



# SHELDWICH PRIMARY SCHOOL

## ADMISSIONS POLICY

### Admission to Pre-school

Sheldwich Primary School is responsible for the admission arrangements of the pre-school class. We accept children into the pre-school who are aged two to four years old. Funded hours are available and start the term after a child's third birthday. Parents and carers can obtain further information about the admissions process from the school office.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

1. **Children in Local Authority Care or Previously in Local Authority Care**
2. **Sibling / Current Family Association**
3. **Medical / Health and Special Access Reasons**
4. **Children of Staff at the School**
5. **Distance / Nearness of Child's Home to the School**

*(A detailed explanation of these headings can be found on page 2 of this policy).*

#### **Applications**

To apply for a place in the pre-school class, an application form should be completed detailing what sessions are required and a start date. Applications are ranked using the criteria above and sessions offered when available.

Places will be confirmed a minimum of six weeks prior to your requested start date.

***If your child attends the pre-school class, it will not guarantee a place in the Reception class when they are four years old.***

### Admission to Primary School

Sheldwich Primary School became an academy on 1<sup>st</sup> September 2011 and has adopted the following arrangements with respect to the admission of pupils to the primary school.

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2019–July 2020). The number of intended admissions to the Reception Year in September 2019 will be 30.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. However, before the application of oversubscription criteria, children with an Education, Health and Care Plan will be admitted. As a result of this, the published admission number (30) will be reduced accordingly.

**1. Children in Local Authority Care or Previously in Local Authority Care**

A 'looked after child' or a child who was previously look 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).

**2. Sibling / Current Family Association**

A brother or sister attending Sheldwich Primary School when the child starts; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

**3. Medical / 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 Sheldwich Primary School. 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 Sheldwich Primary 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 Sheldwich Primary School.

**4. Children of Staff at the School**

Priority will be given to children of a member of staff who have been recruited or are being retained to fill a demonstrable skill shortage.

**5. Distance / Nearness of Child's Home to the 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 determine how close each applicant's address is to the school.

A child's home is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days. 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 the 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 academy, the names will be allocated a number and drawn randomly to decide which child should be given the place.

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), a random selection will be applied.

## **Applications**

Applications for entrance into Sheldwich Primary School should be made through Kent Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form available at Kent primary schools or the Local Authority Admissions Office. The application process will open in early November 2017.

Late applications will be placed on a waiting list and places allocated based on the above criteria.

## **Appeals**

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at Sheldwich Primary School. The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the academy's date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- The school will acknowledge an appeal within seven working days of it being lodged.
- Appeals relating to other admissions can be made at any time.

## **Right to Withdraw a Place**

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

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- 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 31 July 2019, will be operated using the same admissions criteria listed above. 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 LA's fair access protocol they will take precedence over those children already on the list.

## **In-Year (Casual) Admissions**

Applications for a place at the school in-year must be made through Sheldwich Primary School. An offer for a place will be made if one is available and their child meets the criteria for admission. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Reviewed by SG/Govs – February 2017  
To be reviewed: December 2018