



## Admissions Policy 2020/2021

**Last Reviewed:** 26.04.2022 **Ratified by:** FGB

**To be reviewed:** 26.04.2022

### **Introduction**

East Stour is a community school with a Nursery offering education to children from 3 to 11 years. The admissions process should be simple, fair and easy for parents to use in selecting the preferred

school for their children. This policy aims to achieve this and complies with current admissions legislation. For Reception age children our published admission number (PAN) is 60. Once the PAN has been reached any children applying will be put on our waiting list.

If you would like to visit East Stour Primary School, please phone the school office (01233 630820) during school hours to make an appointment.

A link to our school website Admissions pages can be found here

<https://www.east-stour.kent.sch.uk/page/Policies/89/>

**The school follows the Kent Local Authority admission process for admission to Reception Year.**

### **Oversubscription Criteria**

Should our school be oversubscribed the admissions criteria, as laid down by the local authority, will be applied in the following order:

- Children in, or previously in, the care of the Local Authority and have now been adopted (or became subject to a residence order or special guardianship order).
- Those children who have a Statement of Educational Need
- Children with siblings in school at the time of entry (unless the sibling link is broken by the family *moving* more than two miles away from school)
- Children for whom we are the nearest school
- Children for whom we are not the nearest school.

### **Exceptional Circumstances**

In exceptional circumstances the Head Teacher may give priority places to children who have medical or social needs. A school may be asked to exceed PAN where

- Children in, or previously in, the care of the Local Authority and have now been adopted (or became subject to a residence order or special guardianship order).
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;



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- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would not be split and therefore will be offered together.

### **Exceptional Circumstances**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- when a parent/carer has failed to respond to an offer within a reasonable time; or
- when a parent/carer has failed to notify the school of important changes to the application information; or
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer

### **Admission to our Nursery**

In Kent admissions to maintained nursery schools and nursery classes are managed by the school. Parents/Carers are invited to place their child's name on the waiting list held in the school office. Children will generally be admitted to our nursery class in the September after their third birthday, the year before they are due to start school.

All three and four year olds are currently entitled to 15 hours of free early learning and childcare per week, for 38 weeks per year during term time. In our nursery, this is currently offered as either 2 full day sessions and a half day session or 5 x 3hr sessions in a week.

Some three and four year olds are entitled to additional hours up to a total of 30 hours. Our nursery offers this as 5x6 hour sessions per week for 38 weeks during term time. These places are offered on receipt of a valid eligibility code provided by HMRC.

The school is now able to offer a limited number of places to rising threes under the free for two funding criteria. These children will be offered a place the term before their third birthday.

It is the school's policy that children are offered a place with the expectation that they will attend for their full allocated hours per week. The school may offer alternative provision for children with special educational or health needs. Parents will be asked to complete a termly claim form, indicating where they would like to claim their child's free early years entitlement.

Parents will be charged (based on the current funding rate) for any sessions that their child attends that has not been claimed for at the start of term.

If our nursery class is over-subscribed we use the following Local Authority criteria to prioritise places:

1. Children with a statement of special educational needs naming the nursery
2. Children in public care who are due to access three and four year old funding
3. Children who are due to access three and four year old funding who are living in the area served by the school and nursery and who have a brother or sister attending the school
4. Children who are due to access three and four year old funding who are living in the area served by the school and nursery



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5. Children who are due to access three and four year old funding living outside the area served by the school and nursery and who have a brother or sister attending the school
6. Children who are due to access three and four year old funding living outside the area served by the school and nursery

Parents/Carers will be notified if their child has a place in our nursery at the start of the summer term.

To support smooth transitions we will contact all Parents/Carers prior to admission date inviting them to attend an induction meeting, offering a home visit and a chance to visit our nursery.

### **Admission to Reception**

East Stour is a part of the Kent Coordinated Scheme for Reception Places. The details of this policy and how to apply can be found by searching for Kent Admissions Policy on any search engine or by phoning 01622 696565.

### **Casual admissions (later than Reception)**

The admission criteria for Nursery will be applied.

### **Notes**

**Children in Local Authority Care or Previously in Local Authority Care:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

**Siblings:** This includes: natural or adopted siblings; step or foster siblings; those who live as siblings in the same house. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.

**Health and Special Access Reasons:** Medical, health, social 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 those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parents/guardians physical or mental health or social needs means they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate their child's needs. This must be sent to the Primary Admissions Team with the application form.



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**Proximity:** We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school. A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Where parents live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Parents should consult the most recent Admissions guidance, published by KCC, for further information about how home to school distances are measured and defined including details about how blocks of flats will be treated and what constitutes a permanent or main residence.

### Appendix 1

#### Timeline for nursery place offers

	<b>Offers will be sent for places to be taken up between</b>	<b>Confirmation</b>
1 <sup>st</sup> April - 31 <sup>st</sup> August	1 <sup>st</sup> September – 31 <sup>st</sup> October	A place will be offered if available. All others will have places confirmed 6 weeks before they are three
1 <sup>st</sup> September - 31 <sup>st</sup> October	1 <sup>st</sup> November - 31 <sup>st</sup> December	A place will be confirmed 6 weeks before they are three
1 <sup>st</sup> November - 31 <sup>st</sup> December	1 <sup>st</sup> January - 28 <sup>th</sup> February	A place will be confirmed 6 weeks before they are three
1 <sup>st</sup> January - 28 <sup>th</sup> February	1 <sup>st</sup> March - 30 <sup>th</sup> March	A place will be confirmed 6 weeks before they are three
1 <sup>st</sup> March - 30 <sup>th</sup> March	any time from 1 <sup>st</sup> April - 31 <sup>st</sup> May (or from 1 <sup>st</sup> September)	A place will be confirmed 6 weeks before they are three

### Appendix 2



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### **Parental Right to Defer Entry**

Every child is entitled to a full time place in the September following their fourth birthday. Parents have the right to request that their child defers entry into Reception year (until the term following their fifth birthday, but not beyond the beginning of the final term). Parents also have the right to request that the child starts part time (until the term following their fifth birthday). Schools are obliged to facilitate this.

The only restriction is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

This means that children born between the 1 April and 31 August (also known as “summer born”) 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. These applications should be made during the last month of Reception Year.

If a parent chooses to defer their child’s entry to school, the child remains entitled to a funded early education place of 15 hours a week for 38 weeks of the year until they are admitted to school.

### **Appendix 3**

#### **Summer Born Children and Admission Outside of Expected Year Group**

As detailed in Appendix 2, children born between 1 April and 31 August (summer born children) are not legally required to start school until the beginning of Year 1. While the vast majority of summer born children will start at some point in their expected year group, flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age and also do not wish for their child to miss Reception year. There is no legal barrier to children being admitted out of their normal age group, but parents do not have the right to insist that their child is admitted to a particular year. Parents must gain agreement from the admission authorities of all preferred schools before an application can be made. Admissions authorities and parents must be clear that this agreement is only in relation to a child to applying for a place in a different year group. There is no guarantee that once a parent has secured agreement from a school or schools to be considered for admission in that year group, that they will actually be offered a place for their child. All offers are made in accordance with a school’s oversubscription criteria, which will not prioritise or penalise a child because of their age.

Schools should meet with parents as early possible to explain how their child will be supported should they start school at the normal time. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. They may also be able to allay any concerns the



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parent may have about their child's readiness for school.

Admissions authorities must take into account the child's individual needs and abilities and cannot have a blanket policy to refuse all out of year group applications. While the admissions authority of the school is responsible for the decision, the guidance states that the views of the Principal should be an important part of this consideration.

Parents do not have to provide evidence to support their application, however, admissions authorities may struggle to agree where evidence is absent. There should be no expectation on parents, however, to obtain professional evidence that they do not already have. Any evidence should be specific to the child, not research into the performance of summer born children in general.

Parents should be reminded that this process will need to be repeated each time the child changes school. While the guidance prompts schools to be mindful of the age group a child has previously been taught in, they are under no obligation to agree and continue to teach a child out of year.

Once the child has started school, it is for the Principal to decide how best to educate them. Any future decision to move a child to a different age group should be based on sound educational reasons in conjunction with the parents.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside the normal age group through the school or authority's complaints procedure.

Summary of Process for handling out of year applications:

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- Parents should make an application for their child's normal age group at the usual time, in case their request is not agreed. At the same time, parents should approach the admission authority of each school to request the right to apply outside of the normal age group. Parents are not expected to provide evidence to support their request to defer their application, however 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, however, failure to provide this may impede a school's ability to agree to deferral.
- Admissions authorities should ensure that parents receive a response to their request in writing before national offer day.
- If their request is agreed, their application for the normal age group should be withdrawn.
- Parents should then make a new application as part of the main admissions round the following year. Parents must apply using a paper application sent directly to the LA and include a copy of the agreement from each named school. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.



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Signature \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors

( Hard copy signed by Chair of Governors this can be obtained in school)