



# Admissions Policy

## BLEAN PRIMARY SCHOOL

**Review date: September 2023**

**Headteacher: Mr I Rowden**

**Chairs of Governors: Mr H Samuelson**

**Date of Next Review: September 2024**

The following Policy has been set in conjunction with Kent County Councils Admission scheme, which can be found on [Admissions criteria 2024/25 - Kent County Council](#)

## Admissions Policy

This policy sets out the arrangements for admission to Blean Primary School as from September 2024. The Governing Body of the school ensures that the implementation of this policy reflects the school's Inclusion policy and promotes equality of opportunity for all pupils and families regardless of their sexual orientation, race, religion or disability.

The School Standard 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 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. Our published admissions number is 60 places for children joining the school in the reception classes in the September of the academic year in which they become 5. If the number of children applying for entry exceeds the places available, we comply with the procedure set out by the Local Authority in order to determine whether a child is accepted or not.

The criteria offers places in accordance with the following criteria:

1. Looked after children
2. Where, at the time of entry, there is a current family association with a child attending the school who lives as brother/sister of the child who is subject of an application in the same household.

The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school **OR** If the family have moved nearer the school from where they were living previously. If, however, a family have moved **further away** the sibling claim/link is broken and **will remain so for the whole of their Primary education.**

3. Health and special access reasons.
4. Nearness to the school.

In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (measured by the Local Authority), then a random selection will be applied.

## How Parents Can Apply for Their Child to be Admitted to our School

The school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore, the 'Admissions Authority' for our school.

Children enter Early Years Foundation Stage (Reception Class) in the academic year they become five. All children are admitted early in September (ie, 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, either online at

or by using a standard paper form known as the Reception Common Application Form (RCAF), by the date set by the LA.

Parents have the opportunity to visit the school with their children during the open days in the autumn term before the application forms have to be completed. They can then see the school in operation.

### **Children with Statements of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)**

Pupils with a Statement of Special Educational Need or Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an SEN or EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN).

### **Transition Arrangements**

During the summer term new entrants and their parents are invited to a range of transition arrangements that include a parent meeting, nursery visits, stay and play sessions, lunch with parents, and a home visit. This enables children to meet their new friends as well as their teachers and teaching assistants in the Early Years Foundation Stage unit.

### **Deferring first-time admission or delaying entry**

While most children start school in the September following their 4<sup>th</sup> birthday, they do not reach Compulsory School Age (CSA) until the term after their 5<sup>th</sup> birthday. For children who are under CSA, once a place has been accepted, parents/guardians can decide for their child to start a pattern of part time attendance or a delayed start until later in the school year.

The below table demonstrates when a child can delay entry until, based on their date of birth:

<b>DOB</b>	<b>May start school full or part time from</b>	<b>Must start school full time no later than</b>
1 <sup>st</sup> Sept 2019 – 31 <sup>st</sup> Dec 2019	September 2024	January 2025
1 <sup>st</sup> Jan 2020 – 31 <sup>st</sup> Mar 2020	September 2024	April 2025 (usually following the Easter Holidays)
1 <sup>st</sup> Apr 2020 – 31 <sup>st</sup> Aug 2020 (also known as a summer born child)	September 2024	September 2025 (starting in Year 1)

While all children have the option to delay at least some of their first year of school, summer born children are different as they don't reach CSA until the beginning of Year 1. This means that their parents/guardians can consider the following options:

1. Apply for a Year R school place during 2024 main admissions round and start in September 2024 aged 4.

2. Apply for a Year R school place during 2024 main admissions round and delay entry until the child reaches CSA or after the beginning of the final term in April 2025. After April, the child must start school in order to retain their Year R place. Parents/guardians may also wish for their child to start school on a part time basis before they reach CSA.
3. Apply for a Year 1 school place through the 2025 In-Year Admission process and start in September 2025.
4. Request to be considered for an application outside the normal point of entry to the school's admission authority, starting from Reception Year in September 2025. While the School Admissions Code allows parents/guardians to decide to use options 1,2 and 3, they are required to request agreement for this option.

Before making an application for a request for a summer born child to be educated outside of their normal age group, it is recommended that the following steps are followed:

1. Parents/guardians must have read the DfE's parental [advice](#).
2. Parents/guardians must make contact with the school to obtain information and advice from teachers about the provisions and support available; helping them decide if delaying entry to school would be in their child's best interests.
3. Parents/guardians are advised to apply for a Year R school place during 2023 main admissions round and start in September 2024 while their request is being considered. This ensures a place will be available for the child if the request is not upheld.
4. Parents/guardians have the opportunity to provide supporting evidence with their request if they wish, to be considered by the school's admission authority.
5. Once an Application has been made the admission authority may wish to hold a decision-making panel with relevant professionals and the parent/guardian(s) to hear the circumstances of the case. The admission authority must consider the views of the headteacher.
6. The admission authority will notify the parent/guardian of the decision in writing, explaining the reasons why the request was accepted or refused, by National Offer Day.
7. If the request is agreed the admissions authorities will advise the parent/guardian of the following:
  - a. Withdraw their current application.
  - b. Apply during next year's admission round for entry to Year R September 2025 using a Summer Born Application form attaching written agreement from the admission authority of each school named as a preference. Please email [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk) to request the form. Applications will open in November 2024. Please note, if the request is accepted this does not guarantee the child a place and the parent/guardian must still make an application during the 2024 main admissions round which will be assessed solely in line with the school's oversubscription criteria.
  - c. The decision does not bind any other admission authorities and so the parent/guardian will need to reapply separately for education out of year group to any other schools.
  - d. The parent/guardian will need to re-apply for education out of year group ahead of moving to a new school, such as transition to a Junior or Secondary school.

8. If the request is refused admissions authorities should advise the parent/guardian of the following:
  - a. The parent/guardian will receive an offer of a school place on National Offer Day to start from Year R in their normal age group in September 2024. The parent/guardian must accept or refuse this offer.
  - i. Alternatively, the parent/guardian can delay their child's entry until September 2025 starting in Year 1 by withdrawing their current application and completing an In Year Application [form](#) to their preferred school(s) during the summer of 2025.
  - ii. If the parent/guardian is unhappy with the decision, they do not have a statutory right of appeal, but the admission authority should ensure parents/guardians are directed to the relevant complaints' procedure.

Please note, as a general rule, the DfE have advised that children will not need to delay their admission to school or be educated out of their age group purely as a consequence of the coronavirus outbreak.

### **Infant Class Size**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children, unless the school has been instructed by the LA to take pupils above our published admission number for that year.

### **In-Year Admissions**

The school operates within Local Authority procedures for In Year Admissions. Parents who are interested in moving their child to Blean Primary School at a time other than the usual admission time in September, or for another year group, are welcome to contact the school to discuss places available.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and parents can ask for their child's name to be added to the waiting list. In order to be placed on the waiting list Parents need to complete an In Year Common Application Form (IYCAF) which can be found by following this link: [https://www.kent.gov.uk/\\_data/assets/pdf\\_file/0012/3522/in-year-application-form.pdf](https://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-application-form.pdf) The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on the waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.