



# St Nicholas CE Primary Academy Admissions Policy 2019/2020

## Mission statement

St Nicholas CE Primary Academy believes that all pupils, their families and the wider community should be given every opportunity to fulfil their potential through education. We recognise that everyone is unique. By respecting and encouraging the individual we aim to produce confident, independent thinkers and learners able to respond positively to an ever-changing world.

Christian values underpin all aspects of the school.

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## Introduction

At St Nicholas CE Primary Academy our values reflect our commitment to an academy where there are high expectations of everyone. Children are provided with learning opportunities so that each child attains and achieves all that they are able to. Everyone in our academy is important and included. We work hard to ensure that there are no invisible children here, recognising everyone's uniqueness and success. We recognise learning in all its forms and are committed to nurturing lifelong learners. We are a safe environment, committed to improving children's confidence and self-esteem. We know that safe and happy children achieve.

St Nicholas CE Primary Academy is a member of Aquila; The Diocese of Canterbury's Academy Trust and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 (The Admissions Code), the School Admission Appeals Code of Practice 2012 (The Appeals Code) and the law on admissions.

## Arrangements for admission to Reception

### *Consideration of applications for entry into Reception*

The published admissions number (PAN) for Reception is 60.

### *Process of application*

Applications for places at St Nicholas CE Primary Academy in Reception will be made in accordance with Kent County Council co-ordinated admission arrangements and will be made on the Reception Common Application Form (RCAF) which can be completed on line or on a paper format provided and administered by Kent County Council.

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.

## Oversubscription Criteria

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 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **Current Family Association** - a brother or sister in the same Academy 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 Academy, or have moved to a property that is nearer to

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the school than the previous property as defined by the ‘Nearness’ criterion’ (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the Academy’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 the Academy** - we use the distance between the child’s permanent home address and the academy, 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 academy as specified by NLPG. The same address point on the academy site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled academy, these straight line measurements are used to determine how close each applicant’s address is to the academy.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the academy, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for the academy and the academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the academy will offer a place to each of the siblings, even if doing so takes the academy above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

### Waiting list

A child’s name will automatically be placed on the waiting list held by the academy, if they are unsuccessful in gaining a place. The list will be held for at least the first term of the academic year in oversubscription criteria order. Waiting lists are made up of on-time and late applicants. Children are placed on waiting lists in strict priority order according to the academy’s published admission criteria and not according to when the application was received. The academy will write to the parent if a

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place becomes available and will request that the parent confirms whether they wish to accept the place.

### **Withdrawal of an Offer of a Place**

After a place has been offered, the Academy 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 (30 days)
- when a parent/carer has failed to notify the Academy of important changes to the application information
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

### **Fraudulent applications**

Where the Academy has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the Academy Trust will withdraw the offer of a place. If the Academy withdraws an offer of a place you will be notified of your right to appeal to an independent appeal panel.

### **Requests for admission outside of the normal age group**

In special circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented, or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the Academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

If the request is agreed, the application will be considered for the year group sought and ranked alongside all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete an application for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be cancelled if the academy agrees to accept an application for entry into a different year group. Applications must be made via paper Common Application Form to the Local Authority, with written confirmation from the Academy attached. 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 oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to secondary or any other school/academy. It

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will be for the admission authority of that school/academy to decide whether to admit the child out of their normal age group.

### **In-Year Admissions**

In-year 'casual' admission applications are welcomed throughout the academic year. Parents/Carers of primary, infant or junior school pupils can apply to move their child to St Nicholas CE Primary Academy using an In-year Casual Admissions Form (IYCAF). Completed forms can be returned directly to the school or to KCC Admissions. Parents/Carers are invited to make an appointment to visit the school for an informal meeting and tour in the first instance.

### **Children of members of the UK Armed Forces or Crown Servants**

Members of the UK Armed Forces or a Crown Servant, with a confirmed posting to Kent, can apply for an in-year admission by completing an In Year Casual Admissions Form (IYCAF) and return it directly to the Academy. An official letter that declares a relocation date and a Unit postal address or quartering area address must be included with the application.

### **Appeals**

Parents or carers may appeal against the admissions decision to an independent appeal panel appointed under the provisions of the Education Act 2001. The decision of the Independent Appeal Panel will be binding on the Governors and on the parent or carer. Parents / carers will be informed of their right of appeal when they receive notification of the outcome of their application.

Any parent wishing to make an appeal may contact the school.

This policy will be reviewed **annually**, and we will enter a formal consultation should changes to the oversubscription criteria be deemed necessary.

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