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Tenterden Primary Federation Admission Policy

Policy approved: October 2016

Review due: October 2021

Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant schools, Year 3 for junior schools) and also for all year groups throughout the academic year (In-Year Admissions)

The Tenterden Primary Federation Governing Body of Tenterden Infant and Junior School are responsible for determining and administering this policy in relation to the admission of pupils to the school. It has been agreed with the Local Education Authority that the Published Admissions Number for both the infant and junior schools is 60. This means that there will be a maximum of 30 children in each class.

Infant School

Children are not legally required to start school until the term following their fifth birthday. The Governing Body has decided to admit children during the Autumn Term, starting in September following their fourth birthday. If the fifth birthday falls between 1st September and the start of term, they are entitled to full-time education. Parents of these children are to be informed of their statutory right.

All children will have an initial introduction period to school. There will be parental interviews within the home environment during the last term before they start in September. At the start of term, children will be offered the first week of morning sessions only, the second week morning sessions only, followed by lunch. Thereafter they will attend full time.

Infant and Junior School

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

The criteria for allocating places, should the number exceed the published admission number will be:-

- Children 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

order71. 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).

- Attendance at a linked school (for specified infant and junior schools only)
- Current family association (a brother or sister 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 new property that is nearer to the school than the previous property)
- 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. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend **Tenterden Primary Federation**. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend **Tenterden Primary Federation**

. 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 **Tenterden Primary Federation**

- 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 same address point on the school site is used for everybody. In the event of a 'tie breaker' situation, the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

ADMISSION PROCEDURE

- Appointments may be made for parents to visit the school
- Parents can register their interest at the school
- Parents are reminded to apply online during the Autumn prior to admission (Infant)
- Parents are reminded to apply online during the Autumn prior to transition from Infant school to Junior admission
- Completed registration forms can be returned to the school or sent directly to the Local Authority or On-Line by the specified deadline

The Local Authority will send out offer letters to parents on the specified date.

Acceptance/refusal slips need to be returned promptly to the school. Any appeals can be lodged through the due process.

JUNIOR SCHOOL

- Appointments may be made for parents to visit the school
- Parents are reminded to apply online by the specified deadline
- Late applications after the deadline must be made directly to admissions where details will be placed on a waiting list.

LATE APPLICATIONS

- The LA/schools will re-allocate any places that have become available since offer day, giving priority to applicants who originally named it as preference on the online applications or RCAF/JCAF and have requested to be placed on the waiting list, according to the individual schools' oversubscription criteria.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Head will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

WAITING LISTS

Parents may ask for their child's name to be kept on a waiting list should places become available after May 2023. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2023.

IN YEAR APPLICATION TO BOTH SCHOOLS

There is a standard form, known as the **In-Year Common Application Form (IYCAF)**. Residents of the LA area must complete this form to apply for school places in any year group outside of the normal admissions round. This can be obtained either from either school office or Kent Admissions. Enquiries can also be made via e-mail (kent.admissions@kent.gov.uk).

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

Parents will be able to obtain Information about the process and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school.

- The IYCAF will be used for the purpose of admitting pupils to the year group applied for.
- The IYCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference. For admission to Year R – Year 6 parents can express **up to three** preferences
- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.
- (c) explain that the parent will receive no more than one offer of a school place and that:
 - a place will be offered at the highest nominated school for which they are eligible for a place; and
 - if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - specify where it must be returned to.

APPLYING OUT OF COUNTY FOR KENT SCHOOL

Parents applying out of county should contact their local admissions team who will supply the relevant forms. They **MUST** be returned to the local admissions team for process, they will then forward to Kent Admissions who will process the application.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEED (SSEN)

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions processes.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the SEN & D team, who must have regard to Schedule 27 of the Education Act 1996"

Adopted: November 2013

Chair of Governing Body

Date

Review: October 2021