



## **West Malling CE Primary School & The McGinty Speech and Language Centre Admissions Arrangements 2024-2025**

### **Introduction**

West Malling CE Primary School is a single-form entry school for children aged 4 -11 in the Diocese of Rochester, and an academy within the Tenax Schools Trust, which is the Admissions Authority for the school.

At West Malling CE Primary School we know how important it is for you to choose the right school for your child. We welcome visits and we look forward to welcoming you at any time to enable you to see lessons and learning - and experience the atmosphere of our school on a normal day. To book a visit to the school, please contact the school office on 01732 842061 / [office@west-malling.kent.sch.uk](mailto:office@west-malling.kent.sch.uk) and an appointment for a tour with our Headteacher will be booked for you.

### **Places other than in Reception (Years 1 to 6)**

If you are looking for a place other than in the Reception class please contact the school office on 01732 842061 / [office@west-malling.kent.sch.uk](mailto:office@west-malling.kent.sch.uk), as there are occasionally spaces available in other classes. Where places are not available we will maintain a waiting list which will be rank ordered using the oversubscription criteria below and places offered as they become available.

### **Admissions number (Years R to 6)**

The school has a published admissions number (PAN) of 30. This means that up to 30 children may be admitted into Reception (Year R) each September. Class size for year R will be no more than 30, other than in the specific circumstances set out in the School Admissions Code. There are also a maximum of 21 places within the McGinty Speech & Language Centre and the school expects to have no more than 3 children per year group.



West Malling Primary School is part of The Tenax Schools Trust which is an exempt charity and a company limited by guarantee, registered in England and Wales with company number 07542155. The registered office is at Culverden Down, Tunbridge Wells, Kent, TN4 9SH

## The Local Authority Application Form

In September in the year before a child starts school, information is available from the Local Authority about admissions procedures and timescales. Our Local Authority is Kent County Council.

To apply for a place at West Malling CE Primary School, all applicants must complete an application form. This can be done online here [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or paper form. Parents may name three schools in order of preference on the online application form which is then returned to the Local Authority (LA). This should be done by the deadline in mid-January for starting in Year R the following September.

For more information, including deadlines for applications, please visit Kent County Council's Admissions Website at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions). Please ensure that you return your application and appropriate forms by the deadline in mid-January as all applications received after this date are considered late and ranked below other applications.

National Offer Day for primary schools is mid-April. If you have any questions or would like support completing the application form, please do not hesitate to contact our school office on 01732 842061 / [office@west-malling.kent.sch.uk](mailto:office@west-malling.kent.sch.uk)

## Oversubscription Criteria

These will be used to rank order applications if more than 30 are received, after the admission of pupils with an Education, Health and Care Plan naming the school. Class size for year R will be no more than 30, other than in the specific circumstances set out in the School Admissions Code.

1. **Looked after children and all previously looked after children** - 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) at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority 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 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, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. **Current Family Association** - a brother or sister (this includes: natural or adopted siblings; step or foster brother or sisters; those who live as brothers and sisters in the same house; this does not include cousins) in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the



school than the previous property as defined by the 'Nearness' criterion' (below). Unfortunately, if an older sibling is currently attending Year 6, a sibling link claim for a child applying for a Reception place intake cannot be made, as the older sibling will be transferring to secondary school when they enter. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, we will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

3. **Health and Special Access Reasons** - Medical / Health 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 children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.

#### 4. **Other children.**

#### **Tiebreaker**

When deciding between applicants who have equal entitlement under any of the above criteria, priority will be given to those in order of distance from their home to the school measured by a straight line, the nearest being accepted first. The distance between the child's permanent home address and the school is 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. Where only one parent/carers satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents. Late applications are considered after all those applications received by the specified date. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly, under independent supervision, to decide which child should be given a place.

#### **Deferred entry**

Parents of Reception age children have a right to defer entry, or to take the place up part-time, until the term in which the child reaches compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998.

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.



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

Parents may request that their child is admitted outside their normal age group. Requests for admission outside of the normal age group should be made in writing to the Headteacher 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 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 (Common Application Form) to the Local Authority, with written confirmation from the 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 the school's oversubscription criteria.

Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

### **Waiting lists**

West Malling CE Primary School operates a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. Applications will be removed from the waiting list at the end of the academic year. The waiting list will be maintained by the Tenax Schools Trust 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. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

If you have not been offered a place at West Malling CE Primary School, the law entitles you to appeal against the decision to an Independent Appeal Panel. This panel is completely independent of the school and Local Authority. Appeals are now being held remotely via video link. The school will make suitable arrangements for any appellants without access to the necessary technology.

If you wish to appeal, please notify the Tenax Schools Trust (which is the Admissions Authority for the school) via [enquiries@tenaxschoolstrust.co.uk](mailto:enquiries@tenaxschoolstrust.co.uk) and further details will be provided.

