

Admissions Policy 2017/18

Date Agreed: January 2018

Date of Next Review:

**SUNNY BANK PRIMARY SCHOOL**

ADMISSIONS POLICY 2017/18

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.

The new Sunny Bank Primary School will follow the procedures, timetable and deadlines set by Kent County Council (KCC). Parents will have the opportunity to visit the school prior to making an application. Further information can be found on the school websites: [www.sunnybank.kent.sch.uk](http://www.sunnybank.kent.sch.uk) An RCAF (Reception Common Application Form) has to be completed at the appropriate time and information about how to apply for a school place can be found on the KCC website: <http://www.kent.gov.uk/education-and-children/schools/school-places>

Sunny Bank Primary School is a Community school and as such the admissions policy is set by Kent County Council (KCC) in accordance with the ‘Primary Determined Admissions Arrangements for Community and Voluntary Controlled Schools’. Further information can be found on the KCC website:

<http://www.kent.gov.uk/__data/assets/pdf_file/0019/30754/Primary-determined-arrangements-for-community-and-voluntary-controlled-schools-2016.pdf>

The published admission number (PAN) for Sunny Bank Primary School is 45. Before the application of oversubscription criteria, children with a statement of Special Educational Needs or Education, Health and Care Plan which names Sunny Bank Primary School will be admitted. As a result of this the published admission number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

* **Children in Local Authority Care or Previously in Local Authority Care** – 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.
* **Current Family Association** – a brother or sister in the school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the ‘Nearness’ criterion’ (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
* **Health and Special Access Reasons** – 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 Sunny Bank Primary School. Equally this priority will apply to children whose parents’/guardians’ physical or mental health or social needs mean that they have a demonstrable and significant need to attend Sunny Bank 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 Sunny Bank Primary School*.*
* **Nearness of children’s homes to school** – the distance between the child’s permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody and is used to determine how close each applicant’s address is to the school. A child’s home address is considered to be a residential property that is the child’s only or main residence.

**Appeals:**

If it has not been possible to offer your child a place at the school, you have the right to appeal against this refusal of a place to an Independent Appeal Panel. Information about how to appeal for a place at the school can be found on the KCC website:

<http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

**In-Year Admissions:**

These are admissions which take place outside of the normal entry to Reception Year. Sunny Bank Primary School is responsible for offering places to children in any year groups on receipt of a completed IYCAF (In-Year Common Application Form) together with proof of age. Further information, including an application form, can be found at:

<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>

**Admission Numbers and Intake Times to the Nursery:**

The nursery class has 52 part time places and can take up to 26 3 or 4 year olds per session (3 hours in the morning or afternoon). The nursery has three intakes a year in September, January and April. Children become eligible for a place the term after their third birthday. If the nursery is oversubscribed the following criteria will apply:

* **Special education, social, emotional or medical needs -** A small number of places will be offered to children with special education, social, emotional or medical needs, as assessed by children’s social services
* **Nearness of Child’s Home to School** – the distance between the child’s permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody and is used to determine how close each applicant’s address is to the school. A child’s home address is considered to be a residential property that is the child’s only or main residence.
* **Free for Two funding -** If we have places available after all the 3 and 4 year old places have been allocated we will then consider offering places to those children who are eligible for Free for Two funding in the term in which they turn three (rising 3’s). If the Free for Two places are over-subscribed the following criteria will apply:
  + Places will be offered in order of date of birth (oldest children first)

The school organises admissions to the nursery. Parents who require a place for their child should contact the school office for a waiting list form.

Attendance at the school nursery does not guarantee a place at Sunny Bank Primary and all parents wanting a YrR place for their child must complete an admission form (RCAF) as described.

Approved by Governing Board…………………………….January 2018

To be reviewed…………………………………………………………..