

# Cherry Orchard Primary Academy Admissions Arrangements for Academic Year 2018/19

Leigh Academies Trust is the Admissions Authority of the Academy. Applications for places will be made in accordance with Kent County Council's co-ordinated admissions scheme and timetable.

## **Admission number**

Cherry Orchard Primary Academy has a Published Admission Number (PAN) of 60 pupils for entry in reception. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

## **Oversubscription criteria**

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order.

For the purposes of these Admissions Arrangements the catchment area is set out in Appendix A and includes the Castle Hill development area in the immediate vicinity of the Academy.

### **1. Children in Care and previously Looked After Children**

A Child in Care 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 Care functions (Section 22(1) of the Children's Act 1989). A previously Looked After Child is a child who was adopted or subject to a child arrangements order, or special guardianship order, immediately following having been "Looked After".

### **2. Sibling living inside the catchment area.**

A child with a brother or sister in the Academy at the time of entry, where the family live within the catchment area. See definition of 'sibling' in the notes below.

### **3. Child of a staff member**

The son or daughter of a member of staff who has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For this criteria son or daughter means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, stepson or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc.) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a place to each of the children, even if doing so takes the academy above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, in line with the School Admission Code.

#### **4. Other children living inside the catchment area**

Children, living within the catchment area, who do not have a sibling at the Academy at the point of admission.

#### **5. Sibling outside the catchment area**

A child with a brother or sister in the Academy at the time of entry, where the family live outside the catchment area. See definition of 'sibling' in the notes below.

#### **6. Health and Special Access Reasons**

Medical and social reasons will be applied in accordance with the Academy's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose medical or social reasons mean they have a demonstrable and significant need to attend the Academy. Equally this priority will apply to children whose parents'/guardians', medical or social needs means that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified medical or social worker, and submitted at the time of application.

#### **7. Other Applicants**

##### **Tie breaks**

If the school is oversubscribed and it is therefore necessary to use a tie-breaker to distinguish between two or more applications in any of the criteria 1-7 above a distance criterion will be used. Priority will be given to the applicants who live nearest to the Academy as measured in a straight-line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody.

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. This process will be overseen by someone independent of the academy and Trust.

**Note:** for these Admissions Arrangements

Brother or Sister ('siblings') means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings from multiple births (twins, triplets, etc.) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN. If the admissions are to Year R, and so result in classes of more than 30 pupils to a teacher the additional pupil(s) will be treated as "excepted" pupils, in line with the School Admissions Code and infant class size legislation.

Where parents live at separate addresses, and have joint custody, the address used will be the one where the child spends the main part of the academy week (i.e. Sunday night to Thursday night inclusive).

## **Deferred entry for infants**

Where an offer has been made, the academy will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the academy until later in the academy year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the academy year. Where parents wish, children may attend part-time but not beyond the start of the term after their child reaches compulsory school age.

## **Admission of children outside their normal age group**

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the Academy and admissions authority sufficient time to make a decision before the closing date. Parents are not required to provide evidence to support their request, however where provided it must be specific to the child in question and may 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 the Academy's ability to agree to a request for admission outside of the normal age group. 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 Academy agrees to accept a deferred application for entry into Reception the following year. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the Academy Principal. 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 the Academy's oversubscription criteria.

## **Fair Access Protocols**

The Academy works in accordance with the in-year Fair Access Protocols held by the Local Authority. Should a vulnerable child within the protocols require a place at the Academy, they will take precedence over any child on the waiting list.

## **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until final day of the 2018 – 2019 academic year (i.e. 19<sup>th</sup> July 2019). This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made. The waiting list will be re-ranked each time a child is added or removed and before the offer of any place.

## **Appeals**

Leigh Academies Trust, as the Admissions Authority, delegates the responsibility for administration of appeals to the Academy. Parents who wish to appeal the decision to refuse their child a place at the Academy may appeal in writing to the Clerk to Governors c/o the Academy. Appeals will be heard by an independent panel.

## Appendix A: Designated Development Area Site Maps

Map : Castle Hill village within the Ebbsfleet Garden City

