

THE CEDAR FEDERATION

**KING'S FARM PRIMARY
SCHOOL**

Admissions Policy

Reviewed: Autumn 2023

Review Date: Autumn 2024

DATE	Amendments		Page
07/02/2022	Appeals – now online application to appeal, so information updated		5
01/02/2023	Extended review date to July 2023 to fall in line with Local Authority		1
04/12/2023	Reviewed as per the Key Admissions Policy Checklist and changed date on front cover	RT	1
05/12/2023	Added link to KCC’s Fair Access Protocol	RT	3
05/12/2023	Added new review date	RT	7

Introduction

King's Farm Primary School is a Community School and part of The Cedar Federation and as such our admissions policy is set by Kent County Council in order with the local authority's Co-ordinated Scheme for Primary Admissions.

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.

King's Farm Primary School complies with the Local Authority's [Fair Access Protocol \(KCC\)](#)

[KCC FAP](#)

Part 1

Reception Admissions

Admission Arrangements for Year R

At King's Farm Primary School children have the opportunity to have nine full terms in the Foundation Stage and KS1. We admit all children in the September after their fourth birthday.

In order that all pupils and parents feel confident and comfortable within our school surroundings we invite all pre-schoolers to visit our school before they start in September. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines.

Reception Admission Numbers and Intake Times

The school's published admission number (PAN) is 52 and King's Farm Primary School has one intake per year.

Reception Application Procedure

1. King's Farm Primary School follows the procedures, timetable and deadlines set by Kent County Council.
2. Parents will have the opportunity to visit the school; we will contact people who have registered an interest in King's Farm Primary School.
3. An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council.
4. Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools: -
 - Children in Local Authority Care
 - Current Family Association (sibling)
 - Health and Special Access Reasons
 - Proximity of Children's Home to School

Reception Oversubscription Criteria

Where the number of applicants exceeds 52 for a new intake, the following criteria will be applied. Before the application of oversubscription criteria children with a statement of special educational need (SEN), or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

- i) **Children in Local Authority Care or Previously in Local Authority Care**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

ii) Current Family Association

A brother or sister in the same 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).

Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

iii) Health & 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 a particular 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 a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school.

iv) Nearness of Children's Homes to School

We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these

straight-line measurements are used to determine how close each applicant's address is to the school.

Tie-breaker

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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.

Waiting List

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

Deferred Entry

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF (Reception Common Application Form) to the LA (Local Authority), with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions .

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances.

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

King's Farm Primary School is a very popular school. If it has not been possible for you to be offered a place at King's Farm Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel.

You can appeal online at : www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer

or contact Kent County Council on 03000 41 42 22 or email appeals@kent.gov.uk for support. Once completed please return to:

Part 2

Nursery Admissions - 34 morning and 34 afternoon places

Admission Arrangements for Nursery

Children may be admitted to King's Farm Primary School Nursery immediately after their third birthday; unless they qualify for Free for 2 funding then we will accept them the term before their third birthday- provided there are spaces.

King's Farm Primary school will accept admission forms for children any time after their birth. Once the school receives an admission application we will acknowledge it and then write to parents/carers again once we are able to offer a place at our Nursery.

Once an application is received, and if we have places available, then we will allocate a place to the child who (is the correct age), using the following criteria:

- are in Local Authority Care
- have siblings currently at King's Farm Primary School
- proximity of child's home to school
- the age of the child (we cannot reserve a Nursery place until the child, meets the age criteria)

When ranking children, King's Farm Primary School **will not** take into account:

- how long the child's admission form has been submitted to the school
- 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.

Once a place is available for your child they may attend either morning or afternoon sessions for five three hour sessions, making a total of 15 hours a week. If there are spaces for both morning and afternoon parents/carers will be able to choose whether their child has a place in the morning or afternoon. If only the morning or afternoon session is available, then children will be allocated to that session.

When our nursery is oversubscribed and places are limited we may offer reduced sessions to N1 children (these are children who will not be 4 years old until the following September). If offered, families would be able to request either a morning or an afternoon session for either 2 or 3

consecutive days a week, enabling them to access either 6 hours or 9 hours of their 15 hour entitlement.

We also offer twelve 30 hour places for eligible families (see www.kent.gov.uk for eligibility information). Providing there are spaces, after confirmation of eligibility the child can start in September, January or after the Easter break, whichever is soonest.

Part 3

In Year Casual Admissions

Admission for Year Groups other than Reception and Nursery

In Year Casual Admissions are admissions which take place outside of the normal entry to school. An IYCAF (in year common application form) needs to be completed and returned to the school for process. If a place is not available a refusal letter and a request for going onto the waiting list will be sent out. IYCAF forms are available from the school or online at www.kent.gov.uk.

Single Equalities Scheme impact Assessment (Equalities Act 2010)

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

King's Farm Primary School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.

Date: Autumn 2023

Review Date: Autumn 2024

Signed by Headteacher:

Signed by Chair of Governors:

Signed by Chair of Finance & Resource Management Committee: