

# Viking Academy Trust



## Admissions Policy

Upton Junior School

Academic Year: 2019-20

The VIKING ACADEMY TRUST 'Admissions Policy for Upton Junior School' has been written following advice from KCC Admissions and DFE guidance.

**Approved by the Trust: Term 2, 2017**

**Reviewed annually: Term 3**

**Last review date: Term 3, 2018**

**Signed:**

**Chair of Trustees**

# Admissions Policy

## The Viking Academy Trust

### Upton Junior School

Upton Junior School is a part of Viking Academy Trust and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. Reference in the Codes to admission authorities shall be deemed to be references to the Board of Trustees of Viking Academy Trust the powers and functions of which may be delegated to the Local Advisory Body (LAB).

***Schools within the Viking Academy Trust are:***

*Chilton Primary School*

*Ramsgate Arts Primary School*

*Upton Junior School*

All Schools in Viking Academy Trust will participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA) and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the Trust.

This Admissions criteria is for:

School Name: **Upton Junior School**

Edge End Road

Broadstairs

Kent

CT10 2AH

## **General admissions arrangements**

This policy applies to admissions in the academic year **2019-20**

The number of children who will be admitted in this admission cohort is **128**.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement, the criteria will be applied in the order of priority as shown below to assist in the decision making process.

Places will be offered in accordance with the following criteria:

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

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).

### **2. Children of staff in either or both of the following circumstances:**

- i) where the member of staff has been employed at the Viking Academy Trust for two or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post within the Trust for which there is a demonstrable skill shortage for the requirements of the post

### **3. Attendance at a linked school.**

Upton Junior School has an admission link established with St Mildred's Infant School (used for admission purposes only).

### **4. Children with a sibling attending the school at the time of application.**

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters). Unfortunately, if an older sibling is attending school in Year 6, parents will not be able to claim a sibling

link for the younger child, as the older sibling will be transferring to secondary school.

#### **5. Health, Social and Special Access Reasons (Medical).**

This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend Upton Junior 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 Upton Junior School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and Upton Junior School.

#### **6. Nearness of Children's Homes to School**

Nearness of children's homes to school - 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 NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

#### **Tie-break**

In the event of a 'tie-break' situation we will first apply distance from school to decide who has priority under criteria 2-6. If we are unable to establish who lives closer to the school we would use a method of random selection, this would take the form where all names which have equal eligibility will be issued a number and drawn randomly to decide which child should be given the place. This process will be undertaken by the local authority (or another body unconnected with the Academy Trust).

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

Requests for admission outside of the normal age group should be made to the Head of School as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a

decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however 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 3 the following year. Deferred applications must be made via paper CAF 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.

### **Withdrawal of Places**

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

- when a parent has failed to respond to an offer within a reasonable time;
- when a parent has failed to notify the Trustees of important changes to the application information;
- the place was offered on the basis of a fraudulent or intentionally misleading application from a parent.

### **In Year Admissions**

An in year application for Upton Junior School should be made directly to the school, using a separate copy of the LA's single 'In Year Common Application Form' (IYCAF). If the school is able to offer a place, the school will inform the LA. If the school cannot offer a place, you will be told how to appeal and the child's name will be placed on the school's waiting list (see below) if this is requested by the parent.

### **Oversubscription**

Where applications for admission exceed the number of places available, or where no vacancies are available at the time of application, unsuccessful applicants will be offered a place on the school's waiting list. This list is maintained across the academic year. The child's ranking on the waiting list will be in accordance with the school's oversubscription criteria.

### **Appeals**

Parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision. Viking Academy Trust schools participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA). Parents apply to the LA if they are unhappy with an admission decision.