



# Policy Document

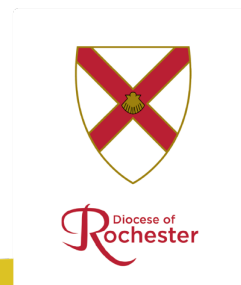
Stone St. Mary's C of E Primary School

## Admissions Policy

January 2024

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Caring, Growing, Shining Together



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Stone St. Mary's Church of England School is a voluntary controlled Church of England school, which has a distinctive Christian vision and ethos underpinned by Christian values. These drive everything that we do at our School and ensure we provide an inclusive, caring and supportive environment where children learn, develop and flourish well. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and it's importance to our community.

The Governing Body is responsible for the admission of pupils to the School and admits 90 pupils to the Reception class each year.

## Reception Class Admissions

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception class children are admitted in September, at the start of their Reception Year.

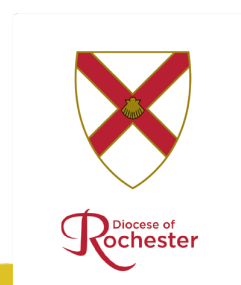
Applications for admission to the Reception Year are welcome from parents who may wish their children to be considered for a place at the school. Please apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

Where a child has been offered a place in Reception, parents are entitled to defer the date their child is admitted to the school until later in the year, or to attend part-time, up until the date their child reaches compulsory school age.

In line with the DFE **School Admissions Code**, children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) that name Stone St. Mary's CE Primary School in the statement will be allocated a place at the school before the oversubscription criteria are applied.

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over-subscription criteria below:

- **Looked after Children / Children in Local Authority Care** - 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 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989) or have been in state care outside of England and ceased to be in state care as a result of being adopted.



- **Current Family Association** - A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- **Health and Special Access Reasons** – medical, social, health 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 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 the particular school.
- **Nearness of Children’s Home and Ease of Access to Schools** – 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 the school, these straight line measurements are used to determine how close each applicant’s address is to the school.

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. This process will be independently supervised.

A waiting list will be kept of the applicants who are refused admission due to oversubscription. The list will be kept in the sequence of the criteria described above, and will be re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available, they will be offered to applicants.

*Requests for admission to Reception outside of the normal age group should be made to the Headteacher 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*



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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 the school's ability to agree to deferral. Parents are advised 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 Reception Common Application Form (RCAF) to the LA, 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](http://www.kent.gov.uk/primaryadmissions)

## Admissions

Applications for the admission of other children and late applications to Reception will need to be made using the LA 'In Year Casual Application Form'.

## Waiting List for Casual Admissions

The school does operate a waiting list for available places. For a child to remain on the waiting list and to renew interest, parents need to return any correspondence sent from the school. If a place becomes available, the school will contact the parents/carers by phone/letter and they are asked to accept or refuse the place within 10 days.

Queries about the Admission Policy should be addressed to the Headteacher or Chair of Governors, c/o the School Office. The school will establish an independent Appeals Panel in accordance with the relevant Education Act, or will use the services of the Local Authority Independent Appeals Panel.



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