



# Admissions Policy

Approval Requirements	KCC Admissions Scheme
Approval/Ratification Date	June 2017
Review date	As KCC updates admissions arrangements
Signed – Headteacher	

## **Park Way Primary School Admissions Policy**

### **Introduction**

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our admissions policy conforms to the regulations that are set out in the School Standards and Framework. These regulations are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **Aims and Objectives**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

All applications will be treated on merit, and in a sensitive manner.

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 below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

At Park Way we strive to ensure that policies and practices are underpinned by the school core values of respect, resilience and responsibility.

### **How parents and carers can apply for their child to be admitted into our Reception class**

Our school is a community school, and it determines the admission arrangements in agreement with the Local Authority (LA). The Admissions Authority for our school is therefore Kent County Council, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. A direct link to the booklet can be found on [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online on the above website (although a paper form is still available). The LA preferred method is for parents and carers to apply online. If you require any help or assistance in applying online, please contact the school or the Online Systems Team on 03000 412121 or email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk). All applications should be returned by the date stipulated on that form. The LA will notify parents and carers of the decision, usually by the end of March, when all the applications have been considered.

Children legally have to start school by the beginning of the term **after** their fifth birthday as they will have reached compulsory school age. However, to give as many children as possible at least eight terms in infant education we admit children at the start of the academic year in which they become five. As there is one admission date in each academic year, parents and carers 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 before the closing date given by the LA, usually mid-January.

### **Admission appeals**

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 too much. If parents and carers 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 appeals 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 revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

### **The Standard Number**

The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 45 children per year group.

### **Sizes of Classes for Infants**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children in line with legal limits.

### **In Year Casual Admissions**

In Year Casual Admissions are admissions which take place outside of normal entry into school. If you are a parent or carer of a child who already lives or has recently moved to Kent and is looking for a school place, you must complete an In Year Casual Admissions form (IYCAF). These forms are available from schools, the Primary Admissions Team or you can download the application form and guidance notes on how to make an IYCAF enquiry from the LA website [www.kent.gov.uk](http://www.kent.gov.uk).

The EYFS states that in a maintained nursery, where children are 3, there needs to be a ratio of 1 adult to 13 children. However, for rising 3s, the ratio is 1 adult to 4 children. We will therefore limit the number of rising 3s we admit. In order to effectively meet the needs of all children, and to ensure that ratios are securely met, we could take a maximum of four rising 3s at each intake. After this, any further children who are rising 3s would have to wait until a space became available (in the next intake). It is at our discretion if we decide to admit a child who is rising 3 or not.

### **Home visits**

Once a place has become available, parents are informed and near to the start date, a home visit is arranged. This is usually conducted by the class teacher/ key person and the school Family Liaison Officer. The aim of the home visit is to ensure that the parents, child and nursery staff get to know one another before entering the nursery. At the home visits, admissions forms are shared with parents. It is expected that these are completed before the child's first day at nursery.

### **Settling in**

A start date for the child's first day at nursery will be agreed during the home visit. If there are several new children starting at one time, then start dates and times may be staggered to enable staff to effectively support the children to settle in. On the child's first day, parents are welcome to stay to the session if they wish. The child's key person will be available to speak to parents and spend quality time with the child. After the first session, the child attends nursery independently, however if a child becomes distressed and does not settle, then a personalised settling in programme will be agreed between the class teacher/ key person and the parent.

### **Monitoring and Review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum. The policy will be reviewed in line with the admissions policy for KCC, which the school adheres to.