



Excellence in Education • Equipped for Life

## ADMISSIONS POLICY 2018-19

Jubilee Primary School is a school for the whole community, which provides an alternative choice for parents in the town. We are a school with a Christian ethos but do not require church membership as an admission requirement. We want to encourage people of all faiths, or none, to consider our school as the first choice for their children's education. We will provide a safe environment in which individuality is valued, diversity is celebrated and a strong sense of self-worth imparted. Staff and parents/carers will collaborate, working towards the common goal of enabling every child to excel and progress in life. A strong family ethos will provide an environment in which trusting relationships can be cultivated.

Jubilee Primary School will act in accordance with all relevant provisions of the statutory codes of practice<sup>1</sup> as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to an Admission Authority shall be taken as reference to the Governing Body of Jubilee Primary School. The school will participate in determined admission arrangements operated by the Local Education Authority, Kent County Council (KCC).

### Published Admission Number (PAN)

Jubilee Primary School will have an agreed admission number (Published Admission Number or PAN) of 30 pupils for one more year, to be admitted into Reception if sufficient applications are received.

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) will comprise no more than 30 pupils with a single teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the infant class size limit.

### Oversubscription criteria

In line with legislation, children with a statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names Jubilee Primary School will be allocated places before remaining places are offered in rank order. Where the school is oversubscribed, priority for places will be ranked according to the following criteria:

**1. Looked after children in Local Authority care** – a child for whom the local authority provides accommodation by agreement with their parents/carers or who is the subject of a care order under Part IV of the Children Act 1989. This criterion also includes previously looked after children.

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<sup>1</sup> School Admissions Code, 1 February 2012; The School Admission Appeals Code, 1 February 2012  
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Previously looked after children are children who were looked after but have ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).

**2. Current family association** - A brother or sister in the same school at the time of entry and the family continue to live in the same house as when the sibling was admitted or, if they have moved, live within two miles of the school or moved to a new property that is nearer to the school than the previous property as defined by the nearness criterion (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil (see above) may also be admitted even though it may result in the PAN being exceeded or the class size being increased above 30.

**3. 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 our 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 our 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 our school. These should be returned to the school.

**4. 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. The address point reference for the property is taken as one end of a straight line with the address point reference for the school as the other. The same fixed address point on the school site is used for everybody. Points are not taken from the property's front door, central point or any other defined point, but rather the assigned point specified by the distancing software. It is these straight line measurements that are used to determine how close a child's address is to the school. In cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the distance considered is the lesser of the two individual distances. In the unlikely event that two or more applications come from families living exactly the same distance from the school, then the place will be offered according to shortest walking distance.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from a school. In the unlikely event that two or more children live in the same block and 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 to decide which child should be given the place.

### **The admissions process**

Jubilee Primary School will be participating in KCC's determined admission arrangements. Detailed information and guidance is published in the KCC Primary Determined Coordinated Scheme for Primary Admissions. Parents will need to complete a Reception Common Application

Form (RCAF) which is available from the school or online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). The form should be completed and returned to KCC by no later than the published closing date.

The children due to be admitted during academic year 2018/19 will be those born between 1 September 2013 and 31 August 2014.

The timetable for 2018/19 admissions will be that published by KCC nearer the time. The applications start date is likely to be in November 2017.

Parents/carers do not legally have to send their child to school until 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. However, to give as many children as possible at least eight terms in infant education, the school provides for the admission of children from the September following their 4th birthday.

A child's parents can 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 the 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.

Parents/carers must contact the Headteacher about deferred entry into school.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child<sup>2</sup> 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.

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 Common Application Form (CAF) to KCC, 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.

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<sup>2</sup> The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

Notwithstanding the above provision for children being admitted outside their normal age group, the level of ability of a child or any special needs that he or she may have, with the exception of children with Statements of Special Educational Need as detailed above, will play no part in the admissions policy of this school.

## **Appeals**

In accordance with the School Standards and Framework Act (SSFA) 1998, parents/carers have the right of appeal to an Appeal Panel independent of Jubilee Primary School if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the School Admissions Appeals Code. The determination of the Appeal Panel will be made in accordance with the same School Admissions Appeals Code. Details of the appeal procedure can be viewed on KCC's website<sup>3</sup>. Parents/carers should contact the school with enquiries about the process.

## **Right to Withdraw a Place**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- i. When a parent has failed to respond to an offer within a reasonable time; or
- ii. When a parent has failed to notify the school of important changes to the application information; or
- iii. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

## **Waiting Lists**

Parents 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, which will be maintained until the end of the academic year, will be operated using the same oversubscription criteria listed above. Each time a child's name is added to the waiting list the oversubscription criteria above will be applied to determine a fresh ranking of names. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents 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.

## **In-year admissions**

Requests for admission to Reception made after the normal round of admissions (after 31 August 2017) and requests for places in other year groups are to be made directly to the school. All In-Year admissions to the school will be made in line with KCC's Determined Co-ordinated Scheme for Primary Admissions, Academic Year 2017/18. An application is to be made on an In-Year Casual Admission Form (IYCAF) available from the school or from the KCC website<sup>4</sup>.

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<sup>3</sup> <http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

<sup>4</sup> <http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school#>

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