

WOULDHAM ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS POLICY

How to apply for a place at our school

We currently have a published admission number (PAN) of 60 for Year R and 30 for all other year groups. From September 2018 there will be a maximum of 60 places in both Year R and Year 1 but all other years will have a maximum of 30. To gain a place in Reception for the start of a new school year (September) you should apply through the local authority process based on where you live.


<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>


<http://new.medway.gov.uk/education/school-admissions/starting-primary-school/key-dates>


To apply for a place at any other time (for all year groups) then please make arrangement to visit the school to discuss your needs. Applications are made using the 'In Year Common Application Form' available from the office or online at


<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>

At Wouldham All Saints Church of England Primary School the Local Authority is the admission authority and is responsible for schools admissions. Should the school be over-subscribed, places will be allocated according to the KCC published over-subscription criteria for all Community and Voluntary Controlled primary schools. This is:

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Children in Local Authority Care or Previously in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.
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Attendance at a linked school – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. (This doesn't currently apply to our school)
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Current Family Association - a brother or sister 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 nearer to the school as defined by the 'Nearness Criterion' (below). Linked infant and junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. **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 property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).
In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
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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 mean that 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 who can demonstrate a special connection between these needs and the particular school.

 **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 Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

 Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Note - If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

When an application for a place at our school is made through the 'in-year' process we will reply with a letter which offers or refuses a place. Offers should be accepted within ten school days of being made. Following refusal it is possible to request a place on our waiting list which is ranked according to the over-subscription criteria detailed above. Parents are entitled to appeal any school refusal and the details of how to do this will be shared with you at the time. These details are also available at <http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>