



# BRIDGE & PATRIBOURNE CEP SCHOOL

## SCHOOL ADMISSIONS POLICY & PROCEDURE

### KEY PERSONNEL

**Headteacher:** James Tibbles

**Admissions Officer:** Morny Starling

### KEY DATES

**Ratified by FGB:** December 2018

**Date of next review:** December 2019

## 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 & Patribourne 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/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 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.

## APPENDIX 1: 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 admission 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 mean 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.

### PROXIMITY

We use the distance between a child’s home address and the school, measured in a straight line using Ordnance Survey Address point data. 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.