

# Lydden and River Primary Schools Federation Admissions Policy



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Date agreed and ratified by Governing Body:

Date of next full review: **September 2025**

**This policy will be reviewed annually and/or following any updates to national and local guidance and procedures.**

	River	Lydden
Designated Safeguarding Lead (DSL)	Mrs V Alliston – <a href="mailto:headteacher@river.kent.sch.uk">headteacher@river.kent.sch.uk</a>	Mrs C Lintott <a href="mailto:headteacher@lydden.kent.sch.uk">headteacher@lydden.kent.sch.uk</a>
Deputy Designated Safeguarding Lead(s)	Ms T Moody- <a href="mailto:tmoody@river.kent.sch.uk">tmoody@river.kent.sch.uk</a> Mrs J Brown – <a href="mailto:jbrown@river.kent.sch.uk">jbrown@river.kent.sch.uk</a>	Mr N Brinicombe – <a href="mailto:eht@river.kent.sch.uk">eht@river.kent.sch.uk</a>
Headteacher	Mrs V Alliston	Mrs C Lintott
Safeguarding Governor	Mrs K Grilli (Safeguarding lead for Governing Body) <a href="mailto:kgrilli@river.kent.sch.uk">kgrilli@river.kent.sch.uk</a>	
Other key staff	Mrs L Brown (Chair of Governors) - <a href="mailto:lbrown@river.kent.sch.uk">lbrown@river.kent.sch.uk</a>	

## **Admissions Policy**

This policy sets out the arrangements for admission to River and Lydden Primary Schools as from September 2024. The Governing Body of the schools ensure that the implementation of this policy reflects the school's Inclusion policy and promotes equality of opportunity for all pupils and families regardless of their sexual orientation, race, religion or disability.

The School Standard and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and further explained in the statutory School Admissions Code of Practice and the statutory Appeals code of Practice.

## **Aims and Objectives**

We are an inclusive federation with two schools that welcomes children from all backgrounds and abilities.

Our published admissions number (PAN) is:

River Primary School = 60 spaces

Lydden Primary School = 12 spaces

## **How parents can apply for their child to be admitted to our schools**

Our schools are both community schools, and they determine the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online <http://www.kent.gov.uk/education-and-children/schools/school-places> or a form can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The LA will notify parents of the decision as soon as all the applications have been considered.

Children enter school at the start of the academic year in which they become five. Therefore, parents who would like their child to be admitted to this school during the 3 year their child is five should ensure that they return the necessary application form by the date given on the form.

## **The over-subscription criteria is as follows for both schools:**

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

**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. 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). Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but

applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school. 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.

**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** – the Local Authority 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 the Local Authority 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.

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 admission code. A waiting list will be held in oversubscription criteria order and will be re-ranked, in line with the published oversubscription criteria, every time a child is added

### **Transition Arrangements**

During the summer term new entrants and their parents are invited to a range of transition arrangements that include a parent meeting, nursery visits and stay and play sessions. This enables children to meet their new friends as well as their teachers and teaching assistants in the Early Years Foundation Stage unit.

### **Deferring first-time admission or delaying entry**

While most children start school in the September following their 4<sup>th</sup> birthday, they do not reach

Compulsory School Age (CSA) until the term after their 5<sup>th</sup> birthday. For children who are under CSA, once a place has been accepted, parents/guardians can decide for their child to start a pattern of part time attendance or a delayed start until later in the school year.

The below table demonstrates when a child can delay entry until, based on their date of birth:

DOB	Can start school from	Can delay entry until
1 st Sept 2019 – 31st Dec 2019	September 2024	January 2025
1st Jan 2020 – 31st Mar 2020	September 2024	April 2025 (usually following the Easter Holidays)
1st Apr 2020 – 31st Aug 2020 (also known as a summer born child)	September 2024	September 2025 (Year 1)

While all children have the option to delay at least some of their first year of school, summer born children are different as they don't reach CSA until the beginning of Year 1. This means that their parents/guardians can consider the following options:

1. Apply for a Year R school place during 2024 main admissions round and start in September 2024 aged 4.
2. Apply for a Year R school place during 2024 main admissions round and delay entry until the child reaches CSA or after the beginning of the final term in April 2025. After April, the child must attend full-time in order to retain their Year R place. Parents/guardians may also wish for their child to start school on a part time basis before they reach CSA.
3. Apply for a Year 1 school place through the 2025 In-Year Admission process and start in September 2025.
4. Request to be considered for an application outside the normal point of entry to the school's admission authority, starting from Reception Year in September 2024. While the School Admissions Code allows parents/guardians to decide to use options 1,2 and 3, they are currently required to request agreement for this option.

Before making an application for a request for a summer born child to be educated outside of their normal age group, it is recommended that the following steps are followed:

1. Parents/guardians must have read the DfE's parental [advice](#).
2. Parents/guardians must make contact with the school to obtain information and advice from teachers about the provisions and support available; helping them decide if delaying entry to school would be in their child's best interests.
3. Parents/guardians are advised to apply for a Year R school place during 2024 main admissions round and start in September 2024 while their request is being considered. This ensures a place will be available for the child if the request is not upheld.
4. Parents/guardians have the opportunity to provide supporting evidence with their request if they wish, to be considered by the school's admission authority.
5. Once an Application has been made the admission authority may wish to hold a decision-making panel with relevant professionals and the parent/guardian(s) to hear

the circumstances of the case. The admission authority must consider the views of the headteacher. The admission authority will notify the parent/guardian of the decision in writing, explaining the reasons why the request was accepted or refused, by National Offer Day.

6. If the request is agreed the admissions authorities will advise the parent/guardian of the following:
  - a. Withdraw their current application.
  - b. Apply during next year's admission round for entry to Year R September 2025 using a Summer Born Application form attaching written agreement from the admission authority of each school named as a preference. Please email [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk) to request the form. Applications will open in November 2024. Please note, if the request is accepted this does not guarantee the child a place and the parent/guardian must still make an application during the 2025 main admissions round which will be assessed solely in line with the school's oversubscription criteria.
  - c. The decision does not bind any other admission authorities and so the parent/guardian will need to reapply separately for education out of year group to any other schools.
  - d. The parent/guardian will need to re-apply for education out of year group ahead of moving to a new school, such as transition to a Junior or Secondary school.
7. If the request is refused admissions authorities should advise the parent/guardian of the following:
  - a. The parent/guardian will receive an offer of a school place on National Offer Day to start from Year R in their normal age group in September 2024. The parent/guardian must accept or refuse this offer.
  - i. Alternatively, the parent/guardian can delay their child's entry until September 2025 starting in Year 1 by withdrawing their current application and completing an In Year Application [form](#) to their preferred school(s) during the summer of 2025.
  - ii. If the parent/guardian is unhappy with the decision, they do not have a statutory right of appeal, but the admission authority should ensure parents/guardians are directed to the relevant complaints' procedure.

Please note, as a general rule, the DfE have advised that children will not need to delay their admission to school or be educated out of their age group purely as a consequence of the coronavirus outbreak.

### **In-Year Admissions**

The school operates within Local Authority procedures for In Year Admissions. Parents who are interested in moving their child to River or Lydden Primary School at a time other than the usual admission time in September, or for another year group, are welcome to contact the school to discuss places available.

### **How parents can apply for their child to be admitted to our school in-year**

#### **[In Year Admissions application form](#)**

You live in Kent and want to apply for a place in one of our schools: Complete the in-year application form and send it to the school. You need to fill in a separate form for each child.

You don't live in Kent and want to apply for a place in one of our schools: Complete the in-year application form and send it to the school. You need to fill in a separate form for each child. You

should also contact your own local authority to keep them informed.

### **Children in care**

For children in care with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) being placed with carers in Kent, it is important the social worker contacts the relevant [Special Educational Needs area team](#) if the child is moving to a different school.

### **Children of members of the UK Armed Forces or Crown Servants**

If you are a member of the UK Armed Forces or a Crown Servant, with a confirmed posting to Kent, you can apply for an in year admission to a Kent school by completing an In Year Casual Admissions Form (IYCAF) and sending it direct to your preferred schools. You must include an official letter that declares a relocation date and a Unit postal address or quartering area address with your application. Where a school is able to offer a place, they will honour that place for 3 months. This can mean that a place can be kept open for the next academic year providing your child/children will start within the 3 month period. If the place has not been taken up at the end of the 3 months, the school may offer it to another child. If this happens, the school will inform you that the place is no longer available and you will need to make a new application for a school place. The school may choose to add your child's name to their waiting list if they have one.

#### **Offers**

River and Lydden Primary Schools will offer you a place within 5 days if:

- we have all the information we need
- we have a place available
- no other child has a higher priority for the place.

If your child has been permanently excluded from more than 2 schools, we may refuse to offer a place. Please contact KCC Admissions 03000 41 21 21 (9am to 2pm and 4pm to 5pm Monday to Friday) or email [kentyearadmissions@kent.gov.uk](mailto:kentyearadmissions@kent.gov.uk) for help if this applies to you.

Once a place is formally offered, in the interests of fairness, it cannot be held open for more than 10 school days. If your child is not offered a place If you applied for an in -year admission, but were not offered a place you can:

- call KCC Admissions on 03000 41 21 21 (9am to 2pm and 4pm to 5pm Monday to Friday) or email [kentyearadmissions@kent.gov.uk](mailto:kentyearadmissions@kent.gov.uk) to advise on making an appeal
- join the school's waiting list. A waiting list will be held in oversubscription criteria order and will be re-ranked, in line with the published oversubscription criteria, every time a child is added

### **Admission appeals**

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number 5.1 The 'standard number' is the number of children the LA considers the school can accommodate.

The standard number for our school is 30 children in each year group at River and 12 children in

each year group at Lydden.

### **Infant Class Size**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children, unless the school has been instructed by the LA to take pupils above our published admission number for that year.

### **KS2**

In KS2 the preference of the Governors is to have no more than 30 children in line with the school PAN and the physical class space available in some of our classrooms.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and parents can ask for their child's name to be added to the waiting list. In order to be placed on the waiting list Parents need to complete an In Year Common Application Form (IYCAF) which can be found by following this link:

[https://www.kent.gov.uk/\\_data/assets/pdf\\_file/0012/3522/in-year-application-form.pdf](https://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-application-form.pdf)

The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on the waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

### **Monitoring and review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.