



# Bethersden Primary School

**Dedicated to Excellence**

## ADMISSIONS

# January 2019

Date of ratification by the Governing Body:

Date for review: January 2020

Dates of review: October 2020

## **1. Aims and objectives**

## **2. Inclusion**

This policy should be read while referencing Bethersden Primary School's Single Equality Scheme. All children have equal access to the curriculum regardless of their race, gender, or disability. Our behavior policy underpins all that we do at Bethersden Primary School and should be closely linked to our other policies.

## **3. Introduction**

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation. Bethersden Primary School is a voluntary controlled (community school) and as such our admissions policy is set by Kent County Council in order with the local authority's Co-ordinated Scheme for Primary Admissions.

## **4. Admission Numbers and Intake Times**

The school's published admission number (PAN) is 20 per year group. This means that we have 20 spaces in each year group however, as a village school, we will consider admitting more where classroom organisation allows. Bethersden Primary School has one intake per year, in September for Early Years. Casual admissions will be taken at any time of the school year, dependent upon vacancies.

## **5. Application Procedure**

Bethersden Primary School follows the procedures, timetable and deadlines set by Kent County Council. Parents will have the opportunity to visit the school and ask questions. A Reception Common Application Form (RCAF) has to be completed at the appropriate time, online or on paper, and returned to Kent County Council (Admissions & Transport). Parents of 'In-year' Applicants also complete a form and return it to the school. Kent County Council allocates places based on the criteria for Community and Voluntary Controlled Schools:

- children who are, or have previously been, in care or looked after
- children who have a brother or sister at the school
- children with Health and Special Access requirements
- children who live close to the school

## **6. Oversubscription Criteria**

Where the number of applicants exceeds 20 for a new intake, the following criteria will be applied. Before the application of oversubscription criteria, children with a statement of special educational need which names the school

will be admitted. As a result of this, the published admissions number will be reduced accordingly.

### **1. Children in Local Authority Care and children who have been adopted from care.**

This is a child under the age of 18 years, for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is subject of a care order under Part IV of the act. This does not include respite care.

### **2. Current Family Association**

This refers to a brother or sister at the school at the time of entry. This includes: natural or adopted siblings; step or foster brother or sisters; or those who live as brothers and sisters in the same house. This does not include cousins. The sibling claim will stand if the family have continued to live at the same house, as when the older sibling was admitted into the school OR if the family have moved, and they have moved to within 2 miles of the school, OR if the family have moved nearer to the school. The sibling link will not be upheld if the family has moved further than 2 miles from the school.

### **3. Health & 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 that 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.

### **4. Nearness of Children's Homes to School**

The home address for a child is to be a residential property that is the child's only or main residence and not an address at which the child may stay at during the week, such as at grandparents. Distances are measured in a straight line from a defined point within the child's home to a defined point within the school, as defined by Ordnance Survey. Distances are defined by the KCC and not the school. The same address point on the school site is used for all applications.

## **7. Withdrawal of an offer of a place**

Kent County Council has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time (deadlines are specified by the KCC at the time of offer).
- If an application has been made by a parent in a fraudulent or intentionally misleading way, or eg if the parent cannot provide suitable evidence of their home address at the time of application.

## **8. Appeals**

The appeal process, relevant dates, addresses, telephone numbers and forms for lodging appeals are explained clearly to parents when initial offers are made. Appeals are made directly to the KCC and are heard by an independent panel. The school will have opportunity to provide defence statements for appeal cases.

## **9. Admission Arrangements for Reception (Early Years)**

We admit children in Reception/Early Years (all children) in September, following their fourth birthday. There are a number of opportunities for both parents and pupils to come into school and build up their friendship networks, as well as meet class teachers and other staff, and familiarise themselves with our school building and school routines before starting school.

## **10. Admission for Year Groups other than Reception**

In Year Casual Admissions are admissions which take place outside of the normal entry to school in Early Years. In year admissions are managed and monitored by the school. Waiting lists are held in school for each year group, using the same oversubscription criteria as itemised above and according to KCC policy.