



Greenvale Primary School

Admissions Arrangements

Published Admission Number (PAN)

Greenvale Primary School has a published admission number of 30 pupils per year group and they are admitted into one class at the beginning of the Autumn Term in September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the year. Parents may also request that their child attends part time until their child reaches compulsory school age, with the agreement of the Headteacher.

Oversubscription Criteria

In the event of the school receiving more than 30 applications for places, the oversubscription criteria will be applied. Before this happens, children with an Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admission number will be reduced accordingly.

Where the number of applications exceeds the number of places available (currently 30) the following criteria will be applied in the order set out below:

- **Example of LAC criterion** –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* including those who appear to Greenvale Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). *An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- **Current Family Association** – a brother or sister in the school at the time of entry. In this context a brother or sister means children living as brother or sister in the same house, including natural brothers and 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 a particular school. Equally this priority will apply to children whose parent's / 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 suitable qualified medical or other practitioner who can demonstrate a special connection between those needs and the particular school.

- **Nearness of Children's Homes to the School** - Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by School Services Admissions Team. A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which a child may sometimes stay or sleep) and which is either owned by the child's parents or guardians or leased or rented to them under a lease or written agreement. Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Waiting Lists

The school does not hold any waiting lists.

Applying for Year Groups other than Reception, or for in-year (Casual) Admissions

A parent can make an application at any time to Greenvale Primary School, however, places can only be allocated if the PAN is not full. The PAN is 30 for each year group.

As with applications to the new intake classes, Greenvale Primary School asks parents to complete the standard application form found online at www.medway.gov.uk and forward it to the school.

If the PAN is full, the application will be assessed in accordance with the oversubscription criteria. The school will notify parents of the decision and will offer the right of appeal. All appeals must be made in writing to Medway Council within 14 days of receipt of notification.

Transition from Year 2 to year 3

From September 2023, our current Year 2 pupils will transition through to Year 3 and then onwards each year up to Year 6.

There is no need to apply for a year 3 place as current pupils automatically transfer through.