

## Admissions Arrangements Policy

### Reception Class (EYFS) Entry to School – September 2020

(Applies to children born between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016)

#### In accordance with

*The Department for Education School Admissions Code – September 2015*

<https://www.gov.uk/government/publications/school-admissions-code--2>

#### Approved by Trustees:

#### Ethos & Values:

Underpinning these policies is the aim of the Village Academy to create a happy, secure environment for all members of our learning community, embracing both British and universal values. At our Church of England Primary Schools, Selling CEP and Milstead & Frinsted CEP these aims and values, in addition, will be of a distinctly Christian nature.

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## 1.0 Introduction

It is the policy of The Village Academy Trust to admit pupils to school in the September of the academic year in which they are five years old. The Village Academy is an inclusive group of schools, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice and for children to be educated in the community where they live.

### The Village Academy Trust is a group of seven schools:

Selling Church of England Primary School: <http://www.selling-faversham.kent.sch.uk>

Lynsted and Norton Primary School: <http://www.lynsted-norton.kent.sch.uk>

Milstead and Frinsted Church of England Primary School: <http://www.milstead.kent.sch.uk>

Petham Primary School: <http://www.petham.kent.sch.uk>

Lydd Primary School and Nursery: <http://www.lyddprimary.co.uk>

Dymchurch Primary School: <http://www.dymchurch.kent.sch.uk>

## 2.0 Admissions Criteria for The Village Academy

The Board of Trustees of The Village Academy Trust is the admissions authority for all schools within the Academy. The Board of Trustees review the PAN for each school annually as part of the policy review timetable. The Published Admission Numbers for entry to EYFS in September 2018 are as follows:

Selling Church of England Primary School:	30
Lynsted and Norton Primary School:	20
Milstead and Frinsted Church of England Primary School:	15
Petham Primary School:	24
Lydd Primary School and Nursery:	45
Dymchurch Primary School:	30

Children will be admitted without reference to ability or aptitude. Before the application of oversubscription criteria any child with an Educational Healthcare Plan naming a specific school within the Academy will be admitted, in which event the Published Admission Number will be reduced accordingly.

The Trustees recognise and agree that each individual school within The Village Academy Trust was created to provide education for the immediate and wider community of each school. We recognise and agree that continuity of the provision of education within the family is important.

The Village Academy Trust also recognises that a distinctive Christian education provision for the communities of our Church of England schools is important.

The individual admissions criteria where applications exceed the number of places available for both Selling Church of England Primary School and Milstead and Frinsted Church of England Primary School have therefore been set in consultation with the local School Council in order to maintain their own distinctive Christian character and criteria for admissions within the wider Academy Trust.

Our Admissions Policy and the criteria associated with it are designed to reflect those priorities, together with requirements that are statutory obligations prescribed by current government regulation. Where applications exceed the number of places available, oversubscription criteria will be applied and also used if applications within any of the individual categories exceed places available and it is necessary to decide between them:

### **3.0 Oversubscription Criteria:**

#### **3.1 For Selling Church of England Primary School:**

1. Children in Care.
2. Current Family Association.
3. Children with exceptional compassionate, social, medical/health or special access needs.
4. Faith. (A Maximum of 25% of places will be allocated under this criteria)
5. Children of staff at the school.
6. Distance / nearness of children's home to school.

The local Governance of Selling Church of England Primary School have chosen to express their Christian distinctiveness by reserving a proportion of their places to be allocated to children currently, regularly attending a place of Christian Worship.

#### **3.2 For Milstead and Frinsted Church of England Primary School, Lynsted and Norton Primary School, Petham Primary School, Lydd Primary School and Dymchurch Primary School:**

1. Children in Care.
2. Current Family Association.
3. Children with exceptional compassionate, social, medical/health or special access needs.
4. Children of Staff at the School.
5. Distance / Nearness of Children's Home to School.

The Milstead and Frinsted Church of England Primary School Academy Council have chosen to express their Christian Distinctiveness by allocating places to all children inclusively, irrespective of the current practice of the Christian faith.

### **4.0 Definitions:**

#### **4.1 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).

#### **4.2 Current family association**

A current family association applies where an older sibling is still attending the same school at the time of entry, where the family continues to live at the same address as when the older sibling was admitted or has moved to another address within two miles of the school.

The term 'sibling' applies to children who live as brothers and sisters within the same household including biological brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

#### **4.3 Children with exceptional compassionate, social, medical/health or special access needs**

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 a specific school within the Academy Trust. This priority will also 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 specific connection between these needs and the particular school that parents feel would be the only school who could accommodate these needs.

#### **4.4 Faith**

Children of parents who have worshipped regularly in a Church that is a member of Churches Together in the UK and Northern Ireland or the Evangelical Alliance.

The Trustees define regular worship to mean attendance at Church at least once a month for at least 12 months or equivalent to 25% attendance during the 12 month period by at least one parent and the child before the application is submitted. It is expected that this level of attendance will be maintained if a place is offered. Attendance at Church is defined to mean to be involved in an act of teaching or worship.

Parents applying for a place under this criterion will need to complete the supplemental form under **Appendix 2**.

#### **4.5 Children of staff at the school**

Priority will be given to children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made. Priority will also be given to children of a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **4.6 Distance / Nearness of children's home to school**

Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority.

Nearness of children's homes to school is measured by KCC as 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 will be used for everybody.

In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

The Village Academy Trust uses measurements provided by the Local Authority and further information on how distances are calculated, the definition of a child's home address, and how flats are treated for measurement of distance is available in the Admissions Booklets provided by the Local Authority.

#### **5.0 Children to be taught outside their expected year group: (Please see Appendix 1)**

Children are entitled to a full-time place in the September following their fourth birthday.

Parents are able to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Trustees of The Village Academy Trust as the Admission Authority, will consider such requests on a case by case basis.

Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the school's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place at a specific school in the following year as this is subject to the usual over subscription criteria.

### **5.1 Repeating a Year**

Village Academy schools seek to meet the individual needs of pupils by using a range of teaching strategies, calling on additional support and advice as appropriate from colleagues across the Trust, and the external support services.

The effective use of differentiated teaching programmes should ensure that back-classing only needs to be considered in very unusual circumstances such as when a child's education has been severely disrupted by a long-term absence through illness.

If it is apparent that the pupil is not making appropriate progress, or is experiencing significant learning difficulties in achieving objectives, the school should implement a programme of support. A full record of the child's needs and the effectiveness of the action taken to meet them will be kept. It is expected that special educational needs will be addressed by providing additional support from within the school with the assistance of external support agencies, without the need for repeating a year.

To hold back a pupil for a further year, whilst their former classmates move on, may have significant implications for the child which could have a detrimental effect on their overall progress. A school must take account of their PAN and whether the pupil can be accommodated. Also, the school must consider the movement of the pupil could prevent another prospective pupil from joining the school.

The full implications of any proposals must be considered before they are finalised, particularly as action taken for a child at primary school may well have consequences at the time of transfer to secondary school. An 'out of year group admission' application would need to be made to a secondary school for the affected pupil to join with their current cohort (Year 7) and the secondary school may refuse.

Where the pupil's progress is being affected by factors outside the school, such as difficult home circumstances, parents /school should seek support from external agencies.

Before a decision is reached, it is essential that the full implications of possibly repeating a year have been taken into account. In order that all relevant information may be considered, the Headteacher of the current school ought to seek the views, as appropriate, of the following:

SEN Coordinator for the school  
Teaching staff  
Educational Psychologist  
Parents (if instigated by the school this must be in agreement with the parent)  
Any other external agency working with the pupil/family

A record is to be made of all enquiries/meetings held.

If a pupil repeats a year they will be treated as part of their new cohort for **all** educational assessments and examinations.

The process to consider a pupil repeating a school year is as follows -

**Stage 1:** Headteacher to have a meeting between parents, all professionals involved, and including class teachers of both year groups affected. If determined it is in the best interests of the pupil to repeat a year, **move to Stage 2.**

**Stage 2:** Request for a placement outside the normal age group in writing to the LGB from the Headteacher including a report of the findings of enquiries/meetings held in arriving at the decision. VA Clerk to be notified by LGB of request.

**Stage 3:** LGB to agree/refuse movement of pupil. VA Clerk and Headteacher to be notified.

**Stage 4:** VA Clerk to inform Trustees of outcome. Headteacher to write to parents to inform them of outcome and requesting acknowledgement of the result.

#### **6.0 Applying for a place at school:**

The Village Academy Trust takes part in the admissions scheme of the Local Authority. Information can be found online at [www.Kent.Gov.uk](http://www.Kent.Gov.uk). Applications are usually made on-line within a specific dated window each year, however parents are able to request a paper copy from their local school. The forms are all submitted to the Local Authority who allocate places at schools each year according to the published and relevant admissions criteria.

#### **APPENDIX 1: Summary of required process relating to children to be taught outside their expected year group**

Request for a placement outside the normal age group in writing to the Headteacher

School to alert the Admissions Authority

School to call a meeting between parents, all professionals involved, Transition school representative (if appropriate).

Notes of the meeting will be taken. These will include a clear statement as to whether any agreements by the Admissions Authority to place a child out of their normal age group is being made.

Notes and any written reports considered at the meeting are to be placed permanently on the pupil's file. Copies held by the Admissions Authority.

A letter will be sent to the parent/s confirming the outcome of the meeting and requesting acknowledgement of their agreement of the result.  
A copy to be sent to the Admissions Authority

School Admission Team notified of outcome

School place application processed, as appropriate.

***Procedures for admissions will be as described in the Local Authority's admissions booklet.***

**APPENDIX 2:**

***Selling Church of England Primary School  
Supplemental Form for Admission on Faith Grounds.***

*Please note the specific Faith Criterion details.*

Members of Churches Together in England;

Antiochan Orthodox Church	Council of Oriental Orthodox	New Testament Church of God
Baptist Union of Great Britain	Churches	Oecumenical Patriarchate
Cherubim and Seraphim Council of Churches	Joint Council for Anglo Caribbean Churches	Religious Society of Friends
Church of England	Icthus Christian Fellowship	Roman Catholic Church
Church of God of Prophecy	Independent Methodist Church	Russian Orthodox Church
Church of Scotland (in England)	International Ministerial council of Great Britain	Salvation Army
Congregational Federation	Lutheran Council of Great Britain	Seventh day Adventist Church
Coptic Orthodox Church	Methodist Church	Transatlantic Pacific Alliance of Churches
Council of African and Caribbean Churches UK	Moravian Church	United Reformed Church
	New Testament Assembly	Wesleyan holiness Church

Which Church does your family attend? \_\_\_\_\_

Commitment to Church attendance by child(ren) and parents:

Who attends? \_\_\_\_\_

How often?      At least monthly        Less than monthly   

**Please tick as appropriate**

Affiliation with the church has been since \_\_\_\_\_ (approximate date)

Name of parent(s): \_\_\_\_\_

Name of Child/ Children: \_\_\_\_\_

**To be completed by Church Minister or equivalent**

Minister's name and position: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ Tel No: \_\_\_\_\_

Of \_\_\_\_\_ Church