

# Ightham Primary School



## Admissions Policy

Review Details:

Next Review Date	May 2022
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Version	Ratified by	Date	Signed
2:2	Full Governing Body	13 <sup>th</sup> May 2021	

### **Introduction**

The Governing Body of Ightham 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.

### **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 30. 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 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. 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. Application forms (CAF) can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. 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 admission 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 RCAF 'Reception Common Application Form' by the date specified by the Local Authority.

### **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. 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 - PAN)**

The standard number is the number of children the school can accommodate. The standard number for our school is 30. 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 over-subscription criteria for all Community and Voluntary Controlled primary schools are:

- **Children in Local Authority Care and Children who have been adopted from 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 is the subject of a care 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). 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, Social and Special Access Reasons** - Medical / Health 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 children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child’s 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 defined point within the child’s home to a defined point 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.