



# Shears Green Infant School

Head Teacher: Ms Hayley Kotze

## Admissions Policy

### 1 Introduction

1.1 The governing body of Shears Green Infant School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions code as of December 2014. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### 2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is offered a place or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.3 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### 3 How parents can apply for their child to be admitted to our school

3.1 As our school is a Foundation school, the school determines the admission arrangements in agreement with the LA (Local Authority). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the Reception Common Application Form. Expressing a preference does not, in itself, guarantee a place at this school. Applications should preferably be completed on-line at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). Application forms can be obtained from the Education Department of the LA or the school and should be completed by the date stipulated on the forms. The LA notifies parents about their offer on 16th April each year (or the next working day when this falls on a weekend).

3.3 In this area, children enter school in the academic year they become five. There is one admission date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date determined by the LA.

**3.4** Parents of Reception age children of their right **deferral of entry** or to take the place up part-time, until the term in which the child reaches compulsory school age. (2014 Admission Code has made this a right where historically parents have only had the right to request) (2.16)

#### 4 Oversubscription Criteria

**4.1** Before the application of oversubscription criteria, children with a Statement of Special Education Need that names the school, will be admitted. As a result of this, the Published Admission Number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order.

##### **4.2** 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).

**4.3** Current Family Association – a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted or – if they have moved – live within two miles of the school or have moved to a property that is nearer to the school than the previous property as defined by the “nearness criterion” (below).

**4.4** Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school. Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school. In this context, brother or sister means children who live as brother and sister in the same house. This includes natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

**4.5** 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 parent's/guardian's physical or mental health and 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.

**4.6** Nearness of children's homes to school – the Local Authority uses the distance between the child's permanent home address and the school, measured in a straight line using 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 the LA

applies the distance criterion for an oversubscribed Foundation, Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children have equal eligibility for the last available place at the school, the names will be issued with a number and drawn randomly to decide which child should be given the place.

**4.7** If siblings from multiple births (twins, triplets, etc.) apply for a 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. If the admissions are to Year R and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit as defined in the School Admissions Code.

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

## **5 Admission appeals**

**5.1** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the School Admissions Appeals Code, which came into force in February 2012.)

## **6 The Published Admission Number**

**6.1** The Published Admission Number (PAN) is the number of children the school can accommodate. The PAN for our school is **120**. We keep this number under review and the governors will apply to change the number if circumstances allow.

### **7 Infant class size**

**7.1** We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

## **Policy Review**

The Admissions Policy will be reviewed on a regular basis in consultation with the Headteacher and School Governors.

**Date to be reviewed – September 2022**

**Signed** \_\_\_\_\_

Date: \_\_\_\_\_