

## ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2015

### West Kent: Tunbridge Wells

#### New School: Skinners' Kent Primary School

- Address: Knights Wood, Knights Way, Royal Tunbridge Wells, Kent, TN2 3UW
- Year R – 30 pupils and Year 1 – 15 pupils

**Admission Arrangements:** The published admission number (PAN) for reception aged children will be 30.

**Location:** Skinners' Kent Primary School, based in Knights Wood, is set in 290 acres of natural woodland on the north-eastern edge of Tunbridge Wells, with the A21 to the east.

**Special Educational Needs:** The School will be fully inclusive and will equally educate children with SEN, for whom mainstream education is considered appropriate. In addition to this, the School will host a Satellite Unit for up to 12 SEN pupils, which will be operated by Oakley School.

#### Oakley School Satellite provision

The Satellite Unit will be for pupils on the roll of Oakley School who will benefit from accessing mainstream provision, where this meets their needs. The objective of the provision is to enable pupils to make progress in their learning, communication and social skills in an inclusive environment and to reduce their anxieties.

### 1. Oversubscription Criteria

#### 1.1 Children in Local Authority Care or Previously 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 subject to a care order under Part IV of the act. This applies equally to children who immediately after being looked after by the local Authority become subject to an adoption, child arrangements order 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).

#### 1.2 Medical / 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 Skinners' Kent Primary School. Equally this priority will apply to children whose parents'/carers', physical or mental health or social needs means that they have a demonstrable and significant need to attend Skinners' Kent Primary 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 Skinners' Kent Primary School.

#### 1.3 Sibling / Current Family Association <sup>1</sup>

***Until intake at September 2018, priority for places will be given to those pupils resident on the Knights Wood development in order of sibling and non-sibling applications.***

- a. **Priority for residents of the Knights Wood development where there is a sibling.**

<sup>1</sup>A sibling attending Skinners' Kent Primary School at the point of admission; in this context sibling means children who live as brother or sister in the same house, including:

- half brother or sister,
- adopted brother or sister,
- step-brother or step-sister,
- foster brother or foster sister
- the child of the parent/carer's partner,

where the child for whom the school place is sought, is living in the same family unit at the same address as that sibling attending Skinners' Kent Primary School who will still be at the school when the child will enter the school. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

Children whose permanent home address is within the boundaries of the Knights Wood Development and who have a sibling attending Skinners' Kent Primary School who will still be at the school when the child will enter the school.

**b. Priority for residents of the Knights Wood development where there is not a sibling.**

Children whose permanent home address is within the boundaries of the Knights Wood Development.

**1.4 Children of staff at the school**

Admission authorities may give priority in their oversubscription criteria to children of staff employed within sponsor schools (The Skinners' School and The Skinners' Kent Academy) or Skinners' Kent Primary School, in either or both of the following circumstances:

- a. Where the member of staff has been employed at the schools named above for two or more years at the time at which the application for admission to the primary school is made, and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**1.5 Distance / Nearness of children's home to school**

The distance is measured between the child's permanent home address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point defined within the child's home to a point defined within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. A site map of the locality is held at the school for consultation should it be required.

A block of flats has a single address point of reference, so applicants living in the same block will be regarded as living the same distance away from the school.

**2. Child's home address**

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or carer or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child is registered with a General Practitioner.

**3. Late Applications**

Where applications are received after the deadline set by Kent County Council, places will be allocated in line with Kent's admissions scheme. Priority of admission will be determined by the above criteria.

If you missed the deadline, you can make a late application by filling in the [Primary Common Application Form \(RCAF\) \(PDF, 62.9 KB\)](#) and returning it as soon as possible.

**4. Tie Breaker**

In the event of a 'tie breaker' situation the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the local authority), a random selection will be applied and independently verified.

**5. Appeals**

Parents/carers have the right to appeal against any refusal to admit their child. Appeals should be directed to an Independent Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at Skinners' Kent Primary School.

The Appeals Committee will notify the Appellant of the outcome:

- a) Appeals must be lodged in line with the LA date, between 17<sup>th</sup> April and 18<sup>th</sup> May 2015, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents/carers.
- b) The school will acknowledge an appeal within seven working days of it being lodged.
- c) Appeals relating to other admissions (In-Year Admissions) can be made at any time.

## **6. Right to Withdraw a Place**

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

- a. When a parent has failed to respond to an offer within a reasonable time; or
- b. When a parent has failed to notify the school of important changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

## **7. Waiting Lists**

Parents/carers of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above and will be maintained for the academic year in which the application has been made, at which time parents/carers will be contacted to establish if they wish to remain on the waiting list into the following academic year. Placing a child's name on the waiting list does not guarantee that a place will become available, nor does it prevent parents/carers from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's Fair Access Protocol they will take precedence over those children already on the list. Whenever a child is added to or removed from the waiting list, the list will be re-ordered in accordance with the oversubscription criteria. Therefore, it is possible for a child to move both up and down the list.

## **8. In-Year (Casual) Admissions**

In line with Kent County Council (KCC) update of their in year admissions policy Skinners' Kent Primary School will admit pupils (with the exception of those entering at the beginning of Year R) using the KCC In-Year Casual Admission Form (IYCAF).

Skinners' Kent Primary School welcomes children and families to visit the school prior to making a school application. A tour of the school can be arranged by contacting the school office. Where parents/carers decide to make an application for a school place, the Skinners' Kent Primary School will write to the parents/carers of the child enclosing an application form. Upon return of this completed document, if the school has vacancies and an offer is made and accepted, a meeting/home visit will be arranged with the prospective pupil and parents/carers to discuss transition to Skinners' Kent Primary School. During this meeting/home visit the induction process will be discussed in full for entry to the Skinners' Kent Primary School.

## **9. Deferred Entry (Reception)**

Parents/carers offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

- a) children are entitled to a full-time place in the September following their fourth birthday;
- b) 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; and
- c) where parents/carers wish, children may attend part-time as agreed, as appropriate with the school until later in the school year but not beyond the point at which they reach compulsory school age.

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

Parents/carers may request that their child is admitted outside their normal age group. When such a request is made, the Skinners' Kent Primary School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal, parents and any supporting evidence provided by the parents.

The process for requesting such an admission is

- a) Parental request should be made in writing to the Skinners' Kent Primary School, highlighting reasons for the out of year entry, eg parents/carers views/wishes, information relating to the child's academic, social or emotional development and if relevant, medical history.
- b) If the request is refused, the parents/carers must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In-Year application.
- c) Where a parental request is agreed a new application as part of the main admissions round the following year should be made.

#### **11. Infant Class sizes**

Infant classes will not exceed 30 pupils per teacher. Additional children may be admitted under limited exceptional circumstances as 'excepted pupils' until the class numbers fall back to the infant class size limit of 30, eg admission of children from a multiple birth may cause this limit to be breached.

**For more information about the new Primary School visit KCC Webpage:**

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/education-skills-and-employment-policies/education-provision/proposers-for-knights-park-school>