



# Montgomerie Primary School

## Admissions Policy 2018-2019

The Published Admissions Number (PAN) for Montgomerie Primary School is 30.

All children will be admitted full time in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. 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. Where parents choose to defer entry, the child will start at the beginning of the new school term/half term.

Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part-time place this would be for mornings only.

The Local Authority coordinates admissions to the school.

### Over Subscription

**There is no guarantee of a place for children living in the priority admissions area.**

Under the s324 of the Education Act 1996, the governing body is required to admit a child with a statement of Special Educational Needs that names the school.

In the event of over subscription, the following criteria will be applied to determine priority:

1. Looked-after children (including formerly looked-after children who have been adopted or made subject to a residence or special guardianship order)
2. Children with siblings attending the school at the time of admission
3. Children living in the priority admissions area
4. Remaining applicants

The over subscription criteria will be applied in number order. In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those closest given the highest priority based on measurements provided by the Local Authority.

### **Looked After Children**

The definition of Looked-after children comes from the Children Act 1989, s22 which is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a Local Authority in exercise of their social services function.

### **Siblings**

Siblings are defined as children with a brother or sister (or step brother/sister or adopted brother/sister) in the same family unit at the same address at the time the application is submitted. There must be a reasonable expectation that a sibling will still be attending the school at the time of admission.

### **Priority Admissions Area**

Please see attached map or contact the school for details of the priority admissions area.

### **Waiting Lists**

Unsuccessful applicants will be placed on a waiting list. The criteria for the waiting list will comply with the published over subscription criteria set out in this document. Waiting lists will be maintained for the duration of the Early Years Foundation Stage Year and any mid year admissions will be in line with the criteria above. Waiting lists will be kept 'live' for one year.

### **Appeals Against Admissions Decisions**

Parents and carers have the right to appeal against admissions decisions to an Independent Appeal Panel, as specified in the Code of Practice. Please contact the school for further details of the appeals process.

### **Admissions Arrangements**

The Governing Body will apply the admissions arrangements in accordance with the co-ordinated scheme for Essex.