



*"Where children come first"*

## **Admissions Policy**

Version: 1.01

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# **APPROVAL & ADOPTION**

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

20<sup>th</sup> March 2018

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## **UPDATE SCHEDULE**

<b>Version</b>	<b>Date</b>	<b>Reason for Update</b>
1.00	12/07/17	First Version post de-Federation
1.01	12/03/18	Review/Minor Amendments

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# **Admissions Policy**

## **Introduction**

It is the policy at Aylesham Primary School to admit pupils in the September of the academic year in which they are 5 years old. We are an inclusive school, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice. The only restriction on entry is number, where there is an excess demand on school places available.

Our admissions arrangements are determined by the LA (Local Authority) in line with the current legislation:

## **Schools Standards and Framework Act 1998 and the Education Act 2002**

The current determined arrangements for the coordinated scheme for primary Admissions are available for view at [www.kent.gov.uk](http://www.kent.gov.uk)

## **Published Admissions Number (PAN)**

The current PAN for Aylesham Primary School is: 60

Pupils are admitted in the academic year that they are 5 years old.

## **Admissions scheme – Foundation Stage Class**

The school takes part in the admissions scheme using the Common Application Form (RCAF) of Kent LA. This can be found online at: [www.kent.gov.uk](http://www.kent.gov.uk) and the application can be made online.

## **Oversubscription Admissions criteria**

In the case of the school being oversubscribed the local authority criteria will be applied. Please visit <http://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-201516>

## **Notification and Appeal (Foundation Stage Class)**

Parents are advised of the school allocated to them by the LA. They can then accept the offer or request their child be reallocated to another school. Parents have the right to appeal against a decision to the LA if they wish. This will then go to a School Admission Appeal panel, whose decision is binding for all parties.

## Visits

We encourage all parents and children to visit the school prior to starting and the school holds an open day, where we invite prospective parents to be given a tour around the school and ask any questions. After offers, parents and children are invited to make visits to the school before starting to ease transition into school.

## In-Year Admissions (Years: Foundation Stage-Year 6)

The school is responsible for its own In-Year Admissions. The LA has produced a .Single In-Year Common Application Form (IYCAF) for applying for an In-Year place which all schools must use. On one side parents will fill in their details. The back of the form will explain the process and inform parents of all their legal rights. Parents will return the form to the school and will fill in a form for each school they want to apply for.

### **Over-subscription Criteria above also applies to IYCAF if a place is available**

- Parents send IYCAF to school
- School produces an offer letter and sends to parent within 5 school days (**Appendix A**)
- Parents accept or refuse the place to the school within 10 school days
- If a place is accepted the child should start as soon as possible. Completed IYCAF is then sent to LA
- If the child subsequently doesn't start (after accepting the place), CME (Child missing in Education) processes will be initiated by school
- If the place is refused by the parent, the completed IYCAF will be sent to LA
- If the parent does not reply to the offer letter within 10 school days a chaser letter will be sent out (**Appendix B**) – **If the place is then accepted the child should start as soon as possible and the completed IYCAF should be sent to the LA.**
- If there is no reply to the chaser letter after a further 5 school days, school can withdraw the offer.
- **Completed IYCAF sent to LA.**

### **If a place is not available**

- Parents send IYCAF to school
- School produces a refusal letter and sends to parent within 5 school days (**Appendix C**)
- School waits for 5 school days to see if parent requests to join waiting list and then sends a completed
- IYCAF to the LA

## **Deferred Entry to Primary School**

Parents have the right to start their child at school on a full time basis from the September following their 4th birthday, providing they have been allocated a school place.

Parents also have the right to delay their child's start date (known as deferred entry), until later in the school year, but not beyond the beginning of the term after they turn 5 and not beyond the beginning of the final term of the school year in April. A child may also start part time later in the school year, but not beyond the beginning of the term after they turn 5.

If parents plan to defer their child's start date until later in the school year, they must still apply at the usual time for primary or infant places. Parents should also speak to the school they are applying for, to discuss how they would like their child to be admitted.

## **Summer-born children**

Children born between 1 April and 31 August are sometimes referred to as summer born children. They have the same right to defer entry as any other child. This means they must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process during the last month of reception year.

For a child to start Reception year in the following September, a full year after they were first entitled to start, a parent will need agreement from the admissions authority of the school. This is because a new application for a later admissions round would be needed for your child to be considered for a place to be taught outside of their age group and with a younger group of children. The admissions authority will make its decision taking into account the school admissions code of the headteacher.

To request admission to reception year outside of the normal age group, you should contact the Headteacher of each preferred school as early as possible during the application period for that child's date of birth. This will allow the school and admissions authority enough time to make a decision before the closing date.

You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede a school's ability to agree to defer admission.

You are required to complete an application for the normal point of entry at the same time, in case your request is declined. This application can be cancelled if the school agrees to accept your request for deferred entry into reception year the following year.

Deferred applications must be made by completing a Primary Common Application Form (RCAF) to the local authority, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications in the following admissions round, and offers will be made in accordance with the school's over subscription criteria.

## GENERAL INFORMATION

- Every applicant will be given either an offer or refusal letter to explain the outcome of their application.
- The school will keep a copy of all correspondence in case of appeal or parental enquiry.
- The school will process each application in order of the date they are received.
- If the school receives more applications than places available, offers will be made to applications that were received first. If more applications were **received in one day than** places available, these applications will be put into the schools oversubscription criteria in order to decide who gets an offer.
- The school's waiting list will be maintained in oversubscription criteria order. Should a place become available, parents/carers will be informed by phone and post (**Appendix D**) The school will inform the LA that an offer from the waiting list has been made.
- The school can be flexible when receiving acceptances or waiting list requests. Letters will all have tear off slips that can be returned to the school, but the school will accept these responses via telephone/email/and in person.
- Withdrawal of an offer is the only part of the process that cannot be fast tracked. The school must allow 10 school days before chasing and ensure a chaser letter is completed and sent to the parent's address. Chasing by telephone or email is not acceptable on their own. If no response is received for a further 5 school days, the offer can be withdrawn.
- The school requires refusals by parents to be given in writing, to safeguard against parents changing their mind and requesting a place that has since been offered to someone else.
- The school will keep a copy of all correspondence in case of appeal or parental enquiry

## How the LA will support parents

The LA will continue to provide advice to parents in their yearly admissions book, on their website and via telephone. If a parent is struggling to find a place they can contact the LA who will inform them of schools in their area that have places. Parents can then approach those schools to secure the place. The LA will continue to collect information about places from schools in the same way they have through the co-ordinated In Year process. Where a parent continues to be unsuccessful in finding a place, the LA may refer cases to Fair Access Panels.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.

We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

## APPENDIX A

Date:

Dear

### ADMISSION TO AYLESHAM PRIMARY SCHOOL

**Pupil Name:**

I am writing to let you know the outcome of your application for a school place for <Pupil Forename> at XXXXXXXX School. We are pleased to inform you that a space is available and <Pupil Forename> has been offered a place.

Please inform us whether you wish to accept or refuse this place by completing the tear off slip at the bottom of the page and returning it to us **within 10 school days**. If the school does not hear from you, you may lose your place and it could be offered to another child.

If you accept the offer, we will be in contact to organise a start date. Please be aware we will request evidence that supports the address supplied in your application. For example, this could be a copy of a utility bill, bank or credit card statement, your child's medical card or appointment letter from your GP or hospital as well as your child's birth certificate.

Yours sincerely

Headteacher

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### AYLESHAM PRIMARY SCHOOL

**Pupil Name:**

**I wish to accept the place offered**

**I do not wish to accept the place offered**

**PLEASE RETURN TO THE SCHOOL YOU HAVE BEEN OFFERED**

## **APPENDIX B**

Date:

Dear

### **ADMISSION TO AYLESHAM PRIMARY SCHOOL**

**Pupil Name:**

Further to our recent offer letter, offering a place at XXXXXXXX School for <Pupil Forename>.

As a parent it is your legal responsibility to ensure that your child is receiving full time education and as of today, this office has yet to receive any correspondence from you accepting or refusing the offered place.

I should be grateful if you would advise me as soon as possible of the decision you have made with regard to your child's education using the acceptance/refusal form below, which should be returned to this office within the next 5 school days.

If this is not received, the place that has been offered will be withdrawn and may be offered to another child. I will also be legally bound to inform the Inclusion Service of anyone that is without a school place or is not actively seeking one and as such your details will be passed to them.

Yours sincerely

Headteacher

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### **AYLESHAM PRIMARY SCHOOL**

**Pupil Name:**

**I wish to accept the place offered**

**I do not wish to accept the place offered**

**PLEASE RETURN TO THE SCHOOL YOU HAVE BEEN OFFERED**

**APPENDIX C**

Date:

Dear

**ADMISSION TO AYLESHAM PRIMARY SCHOOL**

**Pupil Name:**

I am writing to let you know the outcome of your application for a school place for <Pupil Forename> at XXXXXXXX School. Unfortunately, we are unable to offer <Pupil Forename> a place as the school is full in the required year group.

If you are not happy with this decision, you can appeal to an independent appeal panel for a place. Please contact the Local Authority for details about the appeals process. An appeal hearing will be arranged and you can attend this in person and/or contact your local County Councillor for support.

If you wish for your child’s name to be added to the school’s waiting list, please complete the slip below and return to the school. We will contact you if a place becomes available in the future and your child has the highest priority for it.

If you are having trouble finding a school in the area with spaces, please contact Kent County Council on 0300 333 6472 and ask to speak to the In Year Admissions Team.

Yours sincerely

Headteacher

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**AYLESHAM PRIMARY SCHOOL**

**Pupil Name:**

Date :

**I wish to add my child to the school’s waiting list**

**PLEASE RETURN TO THE SCHOOL**

**APPENDIX D**

Date:

Dear

**ADMISSION TO AYLESHAM PRIMARY SCHOOL**

**Pupil Name:**

I am writing to offer a school place for <Pupil Forename> at XXXXXXXX School in Year <Year Group>. You placed their name on the waiting list for our school and a place has now become available.

Please inform us whether you wish to accept or refuse this place by completing the tear off slip at the bottom of the page and returning it to us **within 10 school days**. If the school does not hear from you, you may lose your place and it could be offered to another child. If you refuse the place, your name will be removed from the waiting list. If you wish for your child's name to remain on the waiting list, you must request this in writing to the school.

If you accept the offer, we will be in contact to organise a start date. Please be aware we will request evidence that supports the address supplied in your application. For example, this could be a copy of a utility bill, bank or credit card statement, your child's medical card or appointment letter from your GP or hospital.

Yours sincerely

Headteacher

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**AYLESHAM PRIMARY SCHOOL**

**Pupil Name:**

**I wish to accept the place offered**

**I do not wish to accept the place offered**

**PLEASE RETURN TO THE SCHOOL**