



# **WILMINGTON PRIMARY SCHOOL**

## **ADMISSIONS POLICY**

**2019-2020**

Effective Date  
**1<sup>st</sup> September 2017**

## DOCUMENT CONTROL

<b>Document Reference</b>	Admissions Policy	
<b>Version</b>	01	
<b>Status</b>	Approved	
<b>Publication Date</b>	September 2017	
<b>Related Policies</b>		
<b>Review Date</b>	September 2018	
<b>Approved/Ratified by</b>	Full Governing Body	Date: September 2017
<b>Distribution:</b>		
Wilmington Primary School Staff and Governors		

Version	Date	Comments	Author
01	September 2017		C Scott

**Review Process Prior to Ratification:**

Name of Committee	Date
Full Governing Body	September 2017

1. This document sets out the admission arrangements for Wilmington Primary School. The document forms an Annex to the Funding Agreement between Wilmington Primary School and the Secretary of State. Any changes to the arrangements set out in this document shall be approved in advance by the Secretary of State.

2. Wilmington Primary School will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice 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 admission authorities shall be deemed to be references to the governing body of Wilmington Primary. The school will participate in admission arrangements operated by Kent County Council.

3. The admission arrangements for Wilmington Primary School for the academic year 2017-2018 (In Year Admission) and 2019-20, subject to any changes approved by the Secretary of State for subsequent years are:

- a) Wilmington Primary School has an agreed admission number (Published Admissions Number) of 30 pupils, to be admitted into Reception each year if sufficient applications are received.
- b) Wilmington Primary School may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Wilmington Primary will consult with the necessary authorities.

Other than twins, triplets etc. pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

4. Applications for places at Wilmington Primary School will be made in accordance with Kent County Council's (KCC) admission arrangements and will be made on the Common Application Form (RCAF) for Reception/Foundation for Sept 2018, provided and administered by the Kent local authority.

- a) Wilmington Primary School will make arrangements in line with the KCC timetable for applications each year.

### **Consideration of applications for entry into Reception**

#### **Procedures when Wilmington Primary School is oversubscribed in Reception**

5. Students with an Education Health Care Plan (EHCP) will be admitted where Wilmington Primary School is named. They will be counted against the agreed admission number.

6. If Wilmington Primary School is oversubscribed, places will be ranked using each of the following in priority order, with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

- a) 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)
- b) Current family association with Wilmington Primary School (a current family association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address). Brothers and sisters means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
- c) Any other children

7.1 **Tie – breaking criteria:** Nearness of children's homes to school will be the tie breaking criteria. 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) applications come from a family living the exact same distance from the school then the place will be offered by random selection by an independent person.

7.2 If siblings from multiple births (twins, triplets, etc) apply for Wilmington Primary School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

8. These criteria apply to entry to the Foundation Year and for any admission at any other time up to Y6.

### **Operation of waiting lists for admission to the Foundation Year**

9. After the Kent County Council reallocation process that follows the Primary National Offer Day in 2019 remaining applications will be forwarded to Wilmington Primary School to be added to a waiting list. Children will be ranked on the waiting list according to the oversubscription criteria within this policy.

10. If the school receives a request for a place, we will follow KCC procedures and give the parent the In-Year Casual Admission Form (IYCAF). The school will process them and notify Kent County Council, no later than 5 days from receipt.

### **Arrangements for the Independent Appeal Panel**

11. Parents or guardians will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with the decision not to offer a place. The Appeal Panel will be independent of Wilmington Primary School. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and

Skills as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties [DfES Admissions CoP 2007]. The Future Schools Trust will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

### **Start date**

12. There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. Once a place has been allocated, parents/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else. The parents/carers can also request that the child commences school on a part-time basis until they are of statutory school age.

### **Admission out of the normal age group**

13. Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.