Kempsey Primary School

Policy on Admission Arrangements for Academic Year 2024-25

Kempsey Primary School, an Academy, is its own admissions authority. The Governors of Kempsey Primary School will be responsible for deciding the outcomes of applications for places in any year group at any time.

All preferences are treated equally.

1. Admission at Age 4

1.1 As an Academy, Kempsey Primary School's Admission Arrangements support our primary aim of delivering education of the highest quality to students of all abilities.

1.2 Pupils will be admitted at age 4 (Reception) without reference to ability or aptitude. The number of intended admissions for the year commencing September 2024 will be 60

2. Oversubscription

2.1 Where applicants for admission into Reception exceed the number of places available, places will be offered in accordance with the following criteria, applied in the following order:

I. 'Looked after' and previously *'Looked after' children.
II. Siblings (see below for definition) of pupils attending the school and living within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, can be viewed in school or on the school website. In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.
III. Pupils living within the catchment area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in school or on the school website;
IV. Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
V. Children of staff at the school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage. This applies to all members of staff employed by Hanley and Upton Educational Trust.
VI. Pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the

GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).

Please note:

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan.

"A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

Children whose final Educational Health and Care Plan (EHCP) names Kempsey Primary School will be automatically admitted and are not subject to the oversubscription criteria.

A map of the catchment area may be obtained from the LA, the school or on the school website.

Late applications will be allocated in the same order, providing places remain available.

All applications for Reception places will be co-ordinated by Worcestershire Local Authority, who will make offers of places on behalf of the Governors of the school. Parents or guardians who reside within Worcestershire are required to complete a Worcestershire LA Common Application Form.

Parents or guardians who reside in other neighbouring counties, but who wish to apply for a place for their child at Kempsey Primary School must complete an application form for their "home" LA which will ensure that application details are passed to Worcestershire for consideration according to the oversubscription criteria above.

All application forms must be received by the Local Authority by 15th January 2024.

Late applications will only be considered after those received on time.

3. Waiting List and In-Year Admissions

3.1 Any applications for a place at Kempsey Primary School outside the normal year or time of entry to the school must now be made directly to School Admissions, on behalf of the Local Authority. The Co-ordinated Schemes can be viewed using the link below:

https://www.worcestershire.gov.uk/coordinatedschemes

3.2 Applications outside the normal admissions round from children with challenging behaviour will be considered on a case by case basis. If the governing body considers that admitting a child might have a detrimental impact on maintaining good order and discipline, and does not wish to admit the child even though places are available, it will refer the case to the Local Authority for action under the Fair Access Protocol (see 4.1 below). The school will only refuse an in-year transfer, where a place is available, if admitting the child would prejudice the efficient provision of education or resources and be required to evidence this.

3.3 A waiting list for places in each year will be held by the school. In Reception the list will be maintained until 31st December. Parents of unsuccessful applicants must ensure that they notify the school if they wish their child to be placed on this list. Where places become available, allocation will be according to the published oversubscription criteria.

4. Admission of children outside their normal age group

4.1 Where parents seek a place for their child at Kempsey Primary School outside of their normal age group, either as part of the main admissions round or as an in-year admission, the application will be processed in the normal way and a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This must also take into account the views of the Headteacher of the school. When informing a parent of the decision on the year group the child should be admitted to, the school must set out clearly the reasons for the decision.

4.2 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5. Fair Access

5.1 Admissions via the Local Authority Fair Access Protocol will be dealt with separately, usually directly between the Headteachers of the schools involved.

6. Appeals

6.1 Parents whose application for a place at Kempsey Primary School has been unsuccessful have the right of appeal to an Independent Appeal Panel. Appeals should be made in writing for the attention of the Clerk to the ASC within 20 school days of the date of notification.

6.2 Appeals will be conducted in accordance with the Current Code of Practice for School Admission Appeals. Parents or guardians whose appeals have been unsuccessful may only apply for a further appeal in the same academic year if there has been a significant or material change in circumstances. Parents may then appeal in each following academic year, but only once in each year.