



# Draft ADMISSIONS POLICY 2021-2022

(Determined Admission Arrangements)

Date Agreed	March 2019
Signed by Headteacher	<i>TA Adams</i>
Signed (Chair of Governing Board)	<i>R Hawes</i>
Date Policy to be Reviewed	December 2019 (due for consultation)

## **Introduction**

The admissions process should be simple, fair and easy for parents to use in selecting the preferred school for their children. This policy aims to achieve this and complies with current admissions legislation.

Goat Lees Primary School is a Foundation School and therefore the Governing Board is the admissions authority. However, the Governors of Goat Lees Primary School will work in co-operation with Kent County Council in order to operate within the local authority's Co-ordinated Scheme for Primary Admissions.

Prospective parents are invited to view the school in the autumn before their child is due to start the following September. These visits may be in the form of open afternoons or by an individual appointment and will take place between October and the end of December. Applications for school admissions have to be submitted to the Local Authority in mid-January for entry in September. The date is published on the KCC website under admissions each year. If you would like to visit the school, please contact the school office on 01233 630201 for further details.

### **1 Admission Numbers & Intake Times**

- For Reception aged children the school's published admission number (PAN) is 30.
- Goat Lees Primary School has one intake per year in September.
- Although parents may wish to defer their child's school place until the start of the term following their fifth birthday we may not have the facilities to admit these children at the beginning of the academic year in which their birthday falls.
- Applications for admission must be received in line with deadlines set by the Local Authority and children will be 4 plus years of age on entry.

### **2 Application Procedure - for Year R places**

- For applications for Reception intake or in year admissions, parents can arrange to visit the school and/or receive advice on the admissions process by contacting the school office.
- The school will follow the procedures, timetable and deadlines applicable to KCC's Co-ordinated Scheme for Primary Admissions.
- Once the PAN for the year group has been reached no other children can be offered a place.
- Any parent whose child has been refused admission has the right to appeal against this decision and further information is included in the offer letter sent to parents. The school Finance and Office Manager can also provide further details and an appeal form if necessary.

### 3 Oversubscription Criteria

Before the application of Oversubscription Criteria, children who have an Education and Health Care Plan (EHCP) which names the school, will be admitted. As a result of this the PAN will be reduced accordingly.

*Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.*

- 1) Children in, or previously in, the care of the Local Authority and have now been adopted (or became subject to a residence order or special guardianship order).
- 2) Children with siblings in school at the time of entry (unless the sibling link is broken by the family *moving* more than two miles away from school)
- 3) Health and special access reasons
- 4) Nearness of the child's home address to the school, with those living nearer having higher priority.

#### **Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, priority will be given to children who live closest to the school. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### 4 Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would not be split and therefore will be offered together.

### 5 Withdrawal of an offer of a place

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

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

## **6 Admission for Year Groups Other than Reception**

Parents seeking admission of children in years other than Reception should contact the school office for an application form.

Once the published PAN for the year group has been reached no other children can be offered a place. The PAN for all year groups including Year R is 30.

## **7 Waiting List and Appeals**

If there is no place available, parents may wish to place their child on a waiting list. All requests for places must be made on the In Year Admission Form (IYAF) and the information is held securely in the school office. The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a space becomes available. Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Goat Lees Primary School uses the services of KCC to set up the Appeal Panel Hearing. Parents should contact the school office in the first instance and request details of the appeals process and the appeals form. The appeals form should be completed and returned to the school office for the attention of the Chair of Governors.

## **8 Admission outside normal age group**

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with the child's date of birth. This allows the school, as admissions authority, sufficient time to make a decision before the closing date. Each case will be considered on its own merits. Decisions to admit a child outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined or they do not receive a space in the Year Group requested. This application can be cancelled if the school agrees to accept a deferred application for entry into a different Year Group. Deferred applications must be made via paper admission form to the Local Authority, with written confirmation from the Headteacher. 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 the school's oversubscription criteria.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to Secondary or any other School/Academy. It will be for the admission authority of that School/Academy to decide whether to admit the child out of their normal age group.

## 9 Notes

Children Looked After (CLA): Children who are in the care of the Local Authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a “looked after child” is a child in public care at the time of application to a school.

Previously looked after children: Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Siblings: This includes: natural or adopted siblings; step or foster siblings; those who live as siblings in the same house. 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 distance measured by the method outlined in the distance criterion.

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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate their child’s needs. **This must be sent to the Primary Admissions Team with the application form.**

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 everyBoard. 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. 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 guardians or leased or rented to them under a lease or written rental agreement. Where parents 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 sleeps for the majority of week days.

Parents should consult the most recent Admissions guidance, published by KCC, for further information about how home to school distances are measured and defined including details about how blocks of flats will be treated and what constitutes a permanent or main residence.

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