



Achieve

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Tenterden Primary Federation Admission Policy

Policy approved: October 2016

Review due: October 2017

Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant schools, Year 3 for junior schools) and also for all year groups throughout the academic year (In-Year Admissions)

The Tenterden Primary Federation Governing Body of Tenterden Infant and Junior School are responsible for determining and administering this policy in relation to the admission of pupils to the school. It has been agreed with the Local Education Authority that the Standard Number for the school is 60. This means that there will be a maximum of 30 children in each class.

Infant School

Children are not legally required to start school until the term following their fifth birthday. The Governing Body has decided to admit children during the Autumn Term, starting in September following their fourth birthday. If the fifth birthday falls between 1st September and the start of term, they are entitled to full-time education. Parents of these children are to be informed of their statutory right.

Children are not required to attend full time until the term after their fifth birthday. Most children will be offered a full time place, with some children with particular needs and late spring and summer born children being offered a part-time start (mornings only) flexibly becoming full time by the statutory school age. All children (except those who have already had their fifth birthday by the start of term) will have an initial introduction period to school. There will be parental interviews within the first week of the autumn term. Following the interviews there will be a phased induction with children divided into two groups to enable them to have six consecutive days of morning or afternoon sessions and one morning for all the children followed by lunch. Thereafter they will attend full time or part time for a period according to the individual agreed preference.

Infant and Junior School

The criteria for allocating places, should the number exceed the published admission number will be:-

- Children in Local Authority Care
- Attendance at a linked school (for specified infant and junior schools only)

- Current family association (a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted or if they have moved, live within 2 miles of the school or have moved to a new property that is nearer to the school than the previous property)
- Health and Special Access reasons (children who for reasons of health or physical impairment need to attend a particular school)
- Nearness of children's homes to school

ADMISSION PROCEDURE

- Appointments may be made for parents to visit the school
- Parents can register their interest at the school
- Registration forms (RCAF) are sent to parents during the Autumn prior to admission (Infant)
- Registration forms (JCAF) are sent to parents during the Autumn prior to transition from Infant school to Junior admission
- Completed registration forms can be returned to the school or sent directly to the Local Authority or On-Line by the specified deadline

The Local Authority will send out offer letters to parents on the specified date. Acceptance/refusal slips need to be returned promptly to the school. Any appeals can be lodged through the due process.

JUNIOR SCHOOL

- Appointments may be made for parents to visit the school
- Completed registration forms can be returned to the school or sent directly to the Local Authority or On-Line by the specified deadline
- Late applications after the deadline must be made directly to admissions where details will be placed on a waiting list.

LATE APPLICATIONS

- The LA/schools will re-allocate any places that have become available since offer day, giving priority to applicants who originally named it as preference on the online applications or RCAF/JCAF and have requested to be placed on the waiting list, according to the individual schools' oversubscription criteria.

WAITING LISTS

Parents may ask for their child's name to be kept on a waiting list should places become available after May 2017. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2017.

IN YEAR APPLICATION TO BOTH SCHOOLS

There is a standard form, known as the **In-Year Common Application Form (IYCAF)**. Residents of the LA area must complete this form to apply for school places in any year group outside of the normal admissions round. This can be obtained either from either school office or Kent Admissions. Enquiries can also be made via e-mail (kent.admissions@kent.gov.uk).

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

Parents will be able to obtain Information about the process and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school.

- The IYCAF will be used for the purpose of admitting pupils to the year group applied for.
- The IYCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference. For admission to Year R – Year 6 parents can express **up to three** preferences
- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.
- (c) explain that the parent will receive no more than one offer of a school place and that:
 - a place will be offered at the highest nominated school for which they are eligible for a place; and
 - if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - specify where it must be returned to.

APPLYING OUT OF COUNTY FOR KENT SCHOOL

Parents applying out of county should contact their local admissions team who will supply the relevant forms. They **MUST** be returned to the local admissions team for process, they will then forward to Kent Admissions who will process the application.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEED (SSEN)

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions processes.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the SEN & D team, who must have regard to Schedule 27 of the Education Act 1996"

Adopted: November 2013

Chair of Governing Body

Date

Review: November 2016