

## GRAVENEY PRIMARY SCHOOL

### **1 Introduction**

**1.1** The governing body of Graveney Primary School applies the regulations on admissions reasonably, clearly, objectively and procedurally fairly to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. The Admissions Code was revised in December 2014. This policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **2 Aims and objectives**

**2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.

**2.2** All applications will be treated on merit and in a sensitive manner.

**2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

**2.4** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### **3 How parents can apply for their child to be admitted to our school**

**3.1** Graveney Primary is an academy school; the school determines the admission arrangements in agreement with the LA. The governing body is the 'Admissions Authority' for our school. The regulations for entry to this school will be this document.

**3.2** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

### **3.3 Oversubscription Criteria**

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If applications exceed the number of places available, the oversubscription criteria will be applied in the following order of priority which will also be used if applications within any of the categories exceed places available and it is necessary to decide between them:

**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).

### **Sibling**

Children with a sibling attending the school at the time of application; Sibling is defined in these arrangements as children who live as brother or sister in the same house including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters.

### **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 attend Graveney Primary 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 Graveney Primary School.

### **Children of Staff Members**

Priority will be given to children of Graveney School staff when the school is over-subscribed in either of the following circumstances:

- a) where the member of staff 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, and/or;
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**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. 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.

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

- 3.4** Children enter Graveney Primary school in the academic year they become five. The only restriction is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

This means that children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process. These applications should be made during the last month of Reception Year. The school cannot guarantee that a space will be available in our Year 1 cohort.

## **4 Admission appeals**

- 4.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. Appeals must be lodged in line with the LA date, except

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where the initial application was late, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.

The school will acknowledge the appeal within seven working days of it being lodged.

An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in December 2012.)

### **5 The Published Admissions Number (PAN)**

The PAN is the number of children the school can accommodate. The PAN for cohorts in our school is 15. We keep this number under review and the governors will apply to change the number if circumstances allow.

### **6 Infant class size**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

### **7 Admission Arrangements for Children to be Taught Outside their Expected Year Group**

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred 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 a school'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.

### **8 Waiting List**

The school operates a waiting list for pupils. Pupils are added to this waiting list on the request, the list will be re-ranked according to the above oversubscription criteria in this policy, every time a child is added.

### **9 Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

**Signed:**

**Date:**

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This map shows the catchment area of the pupils currently attending Graveney Primary School.