



Federation of Shepherdswell  
CE and Eythorne Elvington  
Community Primary Schools



# Admissions policy

**FGB Meeting: 06.11.2024**

**Reviewed: Annually**

**Issue No: 3.0**

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## **Introduction**

This policy was drawn up by Governors as a result of consultation with teaching staff.

It is the policy at the Federation to admit pupils in the September of the academic year in which they are 5 years old. We are inclusive schools, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice. The only restriction on entry is number, where there is an excess demand on school places available.

## **Eythorne Elvington Community Primary School**

Currently our published admission number is **20** children each year into the Early Years Foundation Stage.

## **Shepherdswell CE Primary School**

Currently our published admission number is **30** children each year into the Early Years Foundation Stage.

## **Oversubscription Admissions Criteria**

We are unable to accommodate more pupils. The Federation admission arrangements are coordinated by the Kent Primary Admissions Policy (Reception Common Application Form) and in the event of over subscription the following criteria is used to establish priority.

Priority is given to:

- Children in the care of Kent County Council
- 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
- Proximity of children's home to schools

## **Notification and Appeal (Foundation Stage Class)**

Parents are advised of the school allocated to them by the LA. They can then accept the offer or request their child be reallocated to another school. Parents have the right to appeal against a decision to the LA if they wish. This will then go to a School Admission Appeal panel, whose decision is binding for all parties.

## **Visits**

We encourage all parents and children to visit the school of their choice prior to starting and each school holds an open day, where we invite prospective parents to be given a tour around the school and ask any questions. After offers, parents and children are invited to make visits to the school they have been accepted at before starting to ease transition into school.

## **Deferred Entry to Primary School**

Parents have the right to start their child at school on a full-time basis from the September following their 4th birthday, providing they have been allocated a school place.

Parents also have the right to delay their child's start date (known as deferred entry), until later in the school year, but not beyond the beginning of the term after they turn 5 and not beyond the beginning of the final term of the school year in April. A child may also start part time later in the school year, but not beyond the beginning of the term after they turn 5.

If parents plan to defer their child's start date until later in the school year, they must still apply at the usual time for primary or infant places. Parents should also speak to the school they are applying for, to discuss how they would like their child to be admitted.

### **Summer-born children**

Children born between 1 April and 31 August are sometimes referred to as summer born children. They have the same right to defer entry as any other child. This means they must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process during the last month of reception year.

For a child to start Reception year in the following September, a full year after they were first entitled to start, a parent will need agreement from the admissions authority of the school. This is because a new application for a later admissions round would be needed for your child to be considered for a place to be taught outside of their age group and with a younger group of children. The admissions authority will make its decision taking into account the school admissions code of the Head teacher.

To request admission to Reception year outside of the normal age group, you should contact the Head teacher of each preferred school as early as possible during the application period for that child's date of birth. This will allow the school and admissions authority enough time to make a decision before the closing date.

You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede a school's ability to agree to defer admission.

You are required to complete an application for the normal point of entry at the same time, in case your request is declined. This application can be cancelled if the school agrees to accept your request for deferred entry into Reception year the following year.

Deferred applications must be made by completing a Primary Common Application Form (RCAF) to the local authority, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications in the following admissions round, and offers will be made in accordance with the schools over subscription criteria.

### **In-Year Admissions (Years: Foundation Stage-Year 6)**

The school is responsible for its own In-Year Admissions. The LA has produced a single InYear Common Application Form (IYCAF) for applying for an In-Year place which all schools must use. On one side parents will fill in their details. The back of the form will explain the process and inform parents of all their legal rights. Parents will return the form to the school and will fill in a form for each school they want to apply for.

## **General Information**

- Every applicant will be given either an offer or refusal letter to explain the outcome of their application.
- The school will keep a copy of all correspondence in case of appeal or parental enquiry.
- The school will process each application in order of the date they are received.
- If the school receives more applications than places available, offers will be made to applications that were received first. If more applications were received in one day than places available, these applications will be put into the school's oversubscription criteria in order to decide who gets an offer.
- The school's waiting list will be maintained in oversubscription criteria order. Should a place become available, parents/carers will be informed by phone and post (Appendix D) The school will inform the LA that an offer from the waiting list has been made.
- The school can be flexible when receiving acceptances or waiting list requests. Letters will all have tear off slips that can be returned to the school, but the school will accept these responses via telephone/email/and in person.
- Withdrawal of an offer is the only part of the process that cannot be fast tracked. The school must allow 10 school days before chasing and ensure a chaser letter is completed and sent to the parent's address. Chasing by telephone or email is not acceptable on their own. If no response is received for a further 5 school days, the offer can be withdrawn.
- The school requires refusals by parents to be given in writing, to safeguard against parents changing their mind and requesting a place that has since been offered to someone else.
- The school will keep a copy of all correspondence in case of appeal or parental enquiry

### **1. How the LA will support parents**

The LA will continue to provide advice to parents in their yearly admissions book, on their website and via telephone. If a parent is struggling to find a place, they can contact the LA who will inform them of schools in their area that have places. Parents can then approach those schools to secure the place. The LA will continue to collect information about places from schools in the same way they have through the co-ordinated In Year process. Where a parent continues to be unsuccessful in finding a place, the LA may refer cases to Fair Access Panels.

## **Equality of Opportunities Statement**

All policies are screened to ensure that the Federation of Shepherdswell CE and Eythorne Elvington Community Primary Schools give 'due consideration' to equality of opportunity for all, irrespective of race, gender and disability.