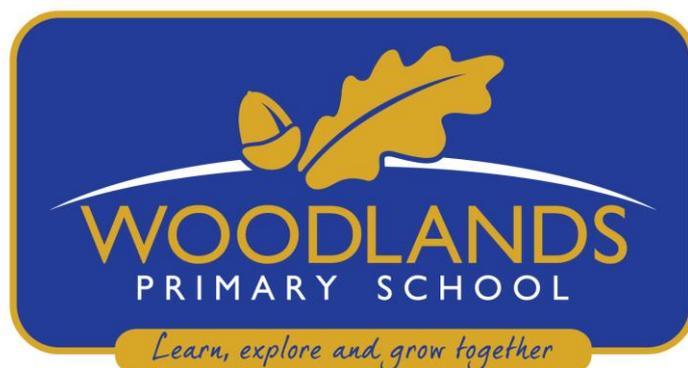


# Woodlands Primary School

## Admissions Policy



<b>Written by</b>	Mary Priestley
<b>Ratified by Governors</b>	Spring 2019
<b>Date for Review</b>	Spring 2020
<b>Signed – Chair of Governors</b>	
<b>Signed – Headteacher</b>	

This policy has been impact assessed by Mary Priestley in order to ensure that it does not have an adverse effect on race, gender or disability equality.

## **Introduction**

The governing body of Woodlands Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. Kent County Council operates the admission code for this school ([www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-201920](http://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-201920) ).

## **Aims and objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. Our pupil admission number (PAN) in each year group is 90. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## **How parents can apply for their child to be admitted to our school**

As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA ([www.kent.gov.uk](http://www.kent.gov.uk)).

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications are made via an on-line process or by completing a paper form called a Reception Common Application Form (RCAF), downloaded from [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions). The school notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter our school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date specified by the Local Authority.

## **Admission appeals**

All parents have the statutory right to appeal against any decision refusing them a school place.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all

appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

### **The standard number (Pupil Admission Number)**

The standard number is the number of children the school can accommodate. The standard number for our school is 90. We keep this number under review and the governors will apply to change the number if circumstances allow.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

### **Admissions Procedure**

The Primary Admission Scheme is an Equal Preference Scheme, which means that all the schools that parents expressed a preference for will consider your child for a place. We do not take into account whether parents have placed the school 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference as this information is not shared with us by Kent County Council.

The over-subscription criteria for all Community and Voluntary Controlled Infant, Junior and Primary schools are as follows:

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously in Local Authority Care** – 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 became subject to an adoption, residence or special guardianship order under Part IV of the Act.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).
- **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 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 who can demonstrate a special connection between these needs and the particular school.

- **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 everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.