

Keston CE Primary School

Admission Arrangements

2018 - 2019

At Keston CE Primary School we strive to create a loving, caring community in which children are encouraged to achieve their full academic potential. The children are nurtured to grow in confidence, assurance and be considerate to others as they learn about themselves and the world in which they live. "In God's hands we love, learn and grow"

We welcome applications from all members of the community and we ask all parents to respect the Christian character of our school.

Age of Admission

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parent/guardians of children born on or after 1 March the option of choosing a September start for their child.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the beginning of the term the child reaches compulsory school age in the year of admission. Where entry is deferred to later in the academic year, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Hence children born between 1 April and 31 August and offered a place for admission will be expected to join the school by the start of the summer term in the academic year of admission.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health. The Admission Authority will consider applications outside the child's normal age group on an individual basis taking into account any information about the child's academic, social and emotional development; where relevant their medical history and views of a medical professional; where they have been previously educated out of their normal age group; and whether they may have naturally have fallen into a lower age group if not for being born prematurely. There is no automatic right to out of age group admission as decisions will be made by the Admissions Authority on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the headteacher of the school concerned must also be taken into account.

All such requests must be sent to mary.capon@aquinatrust.org

Admission of summer born children outside their normal age range

The term 'summer born children' relates to all children born from 1 April to 31 August. These children reach compulsory school age in term following their fifth birthday or on their fifth birthday if it falls on 31 August.

Parents of summer born children may request that their child is admitted the following year outside his or her normal age range into reception rather than year 1. There is no automatic right to this.

Any place already achieved for the child in reception in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and if deferral is agreed parents will need to re-apply for admission the following year.

The Admission Authority will make a decision having taken into account the circumstances of each case, together with the opinion of the Headteacher. Where the request is agreed, the application for a place will be considered with all other applications in the usual way applying the oversubscription criteria as necessary.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan

Children with a full statement of Special Educational Needs or Education, Health and Care plan are dealt with under a separate process by the Special Educational Needs team. The published admission number for all Bromley schools is inclusive of students with a statement of special educational needs or Educational, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.

Application Procedure

The school is part of the locally agreed coordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/guardians with proven parental responsibility. Parents must complete their home borough's Common Application form (CAF) and return the form to the home Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents are referred to the London Borough of Bromley's website on which further details of the co-ordinated process can be found www.bromley.gov.uk

Admission Criteria at the School

The school has [insert number] places for entry into reception in September 2018. If there are more applicants than places available priority will be given in the following order:

1. Looked after children or previously looked after children (See note 1 below).
2. Siblings – children who have a brother or sister at the preferred school at the beginning of their first term (See note 2 below).
3. In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications.
4. Children of teaching staff at the school: where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
5. Proximity – proximity as measured in a straight line from the front door of the home to the front door of the school (See notes 3 and 4 below).

Notes

1. A 'looked after child' definition:

- a) A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social care functions (see definition in section 22 (1) of the Children Act 1989). These children must still be 'looked after' when the child starts school unless (b) applies.
 - b) Or a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976(see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002.
2. Sibling refers to brother or sister, half brother or sister, fostered or adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must be still on the roll at the school when the younger child starts school.
 3. 'Home' being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.
 4. Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property; those living closer to the school receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same distance, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority. In the event that two or more applicants live the same distance from the school and cannot be differentiated as stated previously, the place will be allocated by drawing lots.

Waiting list

The waiting list is ordered in accordance with the admissions criteria. The waiting list is held until the end of the academic year. Parents may request in writing to join the waiting list.

In-Year Admissions

Waiting lists are kept by the Local Authority for each year in line with the Co-ordinated In-Year Admissions process. Applications for in year places must be made through the Local Authority.

Appeals Procedure

The Local Authority writes to parents/carers of all applicants giving details of the school to which their child has been allocated, and the contact details of the school should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals Panel, care of the school by the appeals deadline and clearly state the grounds for the appeal. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Twins, triplets and other multiple births – where twins, triplets or children from other multiple births qualify for the last place to be allocated the qualifying siblings will be admitted in excess of the published admissions limit and they will be considered as ‘excepted pupils’.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.

Fair Access

Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list and this includes admitting children over the published admission number.