Shipbourne School

Admissions Policy

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Introduction

Our Governing Board applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Admissions Code 2021 forms the statutory basis of this policy. This code has been issued under Section 84 of the School Standards and Framework Act 1998.The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

Kent County Council Admissions Arrangements for Academic Year 2027/28

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 here: https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. (https://www.kent.gov.uk/education-and-children/schools/school-places).

Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be made via the above link, or by paper upon request, and should be returned by the date stipulated. 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 Reception year admission date per year, early in September (i.e. when the autumn term begins).
- In year applications can be made at any time; both the LA and school office can be contacted to establish if spaces are currently available.

Oversubscription Criteria

NB**.** Before the application of oversubscription criteria, children with a **Statement of Special Educational Need (SSEN) or Education Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

1) Children in Local Authority care or previously in Local Authority care and those who are deemed by the local authority to have previously been in State Care outside of the UK.
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.

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 was updated in September 2012).

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.

Waiting List

Where places are not available, pupils may be added to our waiting list. This list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

Deferred entry and part –time attendance

For children who are under compulsory school age (ie not yet 5), once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the school. The school may also feel it is in a child's best interests for them to attend on a part-time basis as they transition to the primary setting. Decisions will be made on a case-by-case basis in full collaboration with families.

Admission outside of the normal age-range

Children born from 1 April to 31 August - summer born children - do not need to start school until the September after their 5th birthday, a full year after they could first have started school. Where a parent delays their child's start until the September after their 5th birthday, they may request that their child is admitted out of their normal age group in order to start in Reception rather than in year 1. In this situation, the school admission authority is responsible for making the decision on which year group a child should be admitted to but it is the parent who has taken the decision to delay their child's start at school. Paragraph 2.17A of the School Admissions Code requires an admission authority to make a decision about which of reception or year 1 the child is admitted to on the basis of the circumstances of the case and in the best interests of the child concerned.

Where a place outside the child's age group is required, requests should be made in writing at the time of application, citing reasoning and evidence for this request. Applications will be considered by the Governing Board on a case-by-case basis.

Monitoring and review

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