

Cranbrook Church of England Primary School



Admissions Policy

Written by: Rosie Piper & Julie Holliday April 2018	
Agreed by governors:	April 2018
To be reviewed:	April 2019

Signed by Chair of Governors:	
Signed by Headteacher:	

Published Admission Number (PAN): 30

Our admissions policy is in accordance with Kent County Council's admissions procedures.

Application Procedure for Year R Places

Cranbrook Church of England Primary School admits up to 30 children into the Reception class during the school year.

In accordance with KCC Policy, children are admitted to our school in Year R within the following framework:

Children will be able to enter school on a full-time basis (phased in part-time for first few weeks) at the beginning of the September following their fourth birthday.

Applications for entry to the school for Year R should be made via the Local Authority by completing the Reception Common Application Form (RCAF) online. Further guidance can be found on the KCC website on <http://www.kent.gov.uk>. Once the PAN for the year group has been reached, no other children can be offered a place. Any children who applied for a place through the Local Authority but were not allocated a place at Cranbrook Primary can then be placed on the school's waiting list by completing the waiting list request form, supplied by the Local Authority.

Any parent whose child has been refused admission has the right to appeal against this decision. For appeals for admissions to Year R, parents can appeal at:

<https://kentcc.firmstep.com/default.aspx/RenderForm/?F.Name=FxRCtwe78m1&HideAll=1>

Parents can call 0300 041 42 22 or email appeals@kent.gov.uk for further advice.

Oversubscription Criteria

In line with government legislation, before the oversubscription criteria is applied, children with a statement of special educational need or Education (SEN) or Health and Care Plan (EHCP) which names Cranbrook Primary School in the EHCP will be admitted and the Published Admission Number reduced appropriately before places are allocated to other pupils.

When the school is over-subscribed and the number of places requested is more than the number of spaces available, places will be allocated in the following priority order:

1. Looked After Children/Children in Local Authority Care

This refers to: 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 to 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 defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

2. Siblings

This refers to: a brother or sister attending the school when the child starts. In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or, has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than two miles from the school using the distance measured by the method outlined in criterion 4.

3. Medical/Health

This refers to: Children and children of parents who have medical, health, social and special access needs. Medical health, social and special access reasons will be applied in accordance with the school's legal obligations, 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 Cranbrook C of E Primary 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 Cranbrook Primary School. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Cranbrook Primary School.

4. Straight Line Distance

This refers to: any other children, giving priority to those living closest to the school. The distance is measured between the child's permanent address and the school, measured in a straight line using the Local Authority's distance measurement program. The same address point on the school site is used for everybody. The school seeks these measurements from the Local Authority before placing the child on the waiting list.

In Year Admissions

The School follows the Kent 'In Year Casual Admission' procedures. Children are accepted in year groups where spaces are available. There are seven classes and the school aims to keep class size to 30 or below, in line with government requirements. Parents should consult the most recent Admissions guidance published by KCC, which can be found on their website at <http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>

School Waiting List

The school's **Waiting List** will be re-ranked, in line with the above oversubscription criteria, every time a child is added.