



<b>Policy:</b>	Admission of Pupils
<b>Owner:</b>	Strategy Team
<b>Approval Date:</b>	29 Jan 2018
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<b>Signed:</b>	
<b>Notes:</b>	In consultation with KCC.

*As a Rights Respecting School we recognise Article 3 'The best interests of every child' from the UN Convention of the Rights of the Child.*

## **Introduction**

St Peter's is a Voluntary Controlled school and our Local Authority, Kent County Council, is our admissions authority and sets policy in accordance with the requirements of national legislation.

St Peter's has one intake per year.

Our pupil admission number (PAN) is 24.

## **What we want to Achieve**

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.

## **Starting in Reception**

Legally, children must start full-time schooling by the beginning of the school term after their 5<sup>th</sup> birthday. At St Peter's children start Reception Class in the September following their 4<sup>th</sup> birthday.

Parents apply for a school place online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). Applications will be processed using the oversubscription criteria below. Any late applications will be considered afterwards using the same oversubscription criteria.

## **Oversubscription Criteria**

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.

The Local Authority applies the following admissions criteria in the event of oversubscription:

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.



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- Attendance at a linked school – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school.
- 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).

Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

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 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 Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. 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.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

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 school, 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 a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those



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siblings, the LA will offer a place to each of the siblings, even if doing so takes the school 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 will be held for at least the first term of the academic year in oversubscription criteria order.

Further information:

[http://www.kent.gov.uk/data/assets/pdf\\_file/0012/13350/determined-primary-admissions-arrangements2015.pdf](http://www.kent.gov.uk/data/assets/pdf_file/0012/13350/determined-primary-admissions-arrangements2015.pdf)

## **Pupil In Year Admissions**

You apply for an In Year admission if your child has already started school and you wish to move them to another school.

For in year admissions to any year group parents must complete the In Year Casual Application Form available from St Peter's or downloadable from <http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>. This form must be returned to us. We will advise you whether a place is available.

If we are unable to offer you a place you may ask to join our waiting list. St Peter's will contact you should a place become available.

## **Appeals Procedure**

Parents who are unsuccessful in their application for a place at St Peter's have the right to appeal in writing to:

The Appeals Administrator  
Democratic Services  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

Further information about appeals can be obtained from the Kent County Council website. <http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

## **Agreement, Review and Amendments**

This Policy must be agreed by governors and staff and reviewed annually or when there is an incident that warrants an amendment.