupils' as detailed in the statutory School Admissions Code December 2021. In this circumstance the pupil(s) will remain as 'excepted pupils' until the class numbers fall back to the infant class size limit of 30.