



Providing the keys to success for every child

Whole School Policy on:

Admissions

Head teacher: Mr M Cowell

Kent County Council

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| Document Title: | Policy – Admissions |
| Document Number: | PBS-P-ADM-2014-06 |
| Prepared by: | Mr M Cowell |
| Governing Body Acceptance Date: | 19 June 2014 |
| Date for Next Review: | Summer Term 6, 2015 |



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1 Introduction

1.1 Responsibility for the Policy

The Admissions Policy is a statutory policy which is required to be reviewed annually by the Governing Body.

1.2 Principles of the Policy

The term 'parent/carer', when used in this policy refers to the parents/carers or any adult who has responsibility for the child.

- The policy should conform to relevant DfE regulations and LA policies.
- The procedure for admissions should be fair, equitable and understood by all parties.
- It should be based on a procedure agreed and adopted by the LA In the context of DfE and statutory requirements.

1.3 Aims of the Policy

- To provide a policy that satisfies the principles listed above.
- To make clear the procedures to staff, parents/carers and prospective parents/carers.

2 Admissions

- A place will be offered to any child, of whom the parent/carer(s) expresses a wish for the child to have a place in the school, if a place is available for that child.
- A place will be available in any given year group if, in that year group, the number of children already admitted is less than the Published Admission Number (PAN) which currently stands at 60 for YR & Y1 and 45 for Y2, Y3, Y4, Y5 & Y6.
- The place will be offered to the first child on the waiting list which is compiled according to the LA Admissions Criteria.
- In Key Stage 1 the PAN will not be exceeded, for to do so will result in classes of more than 30, unless directed by the LA.
- In Key Stage 2 a place will be available if the PAN is reached or exceeded if it is considered that to admit the child will not:
 - exceed the maximum figure of 32 in a class; and
 - prejudice the provision of efficient education for the children already in the relevant class; and



- adversely affect the efficient use of resources within that class.

This figure of 32 maximum has been set by the Governing Body. It is precisely that and not a target. If at all possible, numbers will be limited to 30 per class.

The Head teacher reserves the right to decide on the extent to which admitting another child will prejudice the provision of effective education. In so doing such factors as: the character of the class, the level of Special Educational Needs (SEN) in the class, the size of the room, etc. will be taken into consideration.

2.1 Equality

In accordance with the school's policy on Equal Opportunity, no child will be refused a place at the school on the grounds of gender, race, class, home circumstances, creed or religion.

No child will be refused a place on the grounds of disability or the level of learning need. The Governing Body would, however, wish to ensure that the school is able to meet adequately the child's needs. In this regard, the school should feel that it is able to make appropriate provision that will:

- facilitate full-functional integration into mainstream education for a child, or as near to it as possible, or as deemed appropriate by the relevant authorities; and
- ensure that the level of provision and the learning environment for the other members of the class and, as appropriate, the school, are not affected adversely.

Inclusion

The school recognises its obligation to enable the effective inclusion of any child whose parent/carer/carers seek a place at the school.

Directed Children

The school will admit a child, if directed to do so by the LA. The Governing Body reserves the right to appeal against any such decision by the LA.

The Right of Appeal by Parents/carers

Parents/carers have the right to be fully aware of the Admissions Procedure and, in particular, the right of appeal against any decision not to admit their child(ren).

Parents/carers will be given all the necessary information upon application for a place at the school.

2.2 The Admissions Procedure

The procedure for the admission of Reception Infants at the start of the school year differs considerably from the Admission Procedure for any child in any other year or, for Reception Infants during the course of the school year. The former is the subject of a separate procedure contained within this policy document.



2.2.1 Applying for a Place

- Parents/carers may apply for a place for their child by contacting the school by phone, in writing, or by visiting.
- Parents/carers are offered the opportunity to tour the school and see it in action in order to inform their decision whether or not to apply for a place for their child. Parents/carers will be given a Prospectus which provides further details and insight into the school. The Admissions Procedure is explained at this visit if necessary.

2.2.2 The Admissions Criteria

If there is more than one application for a place, the place will be offered according to the following (LA) prioritised criteria:

- Children in Local Authority Care and children who have been adopted from Care.
- Current Family Association – i.e. a sibling already in school.
- Health, Social and Special Access Reasons – i.e. for children already in receipt of a Statement of Special Educational Needs.
- Nearness of Children's Homes to School – distance is measured as the crow flies. School will check addresses provided and, if a place is offered, evidence of residence at the given address for the child and the parent/carer will be required.

2.2.3 The Allocation of a Place

- If a place is available, it will be offered on application. Places will be offered in the age-appropriate year group only. It is not the school's policy to place children outside of their year group.
- If no place is available:
 - Parents/carers will be informed of their right of appeal and told how to lodge that appeal, and asked if they wish their child's name to be placed on the waiting list according to the admissions criteria set out above.

2.2.4 The Waiting List

When a place becomes available, the first child on the waiting list will be offered the place. In the event of that offer being rejected, the place will then be offered to the next child on the list.

Names will remain on the waiting list until the parent/carer requests that they be removed or until the school has ascertained that the parent/carer no longer requires a place.



2.2.5 Availability of Places

Parents/carers are advised that there is a very considerable demand for places in every year group.

3 The Admission Policy and Procedure for Reception Infants

3.1 The Policy

The school recognises the benefits gained by the majority of children from the experience of a reception year. Much can be learned and basic skills acquired in all areas including academic, social, physical, moral and spiritual, and emotional. The Reception Year offers the opportunity for laying firm foundations upon which the successful growth and development of the whole child can be based.

We recognise the need for the child's integration into full-time, mainstream education to be gradual and carefully managed so that undue and unnecessary stress for the child is avoided. It is essential that a child's introduction to school is carefully managed in a way that builds the child's confidence and love for learning and school life in general. The procedure adopted by the school has an in-built flexibility which allows us to respond to the needs of each individual child.

- Children are admitted in the September of the academic year in which they reach the age of five.
- All children are admitted initially on a part-time basis.

The process of moving to full-time education is managed carefully. Increases in the allocation of time are made only in the best interests of the child and the other members of the class/group. These increases are made at intervals over the first term.

- All children are admitted full time before the end of Term 1.
- All children are in school by, or on the first day of the first term after which they reach the age of five. This is the minimum requirement.

3.2 The Admissions Procedure for Reception Infants

- Parents/carers register their interest at their own convenience once the child has attained their third birthday - details are kept in a 'register'.
- Information leaflets on the Admissions Procedure are made available to parents/carers when they are received from the LA in November. Parents/carers are encouraged to apply on-line, but are provided with paper applications on request.
- Applications close on a date (in January) set by the LA.
- The applications are ranked in order according to the LA admissions criteria.



- The addresses of all applicants are closely checked by the Office Administrator. Parents/carers are required to provide irrefutable proof that the address given is where the child and they actually live.
- Places are offered to the first 60 applicants by the LA according to the ranking criteria.
- Parents/carers accept or decline the offer. Unwanted places are offered to the next applicant on the waiting list.

4 Policy Review

This policy will be reviewed annually during Term 6.

The next review of this policy is due: Summer Term 6, 2015.