



Fawkham CE Primary School

Policy for Admissions

November 2023

Fawkham CE Primary School

Admissions Policy 2023/24

Church of England Vision for Education:

Deeply Christian, Serving the Common Good.

John Chapter 10 Verse 10 – I came that you may have life; life in all its fullness

Our Fawkham Family helps everyone to:-

- Follow in the footsteps of God, with God's love, help and guidance,
- Know that we are all special and different and that God has created us in this unique way
- Feel safe, happy and confident in our loving caring Christian family
- Work together through the living out day by day of our Core Christian Values
- Try our best, with the light of Jesus inspiring us to be the best that we can be ensuring that we flourish

DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL

We value diversity and promote equal opportunities for all.

Introduction

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation.

Fawkham CE Primary is a Voluntary Controlled school and our admissions policy is set by Kent County Council in accordance with its 'Primary determined Admissions Arrangements for Community and Voluntary Controlled Schools'.

Admission Numbers and Intake Times

The school's published admission number (PAN) is 15.

The school has one intake per year.

Application Procedure

- Fawkham CE Primary School follows the procedures, timetable and deadlines set by Kent County Council.
- Parents will have the opportunity to visit the school; we will contact people who have registered an interest in the school.
- An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council.
- Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:-
 - Children in Local Authority Care
 - Current Family Association (sibling)
 - Health and Special Access Reasons
 - Nearness of Children's Home to School

Oversubscription Criteria

Before the application of oversubscription criteria, children with a bold statement of special educational need, which names the school, will be admitted. As a result of this the published admissions number will be adjusted accordingly.

Where the number of applicants exceeds 15 for a new intake, the following criteria will be applied.

- **Children in Local Authority Care** - This is 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 is subject of a care order under Part IV of the act. This applies equally to children who immediately after being looked after by the local authority became subject to adoption, residence or special guardianship order. (As identified by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.)
- **Current Family Association** - This refers to a brother or sister at the school at the time of entry. This includes: natural or adopted siblings; step or foster brother or sisters; those who live as brothers and sisters in the same house. This does not include cousins.
- **Health & Special Access Reasons** - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and 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 means 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 which 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 the National Land and Property Gazetteer (NLPG) 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 NLPG. The same address point on the school site is used for everybody.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances.

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

Fawkham CE Primary School is a Good and therefore very popular school. If it has not been possible for you to be offered a place at school, you may have the right to appeal against this decision to an Independent Appeal Panel.

To obtain a Primary Appeal Pack, you can download and print off the pack from www.kent.gov.uk or contact Kent County Council on 01622 696565. Once completed please return to:

The Appeals Administrator
Democratic Services
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

Admission Arrangements for Year R

At Fawkham CE Primary School children have the opportunity to have eighteen full terms in school across the Early Years Foundation Stage and Key Stage 1. We admit all children in the September after their fourth birthday.

In order that all pupils and parents feel confident and comfortable within our school surroundings, we invite all pre-schoolers to pre-school sessions during the summer term prior to admission. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. Here at Fawkham CEP School we are responsible for offering places to children in any year groups.

Parents apply for an In Year admission if their child has already started school and they wish to move them to another school. They can apply to our school even if we are full. Parents complete the In Year Casual Application form and send it to us. There needs to be a separate form for each child. We will offer places within 5 days if we have all the information, have a place, the child meets the entry requirements and no other child has a higher priority. If a child has been permanently excluded from more than two schools, we may refuse to offer a place. If a child is turned down for a place at Fawkham CEP school, parents can request to join our waiting list. Parents have the right to appeal against the refusal of a place.

Any child admitted to Fawkham during the school year will be given an opportunity to spend time in their new class prior to starting full-time at the school.

This policy will be reviewed regularly and updates given to Governors, in line with any new information and guidance that becomes available.

Written by: Miss Mandy Bridges (Headteacher)

To be reviewed 23rd November 2024

Signed..... Date 23rd November 2023
(Chair of Governors)

Signed..... Date 23rd November 2023
(Headteacher)