

Admission Policy



Date Written: November 2020

Date Next Review: September 2024

Admissions Policy - Willesborough Infant School

Willesborough Infant School is a foundation school. It is federated with Willesborough Junior School. The two schools are known as the Willesborough Schools. Willesborough Infant School provides for children between 4 and 7 years old, educational year groups Reception to 2 inclusive. The Published Admission Number is 120 and children are normally admitted to the Reception class in the school year in which they have their fifth birthday. All Reception children are admitted in September, at the start of the Reception year.

The Governing Body is required to abide by the maximum limits of 30 pupils per class for infant classes (4, 5, 6 and 7 year olds).

To apply for a place at Willesborough Infant School, parents/carers will need to complete a Common Application Form (CAF), which is available on line at www.kent.gov.uk or from the School Admissions Team at the Local Authority (LA), and submit it online or return it to the LA on the date specified by them. Offers of places will be sent to parents/carers on the common offer date and notified by the LA. Offers of places will be sent to parents/carers on the common offer date and notified by the LA.

In line with the School Admissions Code, children with Education, Health and Care Plans (EHCP) that name Willesborough Infant School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. An EHCP is a statement of Special Educational Need made by the Local Authority.

If there are more applications for admission to the school at the start of the year or within the year, than there are available places, then places will be offered by the Governors in accordance with the following Criteria:

1) Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents / carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

2) Current attendance at the linked school – Willesborough Junior School. Current Family Association – a brother or sister who will be in Willesborough Junior School at the time of entry. In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step-brother or sister or foster brother or sister.

3) 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 parents' / guardians' physical or mental health or 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) Nearness of children's homes to school – 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. 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. 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 would 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.

Clear and Fair Tiebreaker – 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.

Reception Admissions

For Reception pupils, where an offer has been made, the school 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 Willesborough Infant School until later in the school 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 school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Willesborough Infant School does not routinely consider admitting children outside of their normal year group. To request admission outside of the normal age group, you should contact the Headteacher as early as possible during the application period for the child's date of birth. You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might 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 a school's ability to agree to deferral. 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 school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, with written confirmation from each named school attached. 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 each school's oversubscription criteria.

Waiting List

A waiting list will be kept of the applicants who are refused admission due to oversubscription and whose parents or carers make a written request to have their child's name placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is

added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made.

After a place has been offered the Governing Body reserves the right to withdraw the place in the following circumstances:

- 1) When a parent or carer has failed to respond to an offer within two weeks; or
- 2) When a parent or carer has failed to notify the school of important changes to the application information; or
- 3) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or guardian.

Closing Date

The closing date for receiving this form and your Reception Common Application Form (RCAF) will be given in the booklet you receive from the LA.

In Year Admissions

Applications for in-year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

Appeals

Any request for an appeal should be made to the Local Authority within 20 school days of being notified that a place has not been allocated. The local authority will convene an independent panel to hear the appeal. Their decision is final.