



Priory Infants School

ADMISSIONS POLICY

Priory Infants is a two-form entry infant school. Our Published Admission Number (**PAN**) is 60, which means we have 60 places in our Reception classes.

As a local authority school we follow the DFE School Admissions Code and the Kent County Council Admissions Arrangements to ensure that school admissions are managed in a transparent and equitable way.

All admissions for a Reception Class place for the following September must be made online to the local authority by using the website: www.kent.gov.uk/ola between November and January.

Some schools, like Priory, are very popular and this means that there are usually more applications than places on offer.

Every school must publish their Criteria for Admission – this is the process they use to allocate school places if the school has more applicants than places (oversubscribed).

Priory Infant School Criteria for Admission

At **Priory Infant School** priority for admission will be given to children in the order below:

- In line with the DFE School Admissions Code, children with a **Statement of Special Educational Need of Education to be known as Education, Health and Care Plan (EHCP)** which names Priory Infant School will be allocated a place at the school before the oversubscription criteria are applied. The published admissions number will be reduced accordingly.

All other pupils will be admitted according to the following **oversubscription criteria**.

- **Children in Local Authority Care or Previously in Local Authority Care.** “Looked after” children are children who are in the care of a local authority or are being provided with accommodation by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order – section 22(1) of the Children’s Act 1989.
- **Current Family Association.** Siblings of children who will still be registered at the school at the time of admission. Brother and sisters living **in the same house**, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- **Health, Social 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 Priory Infant School. Equally this priority will apply to children whose parents’/guardians’ physical or mental health or social needs mean that they have a **demonstrable and significant need** to attend Priory Infant School. Applications will only be

considered under this category if they are supported by a written statement from a doctor, or other relevant independent professional and presented to the school *at the time of application*. The information must confirm the **exceptional medical or social need** and demonstrate how Priory Infant School is the **only** school that can meet the defined needs of the child /parent/guardian.

- **Nearness of Children's Homes to School.** 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.
- In the case of distances from flats, a block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from 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 guardian or leased or rented to them under lease or written rental agreement. Where partners live apart but share the 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.
- **Tiebreaker.** In the event of a tiebreaker where two children live in the same block and where both are eligible for the last available place, the computerised system used by the local authority will draw a number randomly to decide which child should be given the place.
- **Multiple Births.** We will admit the 60th child's twin or triplet if they all apply at the same time. This is because the School Admissions Code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Deferment of Entry

Parents of Reception age children have the right to defer their start date or take up a place part-time up until the term in which the child reaches compulsory school age (and not beyond the beginning of the final term of the school year in April.)

Admission of Children outside their Normal Age Group

To request admission to reception year outside of the normal age group, parents must contact the Head teacher of each preferred school as early as possible during the normal application period for that child's date of birth to discuss their request. Such applications must be supported by a written statement of request by the time of closing date for applications for the year of entry.

Please refer to the Local Authority Admissions Code via the kent.gov website for more information on deferments.

Appeals

Parents whose application for a place at **Priory Infant School** is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act 1998. Appeals must be made

in writing to the Local Authority who manages appeals on behalf on **Priory Infant School**. This supports our commitment to an open and fair process for admissions to our school.

Waiting Lists

Priory Infant School will operate a waiting list for each year group. Children's position on the waiting list is determined solely in the accordance with the oversubscription criteria. The waiting list will be re-ranked every time a new child is added. Where places become available they will be allocated in accordance with this criteria. The school updates the list half yearly, sending out slips to parents asking them to let us know if they wish to remain on the waiting list otherwise their child's name is removed.

In-Year Applications

If you wish to apply for a place under an In Year Casual Admission at any time during the school year, you need to obtain and submit an IYCAF form to the school with any supporting evidence if required. IYCAF forms are available from the school office or online at www.kent.gov.uk/ola . The school will then process the application according to the process for In Year Applications and using the oversubscription criteria to rank the child's place on any waiting list.

The Right to Withdraw a Place

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances: when a parent has failed to respond to an offer within a reasonable time; or when a parent has failed to notify the school of important changes to the application information; or the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent ; or the requirements of the County Co-Ordinated Scheme for Primary Admissions, to which Priory Infant School subscribes, have not been followed completely.

Arrangements for Admissions and Appeals will be reviewed and published each year.

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