



BRIDGE & PATRICKBOURNE CEP SCHOOL

SCHOOL ADMISSIONS POLICY & PROCEDURE

Bridge & Patricxbourne Church of England Primary School is a welcoming and nurturing community which promotes: **creativity** (developing our gifts); **excellence** (being the best we can be) and **resilience** (learning from our experiences). The school provides opportunities which enable everyone to flourish and grow within the love of God.

I am the vine, you are the branches. If you remain in me and I in you, you will bear much fruit. Without me, you can do nothing.

John 15:5

Key Personnel

Headteacher: James Tibbles

Chair of FGB: Matthew Jones

Key Dates

Ratified by FGB: April 2023

Date of next review: April 2024

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.

Admission arrangements for a child to our School are in accordance with those published by the Kent Local Authority.

The school's published admission number (PAN) is 60; there are two classes of 30 children in each year group.

Admissions Numbers & Intake Times

Bridge & Patricxbourne CEP School has one intake per year in September.

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 an open day 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 early January for entry in September. If you would like to visit the school, please contact the school office on 01227 830274 for further details.

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.

Application Procedure (Year R Places)

The school will follow the procedures, timetable and deadlines applicable to KCC's Co-ordinated Scheme for Primary Admissions.

If there are more applicants than places, the Governors' Admissions Committee will meet to agree on the allocation of places based on the Oversubscription Criteria below. Once the PAN for the year group has been reached no other children can be offered a place. Any remaining children will automatically be entered onto a waiting list. Any parent whose child has been refused admission has the right to appeal against this decision. In these circumstances the school administrative officer will give advice and an appeal form. Parents can arrange to visit the school and/or received advice on the admissions process by contacting the school office.

Oversubscription Criteria

Before the application of Oversubscription Criteria children with statements of Special Educational Needs which name 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.

- a) Children in, or previously in, the care of the Local Authority and have now been adopted
- b) 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)
- c) Health and special access reasons
- d) Proximity of the child's home address to the school, with those living nearer having higher priority.

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/carers 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 form from a parent/carer.

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 and admissions authority sufficient time to make a decision before the closing date. Each case will be considered on its own merits. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may 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 the school's ability to agree to a request for admission outside of the normal age group.

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 R the following year. Deferred applications must be made via paper CAF 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.

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.

Appeals

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Bridge & Patixbourne CEP School uses the services of KCC to set up the appeal Panel Hearing. Parents should contact the school office in the first instance.