



DRAPERS MILLS PRIMARY ACADEMY

DETERMINED ADMISSION ARRANGEMENTS

1. Arrangements for admission to R-Year 6 Provision

The admission arrangements for Drapers Mills Primary Academy for the year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a. Drapers Mills Primary Academy has an agreed admission number of 90 students. The Academy will accordingly admit up to 90 students in the relevant age group each year if sufficient applications are received.
- b. Drapers Mills Primary Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 8 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

2. Process of application

Applications for places at the Academy will be made in accordance with Kent County Council's coordinated admission arrangements and will be made on the Primary Common Application Form (PCAF) provided and administered by the Kent County Council. Drapers Mills Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Kent County Council or its Admissions Forum.

- a. By September Drapers Mills Primary Academy will publish, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open days for prospective parents and their children to visit the school. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required.
- b. September/October – Drapers Mills Primary Academy will provide opportunities for parents to visit the Academy;
- c. October/November - PCAF to be completed and returned to the Local Authority to administer closing date for applications January
- d. the Local Authority sends applications to the Academy in February
- e. the Academy sends ranked list of applications to Local Authority in February
- f. the Local Authority informs Academy of allocated places in March
- g. March - offers made to parents.
- h. April schools send out welcome letters
- i. April Deadline for late applications and waiting list requests to be included in Kent County Council’s reallocation stage. Also date by which places should be accepted or declined to schools
- j. May -Deadline for lodging of appeals
- k. May - Kent County Council to reallocate places that have become available from the schools’ waiting lists.

3. Consideration of applications

Drapers Mills Primary Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied.

4. Procedures where Drapers Mills Primary Academy is oversubscribed

All students with statements of Special Educational Needs (when Drapers Mills Primary Academy is named on the statement) will be allocated places before the oversubscription is applied. Where the total number of applications for admission is greater than the published admissions number, applications will be considered against the following criteria, and applied in the order in which they are set out below:

- a. **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 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).

- b. **Siblings** - admission of students whose siblings currently attend the school and who will continue to do so at the time of entry. (Note; the term 'sibling' includes full- half-, and step-siblings and those living as siblings in the same family unit on the role of Drapers Mills Primary Academy);
- c. **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 the particular school.
- d. **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. 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.

5. Operation of waiting lists

Subject to any provisions regarding waiting lists in Kent County Council’s co-ordinated admission scheme, Drapers Mills Primary academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by Drapers Mills Primary Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4a)-4d) above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

6. Arrangements for admitting students to other year groups, including replacing any students who have left Drapers Mills Primary Academy

Subject to any provisions in Kent County Council’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Drapers Mills Primary Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 4a)–4d) shall apply. Parents whose application is turned down are entitled to appeal.

Drapers Mills Primary Academy will participate in Kent County Council's In-Year Fair Access Protocol.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

7. Consultation

Drapers Mills Primary Academy will consult by 1 March each year on its proposed admission arrangements:

- a. Kent County Council;
- b. The admission forum for Kent County Council;
- c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority;
- d. Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e. Affected admission authorities in neighbouring Local Authority areas.
- f. Locally based Diocesan Boards

8. Publication of admission arrangements

Drapers Mills Primary Academy will publish its admission arrangements each year once these have been determined, by:

- a. copies being sent to primary and secondary schools in the relevant scheme of education within Kent County Council Local Authority area;
- b. copies being sent to the offices of Kent County Council;
- c. copies being made available without charge on request from the Academy;
- d. copies being sent to public libraries in the appropriate areas of Kent for the purposes of being made available at such libraries for reference by parents and other persons.

The published arrangements will set out:

- a. the name and address of Drapers Mills Primary Academy and contact details;
- b. a summary of the admissions policy, including oversubscription criteria;
- c. a statement of any religious affiliation [none];
- d. numbers of places and applications for those places in the previous year; and
- e. arrangements for hearing appeals.

