



CAGE GREEN PRIMARY SCHOOL

ADMISSIONS POLICY 2021/22

Cage Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff Responsible:	Head Teacher
Date of Review:	December 2019
Date of Next Review:	December 2020

SUMMARY OF CHANGES

Date	Change
December 2019	New Policy Admissions criteria includes two new categories: acute medical or social need and children of staff

Contents

1. Aims of this Policy.....	4
2. School Background.....	4
3. Legislation and statutory requirements.....	4
4. Definitions.....	4
5. How to apply.....	5
6. Admissions Criteria.....	5
7. Age of Admission.....	7
8. Requests for Admission outside the Normal Age Group.....	7
9. Offer of Places in Reception.....	8
10. Late Applications.....	8
11. Waiting Lists.....	8
12. Appeals.....	8
13. In-Year Admissions.....	8
14. Monitoring Arrangements.....	9

1 Aims of this Policy

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2 School Background

Cage Green Primary School is a two form entry school. The school has a Planned Admission Number (PAN) of 60 places in total within each mainstream year group.

The published admissions number is inclusive of students with a statement of special educational needs that are admitted to the mainstream school in accordance to the school being named in part 4 of their Education, Health and Care Plan (EHCP).

In addition, there are a further 31 school places within the Specialist Resource Provision for children with autism. Pupils are accepted into these 31 places through the Kent County Council Special Needs Placement Panel. Cage Green Primary is bound by the SEN Code of Practice and does not have jurisdiction over allocation of places into the Specialist Resource Provision.

3 Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

4 Definitions

Application for admissions to Reception must be made in accordance with the published Primary Co-Ordinated Admission Arrangements for each relevant year, and will only be accepted from a parent/guardian with proven parental responsibility. Change of parental responsibility, unless in exceptional circumstances such as through a court order, will not be accepted during the coordinated admissions process.

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority. The local authority is Kent County Council.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

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.

5 How to apply

For applications in the normal admissions round you should use the online application form provided by Kent County Council. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from Kent County Council.

6 Admission Criteria

Admission number

The school has a PAN of 60 pupils for entry in Reception.
There is a limit of 30 pupils in each Reception and Key Stage 1 class.

Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Children Looked After (See Note A)
2. Children with, or living with family members who have acute medical or social need (See Note B)
3. Siblings (See Note C)
4. Children of staff (See Note D)

5. Proximity: children who live nearest to the school when measured in a straight line from the front door of home to the school's front entrance using the Local Authority's computerised measuring system (See Notes E and F)

Notes to admissions criteria:

A. A child looked after is a child who is:

- (a) in the care of a Local Authority, or being provided with accommodation by a Local Authority in the exercise of their social services functions. These children must still be "looked after" when the child starts school unless (b) applies.
(b) or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.

B. Acute medical or social need. In exceptional circumstances there is discretion to admit children (at the first point of entry for the school) on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. Applications received without supporting documents will not be considered by the panel. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications as this criterion is only for admission to Reception and will refer to first preference only.

C. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

The siblings of children attending the Specialist Resource Provision will be treated as siblings when applying for places in the mainstream school. Please note however that where such places are accepted then NO assistance towards the transport of the child in the mainstream school can be considered unless the normal rules of the transport policy apply.

D. Priority will be given to children of staff in Cage Green Primary in either or both of the following circumstances:

- a. Where the member of staff has been employed at the school for two or more years at the time at which the application of admission to the school is made and/or
b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purpose of this criterion, Central Team staff will be considered to be staff of the school in which they are based.

E. "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

F. Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

G. Admission to the Specialist Resource Provision is through Kent County Council Special Educational Needs Placement Panel. Cage Green Primary is bound by the SEN Code of Practice and does not have jurisdiction over allocation of places.

H. All Kent schools comply with the Fair Access Protocol.

7 Age of Admission

In accordance with most schools, Cage Green Primary policy is to admit children to Reception classes in September each year. Children offered a place for admission after their 4th birthday in the academic year commencing September 2021 will be expected to join the school by the beginning of the following summer term. Parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Head Teacher. The place offered for their child will be held open and will not be offered to another child. Where a parent does not inform the Head Teacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Admission to Reception cannot be deferred for children born between 1 April and 31 August into the following September but parents can apply for a place in Year 1. This would be an in-year application, and should be made no earlier than 1st June.

8 Requests for admission outside the normal age group

In extraordinary circumstances a child might be admitted to school an academic year later than normal but still enter at the Reception stage. Parents are entitled to request a place for their child outside of their normal age group. The process for requesting admission outside of the normal age group is outlined on the Borough website at: <https://www.kent.gov.uk/education-and-children/schools/school-age>

No legislation currently exists which would force a school to admit a child out of his/her usual year group. The Admissions Code does not state that schools must offer a place to a child out of year once the admissions criteria have been fulfilled.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The head teacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

9 Offers of Places in Reception

Offers of places will be made by the Local Authority on 16 April 2021.

10 Late Applications

Late applications will be dealt with in accordance with the procedures laid down in the coordinated admissions scheme.

11 Waiting Lists

Children who are not offered a place immediately will have the option of remaining on a waiting list which will be maintained by Kent County Council from 16 April 2021 and then by Cage Green Primary School after 10 June 2021.

Children on the waiting list will be offered places in order, according to the criteria above.

The waiting list will be maintained in the order of the over subscription criteria. However, children directed via the Fair Access Protocol will take precedence over any child already on the waiting list and this includes admitting children over the published number.

12 Appeals

Pupils who are not offered a place will have the statutory right of appeal. Guidance on School Appeal Hearings can be found here:

<https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals>

Appellants should contact the Head Teacher at the following address: Cage Green Primary School, Cage Green Road, Tonbridge, Kent TN10 4PT in writing within 14 days of being informed that their child has not been allocated a place.

Cage Green Primary will comply with the timetable and procedures laid down in the Local Authority's Coordinated Admissions' Scheme. You can find details here

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

13 In-year admissions

In year admissions are handled by schools themselves in Kent. Parents and carers wishing to apply outside the Co-ordinated Admissions Arrangements are asked to apply directly to the Headteacher, C/O Cage Green Primary.

Please see here details of how to apply for an in-year school place.

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

14 Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body and the Connect Board of Trustees every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the school will publicly consult on these changes.