

# Admissions Policy



# Downsview

Community Primary School

<b>Approved by:</b>	Governing Body
<b>Date:</b>	September 2024
<b>Next review due by:</b>	September 2025

The procedure for admission arrangements at Downsview Community Primary School follows the policy and procedures written and agreed by the Local Authority.

The school works closely with the Local Authority on all admission issues, however, the Local Authority are responsible for final decisions made. The arrangements detailed below have been taken and adopted from the Local Authority's model guidance for the process of admission. As a result of this, parents/carers use a single application form to nominate up to three schools.

Once completed, this form can then be returned to the Local Authority's Primary Admission Team, or directly to one of the three schools nominated on the form. The admission authority for each school will decide whether or not a child qualifies for a place there.

### **Applying for a child to start at a primary school in Reception Year:**

Parents may contact the school office to make an appointment to visit the school. Prospective parent tours are conducted upon request - the Headteacher will talk to parents and give a guided tour of the school. Parents who cannot attend these meetings can make a mutually convenient appointment to see the Headteacher.

Additional information about a school can be found on the school website. Even if parents/carers already have an older child at the school, they MUST apply for a place for their younger child. They will not automatically receive a place because of the sibling link.

When parents know which schools they are interested in, they should apply on one form for each individual child by either using the online process or by completing a paper form called a Reception Common Application Form (RCAF). The forms and booklet can be obtained from the Local Authority or any Kent school. For easy online access go to [www.kent.gov.uk](http://www.kent.gov.uk) > Home > Education & Children > Schools > School Places.

Parents should complete the form by naming three schools; putting them in order of preference with the one they would like most as first. There is no requirement to name three preferences but it is in their best interest to do so.

### **How many places are available?**

The standard admissions number for each year group of the school is 30 and it is the school's policy that this number is not exceeded, for reasons of space and resources. Since September 2001, the law has said that an infant class (Reception, Year 1 and Year 2) cannot have more than 30 children with one qualified teacher in a classroom.

### **How will places be allocated?**

Places will be allocated through The Primary Admission scheme - an 'Equal Preference Scheme'. This means that that the first, second or third preference order named on the form is not taken into account by nominated schools. The Local Authority considers all applications and then ranks the children against the admissions criteria.

### **Over Subscription Criteria**

The criteria for Community Primary Schools are, in priority order:

- Children in Local Authority Care
- Current family association (where a brother or a sister is in the same school at the time of entry and the family continues to live at the same address as when the sibling was admitted or has moved to a new property within 2 miles (via the shortest walking route) of the school.
- Health and special access reasons
- Nearness of children's home and ease of access to school

When ranking children, the Local Authority will **not** take into account:

- How long the child's name has been registered at the school.
- Any previous association a parent/carer or their extended family may have had with the school either by attending it or by participating with any school activities.
- How long the family have lived in the area.

Once the children have been ranked, they are allocated to those schools that have ranked them within their published admissions number (PAN).

If more than one of the three preferred schools can offer a child a place, the Local Authority will offer a place of the school named highest on the application.

If only one of the three schools can offer the child a place, the Local Authority will offer you a place at that school.

If none of the preferred schools can offer a place because there were children who had a greater eligibility for the places when the admission was applied, the Local Authority will offer an alternative school that has available places.

If the school is oversubscribed, a waiting list will be held. A pupil's position on the list will be determined by the criteria listed above.

If a place is to be allocated to a pupil and there is more than one pupil from the same subscription criteria (i.e. 2 pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next higher criterion. It is the responsibility of the Local Authority to offer a place from the waiting list.

## **In Year Casual Admissions**

In Year Casual Admissions are admissions which take place outside of the normal entry to school. From September 2010, the Local Authority has been responsible for offering places to children in any year group.

If you are a parent or carer of a child who already lives in, or has recently moved to, Kent and looking for a school place, you must complete an In Year Casual Admissions form (IYCA). These forms are available from all schools or the Primary Admissions Team. It can also be downloaded from [www.kent.gov.uk](http://www.kent.gov.uk). Alternatively, parents can contact the Admissions Team on 03000 412121 or via email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk).

Parents/carers can express up to three preferences for schools within Kent or in other local authorities. The Local Authority will consider all preferences and, if possible, offer a place at the school the parent/carer has nominated highest on the form. If it is not possible to offer a place at any of the preferred schools, the Local Authority will offer an alternative school unless the child already has a place at a local school. If the child is currently attending a school, the parent/carer will not receive any offer of a school place at an alternative school, other than in exceptional circumstances.

Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel.

In the term prior to admission, parents are invited to the school to meet the Headteacher and the Early Years Foundation Stage teacher. Children are also given the opportunity to visit the school and meet their future teacher prior to starting.

Children remain at primary school until they reach the end of the academic year in which they turn eleven years of age when they then transfer to secondary education.

The Admissions and Transport Office is based at:

### **Admissions and Transport Office**

Sessions House  
County Hall  
Maidstone Kent  
ME14 1XJ

The telephone number 01622 696565, and they can put you through to the Primary Admissions Team or the Transport team.

You can e-mail the Admissions team on: [kent.admissions@kent.gov.uk](mailto:kent.admissions@kent.gov.uk)

The admissions arrangements for children with an Education Health Care Plan or statement of Special Educational Needs are the responsibility of the Local Authority and for advice on these arrangements please contact your SEN Placement Officer through your local Additional Educational Needs and Resources office:

**Districts of Dartford, Gravesham, Sevenoaks and Tunbridge Wells North Kent  
Education Office**

Joyes House  
New Road  
Gravesend  
Kent  
DA11 0AT

Telephone: 03000 419345