

Shipbourne School



Admissions Policy

September 2018

Introduction

Our Governing Board 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 was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice..

Aims and objectives

- We seek to be an inclusive school, welcoming 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. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

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

- Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.
- The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered.
- In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins).

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.

- If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number

The 'standard number' is the number of children the LA considers the school can accommodate each year. The standard number for our school is 9. We keep this number under review, and the governors will apply to change the number if circumstances change.

Sizes of classes for infants

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

Admissions Procedure

The Primary Admission Scheme is an Equal Preference Scheme, which means that all the schools that parents expressed a preference for will consider your child for a place. We do not take into account whether parents have placed the school 1st, 2nd or 3rd preference as this information is not shared with us by Kent County Council.

The over-subscription criteria for all Community and Voluntary Controlled Infant, Junior and Primary schools are as follows:

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. 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:

1. **Children in Local Authority care or previously in Local Authority care.**
2. **Attendance at a linked school.**
3. **Current family association (sibling)** - 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. 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.
4. **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.
5. **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.

The application process can be viewed on the Kent County Council website.

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>.

Monitoring and review

- This policy will be monitored by the Governing Board, who will always take due note of the guidance provided by the local Admissions Forum.
- The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.