



Kempsey Primary School

Policy on Admission Arrangements for Academic Year 2017/2018

Kempsey Primary School, an Academy, is its own admissions authority. The Governors of Kempsey Primary School will be responsible for deciding the outcomes of applications for places in any year group at any time.

All preferences are treated equally.

1. Admission at Age 4

1.1 As an Academy, Kempsey Primary School's Admission Arrangements support our primary aim of delivering education of the highest quality to students of all abilities.

1.2 Pupils will be admitted at age 4 (Reception) without reference to ability or aptitude. The number of intended admissions for the year commencing September 2017 will be sixteen (16).

2. Oversubscription

2.1 Where applicants for admission into Reception exceed the number of places available, places will be offered in accordance with the following criteria, applied in the following order:

- I. Relevant *'Looked after' and previously *'Looked after' children.
- II. Siblings (see below for definition) of pupils attending the school and living within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, can be viewed in school or on the school website. In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.
- III. Pupils living within the catchment area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in school or on the school website;
- IV. Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- V. Children of staff at the school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- VI. Pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).



Please note:

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available. Please note:

Children whose final statement of Special Educational Needs/Education, Health and Care Plan (EHCP) names Hanley Swan, St Gabriel's with St Mary's C of E Primary School will be automatically admitted and are not subject to the oversubscription criteria.

If the last student to be offered a place within our school's Published Admission Number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake above our PAN.

A map of the catchment area may be obtained from the LA, the school or on the school website.

Late applications will be allocated in the same order, providing places remain available.

All applications for Reception places will be co-ordinated by Worcestershire Local Authority, who will make offers of places on behalf of the Governors of the school. Parents or guardians who reside within Worcestershire are required to complete a Worcestershire LA Common Application Form.

Parents or guardians who reside in other neighbouring counties, but who wish to apply for a place for their child at Kempsey Primary School must complete an application form for their "home" LA which will ensure that application details are passed to Worcestershire for consideration according to the oversubscription criteria above.



All application forms must be received by the Local Authority by 15th January 2018.

Late applications will only be considered after those received on time.

3. Waiting List and In-Year Admissions

3.1 Any applications for a place at Kempsey Primary School outside the normal year or time of entry to the school must now be made directly to the school. The school will notify the relevant Local Authority of the outcome of the application and inform parents of their right to appeal against a refusal of a place.

3.2 Applications outside the normal admissions round from children with challenging behaviour will be considered on a case by case basis. If the governing body considers that admitting a child might have a detrimental impact on maintaining good order and discipline, and does not wish to admit the child even though places are available, it will refer the case to the Local Authority for action under the Fair Access Protocol (see 4.1 below).

3.3 A waiting list for places in each year will be held by the school. In Reception the list will be maintained until the end of the Autumn Term in which the children start school. Parents of unsuccessful applicants must ensure that they notify the school if they wish their child to be placed on this list. Where places become available, allocation will be according to the published oversubscription criteria.

4. Admission of children outside their normal age group

4.1 Where parents seek a place for their child at Kempsey Primary School outside of their normal age group, either as part of the main admissions round or as an in-year admission, the application will be processed in the normal way and a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This must also take into account the views of the Headteacher of the school. When informing a parent of the decision on the year group the child should be admitted to, the school must set out clearly the reasons for the decision.

4.2 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5. Fair Access

5.1 Admissions via the Local Authority Fair Access Protocol will be dealt with separately, usually directly between the Headteachers of the schools involved.

6. Appeals

6.1 Parents whose application for a place at Kempsey Primary School has been unsuccessful have the right of appeal to an Independent Appeal Panel. Appeals should be made in writing for the attention of the Clerk to the Governors.

6.2 Appeals will be conducted in accordance with the Current Code of Practice for School Admission Appeals. Parents or guardians whose appeals have been unsuccessful may only apply for a further appeal



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in the same academic year if there has been a significant or material change in circumstances. Parents may then appeal in each following academic year, but only once in each year.