

# Newington Community Primary School



## ADMISSION POLICY

2023-2024

Amended:	September 2023
Approved by the Governing Body:	
Signed:	(Chair of Governors)
Review:	September 2024

## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day before his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August

The published PAN for NCPS is 90.

## How to apply

Kent County Council co-ordinates the admission arrangements of all primary schools in the County.

Please visit the website [www.kent.gov.uk](http://www.kent.gov.uk)

The Admissions and Transport Office is based at:

Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

The telephone number for Kent County Council's Contact Centre is 01622 696565, and they can put you through to the Primary Admissions Team or the Transport Team  
You can e-mail the Admissions Team on: Kent.admissions@kent.gov.uk

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

### **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Requests should be made directly to the Local Authority in the first instance. Emails should be sent to: Kent.admissions@kent.gov.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Oversubscription criteria**

Newington Community Primary School has a PAN of 90 children per year group. Any admissions over this number will be placed on our waiting list. Our waiting list places are allocated according to our Oversubscription criteria, outline below.

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Current family association (sibling – As defined by the Local Authority, brother or sister means children who live in the same house as brother and sister including adopted siblings, step brothers or sisters and foster brothers or sisters)
3. Health and special access reasons. Parents should provide evidence of this at the point of application to the school. This should be provided in writing, with clear medical evidence attached and given directly to the school office for the Headteacher's consideration.

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4. The distance of a child's home address to the school

#### **Newington Community Primary School will not take into account:**

- How long your child's name has been registered at a school
- If your child attends a nursery class on the school site or if the nursery is affiliated with the school (unless this is a published aspect of a school's admission arrangements).
- If your child attends a playgroup or preschool nearby or on the school site
- Any previous association you or your extended family may have had with the school either by attending it or by participating with any of the school's activities
- How long you may or may not have lived in the area.

#### **In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

You can download an in-year application form here or request a hard copy from the school office:

[https://www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0012/3522/in-year-application-form.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0012/3522/in-year-application-form.pdf)

Applications for in-year admissions should be posted to the following address:

Newington Community Primary School, Princess Margaret Avenue, Ramsgate, Kent. CT12 6HX

Or emailed to: [c.biggs@newington-ramsgate.kent.sch.uk](mailto:c.biggs@newington-ramsgate.kent.sch.uk)

#### **Appeals for New Intake (places in Reception Year)**

If your child's application for a place at the school is unsuccessful, you will be informed why your admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing using the KCC Primary Education Appeals Form. This form can be found at <https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

#### **Appeals for In-Year Admissions**

Parents have the right to appeal a decision for an in-year admissions place. This should be discussed with the school directly in the first instance. The admissions officer will be able to advise parents of the appeals procedure.

#### **Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

*For full details of the Newington Community Primary School's privacy notice and compliance with GDPR regulations, please navigate to: [www.newington-ramsgate.org.uk](http://www.newington-ramsgate.org.uk)*

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