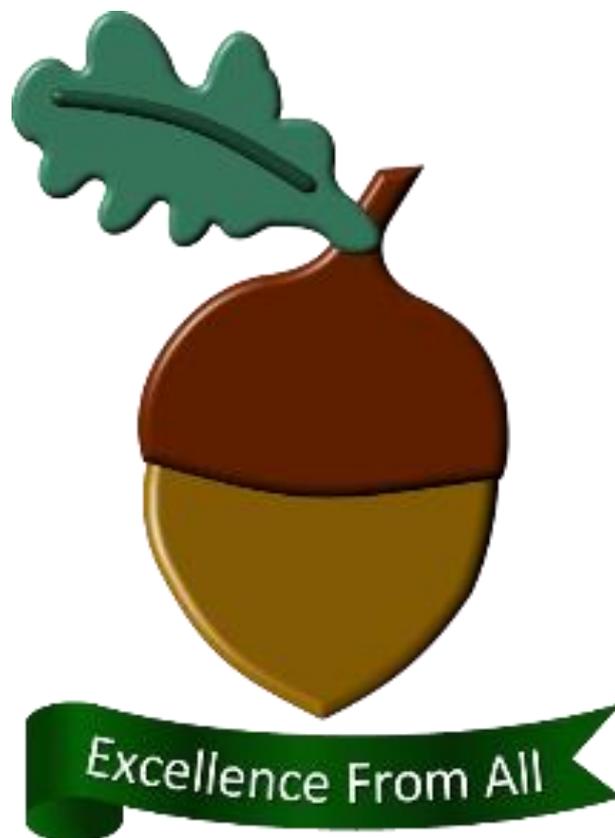


# **Cliffe Woods Primary School**



**Consultation  
Admission Arrangements  
For September 2021**

# Consultation Admission Arrangements for Cliffe Woods Primary School for September 2021

## Admissions Policy 2021

- Children reach compulsory school age at the start of the term following their fifth birthday.
- Cliffe Woods Primary School will admit four-year-olds into its Foundation Stage classes, ie those children born between 1 September 2016 and 31 August 2017.
- Parents need to complete the Common Application Form in accordance with the co-ordinated scheme.
- Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore, parents who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.
- Parents can also request that their child attends part-time until the child reaches compulsory school age.
- Parents of children with summer term birthdays (1 April to 31 August 2017) may ask to start their child in September 2022 but the Reception place will not be saved, parents will have to reapply for a Year R or Year 1 place in accordance with the DfE documents *School Admissions Code* and *Advice on the Admission of Summer Born Children*.
- Parents are not able to delay entry beyond the beginning of the term after the child's fifth birthday.

**The Published Admission Number for Cliffe Woods Primary School is 60.**

## Oversubscription Criteria

Following receipt of parental preferences, places will be offered to those children with an Education & Health Care Plan (EHCP) where Cliffe Woods Primary School is named. Then, if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

1. Children in Public Care – as defined in the Medway co-ordinated admission scheme.
2. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Cliffe Woods Primary School.
3. Current family association (a brother or sister in the school at the time of application and still attending in September 2021) – as defined in the Medway co-ordinated admission scheme.
4. Multiple birth children where Cliffe Woods Primary School is the nearest school to the child's home.
5. Nearness of child's home to school measured using Medway Council's criteria.

Where criteria involves measuring distance to a child's home, the LA's procedures for ascertaining the shortest available safe route between home and the school will be used.

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.

## **Casual Admissions**

- Cliffe Woods Primary School, as its own Admission Authority, deals with all requests for a casual admission place. This means that parents must apply directly to the school if they wish to apply for a place.
- The casual admission process will follow LA guidelines that aim to make a casual admission placement within 10 school days.
- Parents can apply for a casual admission at any time during the school year.
- If no places are available at the time of application, a waiting list will be maintained.
- Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.
- All vacancies will be allocated as they arise.

## **Casual Admissions when transferring schools without moving home**

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school and meet with the Headteacher before any place will be offered.

## **Appeals**

Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the *School Admissions Appeals Code* and the Governing Body's policy on admission appeals. Appeals will be heard within 30 school days of submitting the request. If you have any queries regarding an appeal, you are asked in the first instance to contact the school. Please download and complete the Appeal form if you wish to appeal for a place for your child, following the instructions on the form.