



**The Federation of The Downs & Northbourne  
Church of England Primary Schools**

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## **Admissions Policy STATUTORY POLICY**

### **School Mission Statement Federation of The Downs and Northbourne CEP Schools**

Our mission is to create a school in which every member feels valued, irrespective of their race, gender or disability and where the development of the whole child is paramount.

We expect high standards from all, and try to provide the maximum opportunities for every member to fulfil their individual potential. Our Christian ethos encompasses tolerance and cultural diversity which will enable us to embrace the challenges of our world.

We strive to make our learning and working environment a safe, but vibrant and stimulating place from which children can begin their journey of lifelong learning.

Our values underpin our entire school curriculum.

#### **Review annually**

Reviewed  
**December 2017**

Reviewed  
**December 2018**

Next Review  
**December 2019**



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## **Admissions Policy**

### **Introduction**

The governing body of The Downs and Northbourne CEP Schools applies the regulations on admissions fairly and equally to all those who wish to attend the schools. The schools follow the Kent Admissions procedures.

This policy is read within the context of the Christian values and teachings of our Federation.

### **Aims and Objectives**

We aim to serve our communities by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Although we are a Federation that strongly promotes a Christian ethos, we are inclusive schools that welcome children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

### **How parents can apply for the child to be admitted to our school**

Our schools are community schools and we determine the admission arrangements in agreement with the LA.

The LA is therefore the “Admissions Authority” for our schools. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year and parents/carers receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form or on the on-line application form. Expressing a preference does not, in itself, guarantee a place at this school.

Application forms can be obtained from the Education Department of the LA and parents/carers should ensure that they complete the necessary application form by January/February. This date is specified by the LA.

The LA notifies parents/carers about the school place as soon as all the applications have been considered. For more information on admissions <http://www.kent.gov.uk/education-and-children/schools/school-places>

### **Admission arrangements in priority order**

- Children in Local Authority Care – a child under the age 18 years for whom the LA provides accommodation by agreement with their parents/carers (Section 22 of the Children’s Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who have previously been looked after by the LA, and have become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
- Current family association e.g. elder brother/sister at School, and who live at the same address.
- 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, mean that they have a demonstrable and

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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 the needs and our schools.

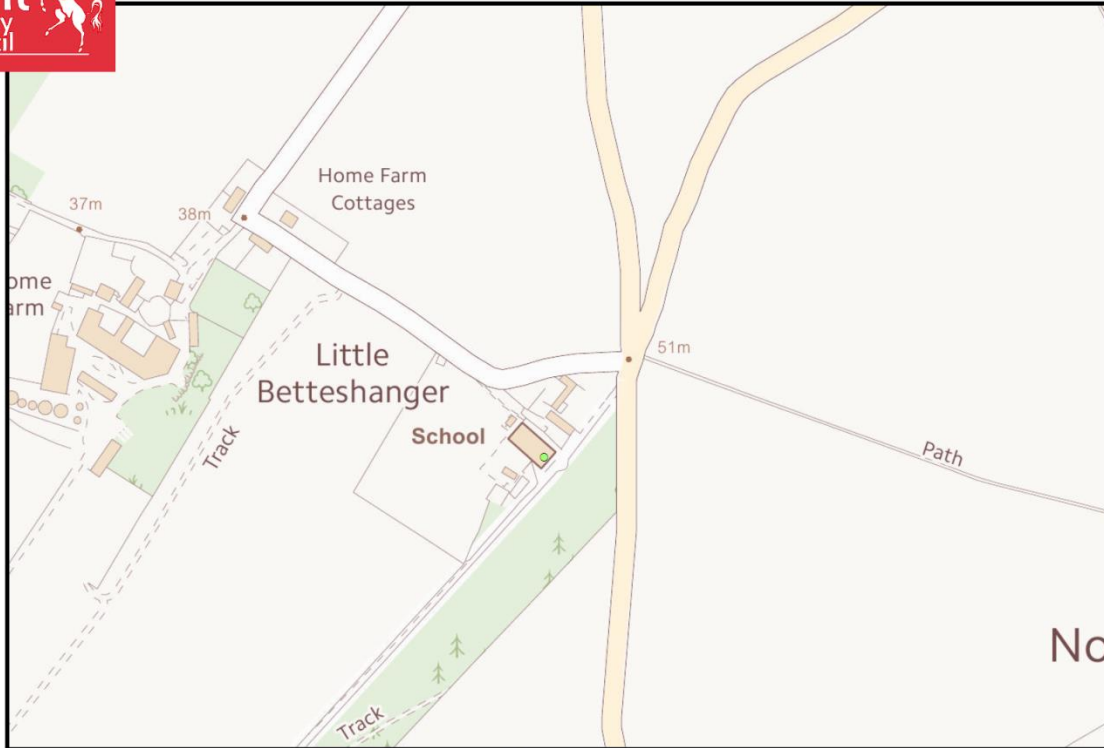
- Nearness of a child's home and ease of access to School. We use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everyone.

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.

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## Northbourne Church of England Primary School

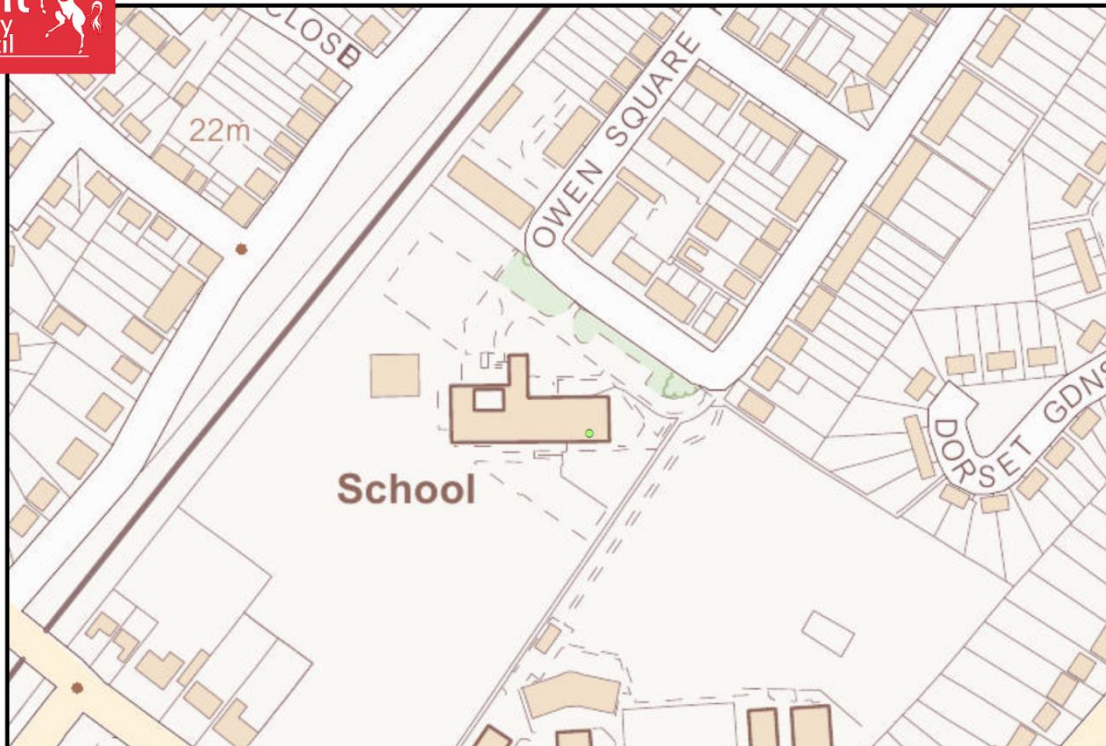


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## The Downs Church of England Primary School



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### **Process of Admission**

- Parents/carers are invited to make an appointment through the School Office to have a look around the schools for admissions. This will give you an opportunity to have a look around and ask any questions.
- New children (4 years of age) are generally gradually phased in over the first three weeks of Term 1 and parents/carers may receive a home visit/have a meeting with our Reception Teachers.
- We generally admit children once a year in September when they are four years of age.
- In Term 6, prior to admission, parents and children have several opportunities to meet their child's new teacher, including a presentation, to meet with school staff and to participate in some school activities.

### **Over Subscription**

*"Before the application of oversubscription criteria, children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly."*

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out (see Admissions Appeals) in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excessive demand on the school places available.

### **Admission Appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase beyond our PAN (Planned Admission Number set by the LA). If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals which is available for from the LA)

### **The standard number**

THE DOWNS - PAN (Planned Admission Number) is 60.

NORTHBOURNE - PAN (Planned Admission Number) is 20.

### **Key Stage One class sizes.**

We teach KS1 (formerly called "infant") children aged five to seven in a class that has a maximum number of 30 unless the school is directed to take a pupil after parents have been successful in appealing to an independent appeals panel.

### **In Year Casual Admissions**

The process is similar to that as described above. An 'In Year Casual Admissions Form' (IYCAF) must be completed and oversubscription criteria remain the same. At Northbourne we have mixed age classes, which allow us some flexibility. However, in principle we believe that children should be educated within their age appropriate class. Please see statement from the Deal Learning Alliance for In Year Casual Admissions.

### **Statement from Deal Learning Alliance criteria for admission out of year group**

In the Deal Learning Alliance we believe a child should be educated in their age appropriate year group. In our professional opinion, children who do not experience the full EYFS are disadvantaged socially and academically when transferring to Key Stage 1. Through our highly skilled approach to differentiation we feel every child's needs can be catered for in their age appropriate year group to ensure strong academic and emotional development.

In principle a decision to be admitted outside their age appropriate year group needs careful consideration and will only take place in exceptional circumstances. In order to assess the suitability for admission out of year group the following criteria will be applied by all primary schools in the Deal Learning Alliance. Every request will be considered carefully and on its own merit. Parents will be made aware of the advantages and disadvantages of out of year group admissions.

- It is the responsibility of the parent of the child to provide independent evidence to demonstrate their child will thrive in the year group they are requesting.
- Provide evidence that the child's age appropriate year group is currently not meeting their needs.

We recommend that children are admitted to school in EYFS at one admission point and that staggered admission to school is not the preferred route for schools in the Deal Learning Alliance.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our schools or the local area.

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