



ADMISSIONS POLICY

Introduction

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation.

Lawn Primary is a foundation school and as such our admissions policy is set by Kent County Council in order with the local authority's Co-ordinated Scheme for Primary Admissions.

Admission Numbers and Intake Times

The school's published admission number (PAN) is 30.

Lawn Primary has one intake per year.

Application Procedure

1. Lawn Primary follows the procedures, timetable and deadlines set by Kent County Council
2. Parents will have the opportunity to visit the school; we will contact people who have registered an interest in Lawn Primary
3. An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council
4. Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:
 - Children in Local Authority Care or Previously in Local Authority Care
 - Current Family Association (sibling)
 - Health and Special Access Reasons
 - Nearness of Children's Home to School

Oversubscription Criteria

Where the number of applicants exceeds 30 for a new intake, the following criteria will be applied.

Before the application of oversubscription criteria, children with a bold statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

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

A child in care 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 child in care is a child who is (a) in the care of the 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. Current Family Association

This refers to a brother or sister attending the same school when they start there and living at the same address. This includes: natural or adopted siblings; step or foster brother or sisters; those who live as brothers and sisters in the same house. This does not include cousins.

The sibling claim will stand if the family has continued to live at the same house as when the older sibling was admitted into the school, OR

- If the family has moved, and they have moved to within 2 miles of the school,
OR
- If the family has moved nearer to the school.

However, if the family has moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken.

If siblings from multiple births apply for a school and the school reaches its published admission number after admitting one or more but not all of the children, KCC will offer a place to all of the multiple birth siblings. This is in line with school admission code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils.

Unfortunately, if your older sibling is currently attending Year 6, you cannot claim a sibling link for a child applying for a Reception place intake, as the older sibling will be transferring to secondary school when they enter.

3. Health & 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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the **only** school that can accommodate these needs.

4. Nearness of Children's Homes to School

The permanent home address for a child is to be a residential property that is the child's only or main residence and not an address at which the child may stay at during the week such as at grandparents or childminder's home.

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 the NLPG. The same address point is used for everybody. When we apply the criterion for the school, these straight line measurements are used to determine how close each applicant is to the school.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances.

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

If it has not been possible for you to be offered a place at Lawn Primary, you may have the right to appeal against this decision to an Independent Appeal Panel.

To obtain a Primary Appeal Pack, you can download and print off the pack from www.kent.gov.uk or contact Kent County Council on 03003336472. Once completed please return to:

The Appeals Administrator
Democratic Services
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

Admission Arrangements for Year R

At Lawn Primary children have the opportunity to have nine full terms in the Foundation Stage and KS1. We admit all children in the September after their fourth birthday. If you have a child born between 1 September 2013 and 31 August 2014, you need to apply for their place at primary school. You must submit one application per child, even if they already have a sibling at the school. You can apply online at kent.gov.uk/primary admissions or you can apply with a paper application. A paper application can be obtained by calling 03000 41 21 21. The full information booklet on primary admissions can be viewed online at kent.gov.uk/primary admissions. The deadline for applications is 15 January 2018. On Monday 16 April 2018, emails will be sent out after 4pm to those who made an online application and letters will be sent to those who applied by a paper

application. Places must be accepted or refused by Monday 14 May 2018. This is also the date by which parents should have submitted a Waiting List form. On Friday 14 June 2018, any vacant places will be reallocated.

In order that all pupils and parents feel confident and comfortable within our school surroundings, we invite all pre-schoolers to visit for one session a week for 3 consecutive weeks during the summer term prior to their admission. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. An IYCAF (In Year Common Application Form) needs to be completed and returned to the school for processing. If a place is not available, a letter indicating that there are no spaces in the relevant year group will be sent out requesting that the parent/carer return a slip if they wish to go on the waiting list. IYCAF forms are available from the school or online at www.kent.gov.uk.

Agreed by Governors Date ...October 2017.....

Review date: October 2018