



South Avenue Primary School Admissions Policy

Pupils will be admitted to the school without reference to ability, aptitude or background.

The school's standard number is 60, which means that admission for up to 60 children will be provided for each year. Admissions to the reception classes will be at the beginning of the academic year in which a child's fifth birthday falls. Where the number of applications exceeds the number of places available, the following criteria will be applied in the order set out here to decide which children should be admitted:

Looked After Child

Is defined as 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 the subject of 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 an adoption, residence or special guardianship order. (As defined by section 56 of the Adoption and Children Act 2002 or section 8 or 14A of the Children Act 1989)

Sibling

Children with a sibling attending any school within the Fulston Manor Academy Trust at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Children of Staff

Children of staff who will have been employed at the school for a minimum of two years at the time of entry

Children who attend primary schools which are part of the Multi-Academy Trust including Fulston Manor School.

Children with Exceptional Compassionate, Social, Medical/Health or 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 South Avenue 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 a particular 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 South Avenue Primary School.

Distance/Nearness of Children's Home to School

Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority. The school uses measurements provided by the Local Authority. We use 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. Further information on how distances are calculated is available in the Admissions Booklets available on the KCC Admissions website.

A child's home address is defined as a residential property that is the child's main or only residence. This should not be an address at which the child may stay during the week such as at a friend's, grandparent's or child minder's home.

If two or more children in all other ways have equal eligibility for the last available place(s) at the school, and their family homes are measured as being equidistant from the school, a random draw will be made to determine which child(ren) should be offered the place(s).

The criteria above, in the order as set out, will also be applied to fill any vacancies that occur during the school year.

Register of Interest

If parents wish to register an interest in their child attending this school they should contact the school with the following information:

- Name of child
- Address, including full postcode
- Telephone number
- Date of Birth
- Parents' names

If parents wish to visit the school before applying for a place they can make an appointment by contacting the school office. The school also offers several dates in the autumn before the child is due to start in the Reception classes for parents to visit the school.

Admissions Procedure

Procedures for admissions will be as described in the Local Authority's admissions booklet, and parents wishing to apply for a place at the school should familiarise themselves with these procedures. These are summarised below.

When parents know which schools they are interested in, they need to apply either using the online process available at www.kent.gov.uk/ola or by completing a paper form called a Reception Common Application Form (RCAF). This form can be downloaded from www.kent.gov.uk/primaryadmissions or by contacting the Primary Admissions Team. Parents should complete the application by naming up to three schools; putting them in order of preference with the one you would like most as first. Only one application can be accepted per child and can be made by either parent or guardian. If more than one application is received for a child, then it will not be possible to process the application until parents/guardians have been contacted and agree on which application should be used. It is not the role of the Local Authority to decide which application to use if parents cannot agree and this may result in the child not being offered a place, if both applications are withdrawn by the local authority pending dispute resolution.

Even if parents already have an older child at the school, they must apply for a place for the younger child. Parents will not automatically receive a place for their child because there is already a sibling attending the school.

If you are using a paper application form, then this should be returned to Kent County Council at the following address:

South Avenue Primary School
Admissions Policy 2016

The Admissions and Transport Office is based at: Sessions House, County Hall, Maidstone, Kent ME14 1XQ

If parents are applying online for school places, they will have to register with the website and create a User ID and password. If a valid email address is provided, parents will receive a registration email. This registration is not an application. Once registered, parents can then make an application for school places either straight away or by logging back in at a later time, provided it is before the closing date.

If parents require any help or assistance in applying online, contact the Online Admissions Team on 03000 41 21 21 or email kentonlineadmissions@kent.gov.uk.

In Year Casual Admissions

Applications for a place in a different year group, other than Reception Year, or to start at a different time are called In Year Admissions. In Year applications for South Avenue Primary school places should be made direct to the school using a separate copy of Kent County Council's single In Year Casual Application Form (IYCAF) for each child. The school will then let the parents know whether they can offer a place and will inform Kent County Council about the application and whether an offer has been made. The Schools will generally be able to tell parents within 5 school days of receiving the application whether they can offer a place. If the school cannot offer a place, parents will be told how to appeal and how to put the child's name on the school's waiting list.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by appealing directly to the school. Appeals should be addressed to:

The Clerk to the Governors
c/o South Avenue Primary School
South Avenue
Sittingbourne ME10 4SU

Transition Arrangements

During the Summer term before the children enter the school in September, parents and children will be invited to meet their new teacher and the other new entrants at several pre-school sessions. At the beginning of the term in September all parents will

be invited to a meeting with the class teacher, to ensure that all necessary information is shared.

All children start in September full time. Parents of summer- born children (born between April 1st and August 31st) can now make a request to the admission authorities and the Headteacher for their child to start the next academic year (thus, being up to 5 years and 5 months). The parents would need to demonstrate why it is in their child's best interest that they be considered for admission outside the normal age range, guidance suggests this should only be agreed in very limited circumstances.

Admission will be for the child to start school in the September following their 5th birthday. The child will be able to remain with the same age group as they progress through the school, including into secondary school.

Details of the admission policy and appeal arrangements will be published annually.