



Swarden Primary School

Admissions Criteria 2021 -2022

Swarden Primary applies the regulations on admissions fairly and equally to all those who wish to attend this school. At the present time, the statutory age for entering school is the beginning of the term following the child's fifth birthday.

Before the application of oversubscription criteria, children with a **statement of special educational need or Education (SEN), Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Our published admissions number is 15 pupils in each year group and in the case of oversubscription; the following admissions criteria are used:

1. **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).
2. **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 a particular 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 the particular school.
3. **Children of current staff at school**
 - 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
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **Current family association** - where brother or sister is at the same school at the time of entry and the family continues to live at the same address or has moved to a new property that falls within 2 miles
5. **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.

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 to decide which child should be given the place.

Requests for admission outside of the normal age group should be made to the Head Teacher 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.

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 change to the application information, or
- The place was offered on the basis of fraudulent or intentionally misleading information from a parent.

the school's **Waiting List** will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

When a place has been allocated for your child at Smarden Primary School, you will be contacted by the school so that arrangements can be made to introduce you and your child to the school. When this happens at the end of one school year in preparation for a September admission, there will be specific open days when new children are invited to attend. In-year admissions are subject to less formal arrangements and will be subject to individual negotiation.

When a child joins the school in Year R in September we begin with a short spell of mornings, quickly increasing to include a lunchtime and then full time education. We find that this helps children get used to the new, long and tiring, school day. If any parents have concerns about these arrangements then this can be discussed with the Head Teacher.

Attendance at Smarden Pre-School does not guarantee admission to Smarden Primary School and a separate application must be made.

March 2021