

# St Michael's Church of England Primary School



## Admissions Policy

St Michael's CEP School is a trading name of the Tenterden Schools Trust, a charitable company limited by guarantee registered in England and Wales (registered number 07736448). Registered office: Ashford Road, Tenterden, Kent TN30 6LT

## OUR MISSION STATEMENT

At St Michael's Primary School we seek to nurture the whole child and instil a love of learning by inspiring young minds within a happy, caring community based on the Christian values of love; joy; kindness; peace; self-control, faithfulness, wisdom and trust.

## INTRODUCTION

St Michael's Church of England Primary is an inclusive school that welcomes children from all backgrounds and abilities. This policy states the process and criteria used to admit children to this school, both at the beginning of their school career in Year R and also when joining the school at a later date after already attending another school.

## AIMS

Our aim is to make the process of admission as fair, straight forward and easy for everyone concerned.

## PRINCIPLES AND STRATEGIES

As a Voluntary Controlled primary school we follow Kent County Council's co-ordinated scheme for admission to primary school on an annual basis. To summarise:-

## Admissions to the Foundation Stage class (Year R)

We ask parents to register their children as soon as possible after their second birthday. The child's name and address will be kept on file as having registered an interest in a place at this school. During the Autumn term prior to starting school the following September, each family on the register will be notified of the admissions procedures to formally apply for a school place before a closing date (usually halfway through January). At the end of March formal offers of places are sent out to parents from the Local Authority. The child will be offered a place if there is room in the class (maximum 30 children) but if it is oversubscribed; places will be allocated after applying the following criteria.

- **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

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authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions see (Section 22 (1) of the Children Act 1989).

- **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. 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.

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 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 class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, in line with the School Admissions Code.

- **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 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 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 National Land and Property Gazetteer (NLPG) 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 NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

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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.

Our policy is to admit all children at the beginning of the Autumn Term 1 of the year in which they are 5 years old. The children will be offered a full time place by the end of September, however are not required to take the full time place until the term before they are 5 years old.

After parents have formally accepted the place offered, (usually towards the end of April) they will be invited to bring their child to a programme of induction sessions which are held during Term 6. Each session is usually approximately 1½ hours in length. The children will spend these sessions with the teacher who will be teaching the Foundation Stage in September, in the room which they will be using. During this time, the children will be able to familiarise themselves with their environment, meet their teacher and teaching assistants and also other children in the class. The class teacher will be able to make some introductory assessment about the needs of the children.

There will also be a meeting organised for parents of new intake children where they can meet the Foundation Stage teacher, Teaching Assistant and Headteacher.

The Foundation Stage teacher will also visit the feeder pre-school settings during the year to further familiarise herself with the children and gain information from teachers and group leaders. When the children begin school in September their parents are invited into the classroom at the beginning of the day if this is helpful. The class teacher will also keep in close touch with parents, especially during the first term to ensure a happy settling in period.

### **Admissions for other children**

The Education and Skills Act 2008 introduced new Regulations in regard to Coordinated Admissions. From September 2010 all school applications regardless of year group and point of entry must be made through the local 'home' authority and all offers of school places must be administered by Local Authorities. Parent/carers will be required to complete and submit an In Year Casual Admission Form. Forms and guidance are available for downloading from the following link:

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[www.kent.gov.uk/education\\_and\\_learning/school\\_education/applying\\_for\\_a\\_school\\_place.aspx](http://www.kent.gov.uk/education_and_learning/school_education/applying_for_a_school_place.aspx)

The Local Authority will establish if any of the named schools can offer the child a place. The LA will contact the named schools and will offer a place at the highest named preference with a vacancy. The LA will contact the school to request a starting date for the child and to pass on any other relevant information. If it is not possible to offer a place at any of the named schools, the LA will offer a place at an alternative school. The offer letter will also include information on how to appeal against the decision to refuse places at any of the other schools they have named.

Any child will automatically be offered a place if there is space for them in the appropriate year group. As our Published Admission Number (PAN) is 30 in the Foundation Stage and Key Stage 1 classes we are not allowed to exceed it. Although our PAN is 30 the school may still be instructed by the Local Authority to take an extra child on appeal.

Where there are 5 or more available places in the relevant year group an In Year 'Quick Form' may be completed. This form is not available for parents to download, however the school can ask parents to complete one to avoid any unnecessary administrative delay. The Headteacher may then authorise the offer of a place and fax it to the Admissions & Transport office on 01622 696665. The LA will endeavour to fast track the process and send out the formal offer letter at the earliest opportunity.

Primary Admissions Team may be contacted on 03000 41 21 21

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