

# Salmestone Primary School

## Admissions Policy

### 2023-2024



**Salmestone**  
Primary School



Date Policy Issued/Last Reviewed:	<b>September 2021</b>
Review Due:	<b>September 2022</b>
<b>Name of Responsible Manager</b> Headteacher: <b>Mr T Platten</b>	

## **Introduction**

At Salmestone Primary School we are passionate about shaping the future of young minds. We want our children to be equipped with the personal and academic skills to be successful individuals.

## **Admissions Number**

The school has a published admission number of 30 pupils for entry in reception year. The school will accordingly admit this number of pupils if there are sufficient applications.

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

Although TKAT is the Admissions Authority for the school, the admissions process is managed by Kent County Council. The arrangements for co-ordinated admissions in Kent is set out in detail in the Kent County Council booklet for parents/carers, 'A Guide to Primary School Places' a copy of which will be available from the Admissions Team at Admissions, Room 2.20, Sessions House, Maidstone, Kent ME14 1XQ or online at <https://www.kent.gov.uk/education-and-children/schools/school-places>

## **Admissions for the academic year of 2023/2024**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### **1. Children in care**

Children in the care of, or provided with accommodation by, a local authority with the definition below.

**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. Children in care also includes those who are looked after outside England (IAPLAC) (see the definition in Section 22(1) of the Children Act 1989).

### **2. Current family association**

Families with a brother or sister at the school at the time of entry and the family continues to live at the same address as when the sibling was admitted or has moved to a new property within 2 miles (via shortest walking route) of the school.

### **3. Health and Special Access Reasons**

Children for reasons of health or physical impairment need to attend a particular school. The child's health reasons must be strong and the evidence must demonstrate a special connection between the child's needs and the school. The evidence must be supported by a medical practitioner. The child's physical impairment must be such that it requires him/her to attend the particular school because its buildings do not inhibit the child's mobility. Parental health or physical impairment is not a criterion.

### **4. Children of members of staff**

Children of a member of staff working at this school for 2 or more years at time of application for admission or appointed to a skill shortage subject.

### **5. Distance from the 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 the school, these straight line measurements are used to determine how close each applicant's address is to the school.

### **Additional supporting information**

Parents/Carers who wish their applications to be considered under oversubscription criteria (1), (2), (3) or (4) may need to provide further information to support this.

For casual admission applications, details can be added onto the application form in the spaces provided. In all cases, additional documentation should be provided to the school to support consideration under these oversubscription criteria, where appropriate.

Please note that information provided will only be used if there are more applications than spaces available and it is necessary to apply our oversubscription criteria.

### **In the event of a tiebreaker**

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.

## **Nursery Admissions**

Our fully integrated nursery has a maximum of 32 places (16 morning and afternoon). We operate on the '3 for 2' scheme with KCC. Children are eligible to join the nursery after their 3rd birthday and parents should apply directly to the school office.

Admission to the Nursery does not guarantee, or give priority for, subsequent admission to Reception class and the application process for entrance to Year R as detailed above must be followed.

## **Waiting list**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the 31st December. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Admission of children outside their year group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Fair Access**

Children directed via the Fair Access Protocol and agreed by the Headteacher, will take precedence over any child already on a waiting list, and this includes admitting children over the published admission number. Children with statements of special educational needs, where the school is named and agreed to be an appropriate placement, will be admitted.

## **SEN**

All children with a statement of special educational needs (now known as Educational Health care plans) where the school is named and agreed to be an appropriate placement will be admitted. The school must be in a position to meet the needs outlined in the statement. Each case will be considered on an individual basis. However, within the exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources.

## **Children from overseas**

Children entering the country for the first time will need to provide proof of British Citizenship, EEA nationality or appropriate leave to remain in the UK. This will ideally need to be included with the application for admission.

## **Admission into the academy at other times throughout the year (Casual Admissions)**

As an academy we are able to directly admit children into the academy at other points during the year for a variety of reasons

- Pupils in our Year 2 transfer directly into Year 3
- Families moving into the local area may apply for a place in any of our year groups
- Families may request a place if they are unhappy with their current school

We ensure that we allocate places on the basis of the published over-subscription criteria and we inform local authorities of all applications and their outcome. We inform parents of their right of appeal against the refusal of a place and comply with the code. We also participate fully in locally agreed fair access protocols.

You can read more about fair access protocols and the Secretary of State's powers to direct an academy to admit a child following an application from a local authority on [GOV.UK](http://GOV.UK).

## **Admission appeals**

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. Any applicant refused a place at our academy has a right of appeal to an independent appeal panel established by the Local Governing Body.

## **Admission to the Reception classes**

Every parent and child is given the opportunity to attend a meeting with class teachers in July. They will also have a consultation meeting in September prior to the child starting full time. Information is provided regarding expectations, school routines and curriculum.

## **Monitoring and review**

The policy will be reviewed each year and changed if necessary to take account of any change in circumstances, either in our school or in the local area.