



Admissions Policy 2024/25

Audience:	Parents School staff Local Governing Bodies Cluster Boards Trustees		
Approved:	Trust Board		
	Local Governing Body		
	Headteacher		
Other Related Policies:			
Policy Owner:	Calum Marriott		
Policy model	Compliance		
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Introduction

Tymberwood Academy (the School) is a primary academy located at Cerne Road, Gravesend, Kent DA12 4BN, and is part of REAch2 Academy Trust (the Trust).

The Trust is the 'admission authority' for all of its academies, and has developed an Admission Policy which is compliant with the School Admissions Code 2014 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website: www.reach2.org

The School is a two form entry primary academy with a Specialist Resource Provision for those with physical disabilities (accessed through an EHCP) and a morning Nursery. Working in collaboration with all stakeholders we aim to inspire and nurture happy and confident children through exciting experiences and a learning environment that is engaging, where children have a real thirst for knowledge through a creative and broad curriculum. Challenging and meaningful lessons which entice children to work harder, think differently and apply their knowledge in different ways. Inclusive where all children achieve personal excellence no matter what their starting point is. This will foster a life-long love of learning giving all children BIG aspirations for the future.

More information about the School is available on its website:
www.tymberwoodacademy.co.uk



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

Published Admission Number (PAN)

The PAN is the number of pupils the school will admit in to Reception. The admission number for Tymberwood Academy is 60 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Kent Local Authority in accordance with the local coordinated scheme.

Statutory Maximum Infant Class Size

By law, infant classes (i.e. classes in Reception Year, Year 1 and Year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances as set out below.

Some children are deemed to be 'excepted pupils', which means that they can be admitted to year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an EHC plan and looked after children and previously looked after children placed outside the 'normal admission round'. Further information is contained in the Code.

Equality

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed with regard to those responsibilities.

Meaning of 'Parent'

In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a 'parent' in education law.

Home Address

The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

Children at the School's Nursery

Parents should note that children who attend the School's nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

Children with an Education Health and Care Plan (EHC Plan)

Children with an education health and care plan (EHC plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. All other children

Definitions relating to the criteria

1. 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 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. 'Siblings' - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
3. This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the school Headteacher when applying for a place under this criterion. The Headteacher will provide a letter to the Admission Authority and Local Authority Admissions Team confirming the staff members full time employment.
4. 'All other children' refers to all applicants who do not fall in to any of the categories above.

Tie Breaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the School, with those living nearer receiving higher priority.

'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. Kent County Council does not specify where the point will be for each property. This means that address points are not necessarily taken from each property's front door, a central point or any other defined point. The address point is the location recorded in our software for your home and it may fall anywhere within your property boundary. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from a school. 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 a number and drawn randomly to decide which child should be given the place. Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

Where it is not possible to separate two or more applications because the children concerned live an equal distance from the School, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received on or by the 15.01.24 will be considered equally. Late applications can be accepted for good reasons until 09.02.24. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday. Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 06.06.24, after which parents/carers must re-apply for a place in Year 1. The waiting list will be maintained by the school and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the

oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the School for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

Appeals must be lodged by 15 May 2024. You can obtain a Primary Appeal Pack from the KCC website at www.kent.gov.uk/primaryadmissions or by contacting the Primary Admissions team after offer day on 18 April 2023.

Appeals should be lodged to: The Clerk of the Governors c/o the school (Tymberwood Academy, Cerne Road, Gravesend, Kent, DA12 4BN).

For further information please refer to the KCC Admission to Primary school in Kent 2020:- https://www.kent.gov.uk/_data/assets/pdf_file/0008/76535/Guide-to-primaryschoolapplications.pdf

In-year Admissions

Reception to Year 6

At Tymberwood Academy we manage your own in-year admissions. You will need to complete the Kent '[In Year Admission Form](#)'. Please ensure that you have read [KCC's Admissions Privacy Notice](#) at before you complete this form. Alongside this the school's supplementary information form should also be completed which is available from the school. These should be handed/sent to the school office to start the process – both forms are required to be completed in full. Both forms are also available via the school office or contacting office@tymberwoodacademy.org.uk

If successful, a meeting will be arranged between leaders and families to ensure we meet your child's needs in the most successful way, through from transition to arrival and following this a start date will be mutually agreed between the parents/carers, Tymberwood Academy and the child's current school.

Where an in-year application is refused, we will explain the reason why; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal which must be made in writing.

Where a waiting list needs to be held, the list will be ranked in line with the published oversubscription criteria. Priority is not given to children based on the date that their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Admission to Tymberwood Academy's Nursery

The admission to Tymberwood Nursery is handled directly by the school. There is no set closing or decision date and decisions will be made separately for each of our intakes (September, January and April). Admission is the term after the child's 3rd birthday (January for those whose birthday is September to December; April for those whose birthday is January to March; September for those whose birthday is April to August). If the Nursery is full during the academic year then places cannot be held for those with latter birthdays – if a further academic year in Nursery is available then a September start will be offered.

Applications need to be made directly to the school. Waiting lists will be held in the same order as those for Reception to Year 6.

*Please note that children attending Tymberwood Academy Nursery are not guaranteed a place at the school in Reception and parents/carers still need to apply to Kent in the application window.

Fair Access Protocol

Tymberwood Academy participates in Kent County Council's fair access protocol. For a copy of Kent's fair access protocol, please visit – <https://www.kelsi.org.uk/admissions/in-year-fair-access-protocol>