

# MEREWORTH COMMUNITY PRIMARY SCHOOL



## ADMISSIONS POLICY

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Governing Body Signature and date	
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# Mereworth CP School

## Admissions Policy

### **Introduction**

The governing body of Mereworth CP School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school follows the Kent Admissions procedures.

### **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. 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 the child to be admitted to our school**

As our school is a community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents receive a copy of these regulations directly from the LEA.

The LEA 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 or electronically via the internet. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be accessed through the KCC and should be completed by the date stipulated. The Local Authority admissions department notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date at the beginning of the academic 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 by Monday 8<sup>th</sup> February 2021.

The National Offer Day for September 2021 admissions is Thursday 15<sup>th</sup> April 2021.

E-mails will be sent out after 4pm on that day and letters sent via 1st class post.

### **Oversubscription Criteria**

The Admissions Policy for the school is directly linked to the County Policy for admissions to Community Primary Schools and has the following criteria in priority order:

- 1) Children in Local Authority Care
- 2) Current family association (an elder sibling in school at the time of entry)
- 3) Health and Special Access Reasons (a medical certificate may be needed for this)
- 4) Nearness of child's home and ease of access to schools

For further details of the **2021** admissions, follow the link;

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

### **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 LEA. 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)

### **The standard number**

Our PAN (Planned Admission Number) is 30 in Reception, Year 1 and Year 2 and a maximum of 32 in Years 3, 4, 5 and 6.

The school admits Reception pupils who are 4 years old by 31<sup>st</sup> August, and Reception children normally start school in September. 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 by 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. 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. If a deferment is granted on this basis, a place is not guaranteed so parents would need to re-apply for a Reception class place the following year.

### **Infant class size**

We teach infant children (aged four to seven) in a class that has a maximum number of 30 children.

### **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.