

Greenvale Primary School



ADMISSIONS POLICY – MAIN SCHOOL

Policy Date	November 2023
Signed by Head Teacher	Mrs A Allnutt
Review Date	November 2024

Approved by Governing Body		
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Chair of Governors	Print Name	Date

Greenvale Primary School is a maintained school and as such follows the guidance laid down by Medway Council in relation to school admissions. Further and full details can be found by following this link:

<http://new.medway.gov.uk/education/school-admissions/starting-primary-school/apply-for-a-place>

Monitoring

- The Governing Body will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- The policy will be reviewed annually or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities. ***See our SEND policy and Equality Information and Objectives for more information.***
- All applications will be treated in a sensitive manner in line with the selection criteria laid down by the local authority.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out by Medway Local Authority (see below) to determine whether a child is to be accepted or not.
- Greenvale Primary School values every child as an individual and will work with parents/carers to ensure a smooth transition in to school. The staff are very experienced at meeting a range of needs and would welcome conversations with any parents/carers who are considering a deferred start for their child. Parents/carers are encouraged to make an appointment with the Headteacher to discuss their child's individual needs and any concerns they may have before deciding on deferring to ensure that the school can work in partnership with the parents/carers for the best possible outcome for the child.

Medway's Over Subscription Criteria

Preference will be given in rank order to:

- A child who's Education Health Care Plan names the school
- Looked After Children/previously Looked After Children now adopted
- Health Reasons - there must be evidence supporting this from a GP to demonstrate a specific link between the child's medical conditions/needs and how the named school can meet these needs
- Sibling link
- Distance

How parents can apply for their child to be admitted to our school

- Our school is a maintained school and it determines the admission arrangements in agreement with the Local Authority. The Admissions Authority for our school is Medway Council, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the local authority.
- The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications are made online by the date stipulated. The LA will notify parents of the decision on an advised date as soon as all the applications have been considered. This date is in April. Those who have applied online will receive an email with the decision.
- In this area, children enter school at the start of the academic year in which they become five. There is one agreed admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the deadline in the previous January.

Deferred start date in the same academic year

- All school offers are made for the start of the academic year in September.
- If you want your child to start school later in the academic year, you need to apply for a school place at the normal time and speak to the school about your child starting later once an offer is made.
- You can only defer the start date within the same academic year. Once agreed, the school will hold the place your child has been offered.
- If you do not want your child to start school until the next academic year, you can request a delayed start date.

Delay start date to the next academic year (summer born children)

If your child is born between the 1 April and 31 August, they're classed as summer born and you can request a delayed start to school. This means you want them to start year R (reception) a year after other children their age.

To be considered for a delayed start, you need to follow the [Medway Council protocol for the admission of summer born children](#).

If your request is not granted and you still do not want your child to start until the following year, you'll need to apply as an in-year admission at that time but for a year 1 place.

This means your child will start school a year later, but will have missed year R (reception).

Admission for Year R for September

- Medway Council manages entry admissions for your child into school for September in Reception. Sometimes children leave our school during these early days of September thereby creating a vacancy during the school year. If the place is for a child in Year R, the local Authority will contact the next family on their waiting list (using the over subscription criteria) until the list is cancelled (normally in December). Admissions will then be handed back to the school.

In Year Casual Admissions Year 1 - 3

- The school manages casual in year admissions in line with the guidance laid down by Medway Council for all year groups.
- Parents/carers are warmly welcomed to look around the school, particularly if there are special circumstances, to be reassured that the school is suitable for their child.
- Steps taken:
 - Parents/carers request an In Year Admission form.
 - Once completed return to the school office. If the year group is over-subscribed the school will apply the over-subscription criteria outline on Page 1.
 - If there is a place available parents/carers will receive an offer letter and an opportunity to meet the Headteacher/Family Support & Parenting Practitioner where a start date will be agreed.

Further Guidance on Accepting or Refusing a Place

Guidance on accepting/refusing a place can be found by following this link:

<http://new.medway.gov.uk/education/school-admissions/starting-primary-school/offers>

Appealing a School Place

- Parents have the right to appeal against the refusal of a school place. Further details can be found by telephoning Medway Council on 01634 306000.
- If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase beyond the standard number.
- If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. Further details of appeal arrangements are set out in the Statutory Guidance for School Leaders, Governing Bodies and Local Authorities, December 2014 (updated 19th November 2021).

The Standard Number

- The 'standard number' is the number of children the LA considers the school can accommodate. The current standard number for Greenvale Primary School is 120. We keep this number under review, and the governors will apply to change the number if circumstances change.

Sizes of Classes for Children

- We teach children in classes that have a maximum number of 30 children.

Induction Process

- Class Teachers and Teaching Assistants will meet with parents prior to the child starting school. This will be followed by a period of induction for all children. The induction process is reviewed annually to meet the needs of the children.

Possible Induction procedure:

1 st week of Autumn Term	Meeting with parents, home visit with Teacher & TA
2 nd week of Autumn Term	Part time up to lunch.
3 rd week of Autumn Term	Part time including lunch.
4 th week of Autumn Term	Children to attend full time, unless specific needs determine otherwise with the agreement of the Inclusion Manager and Headteacher.