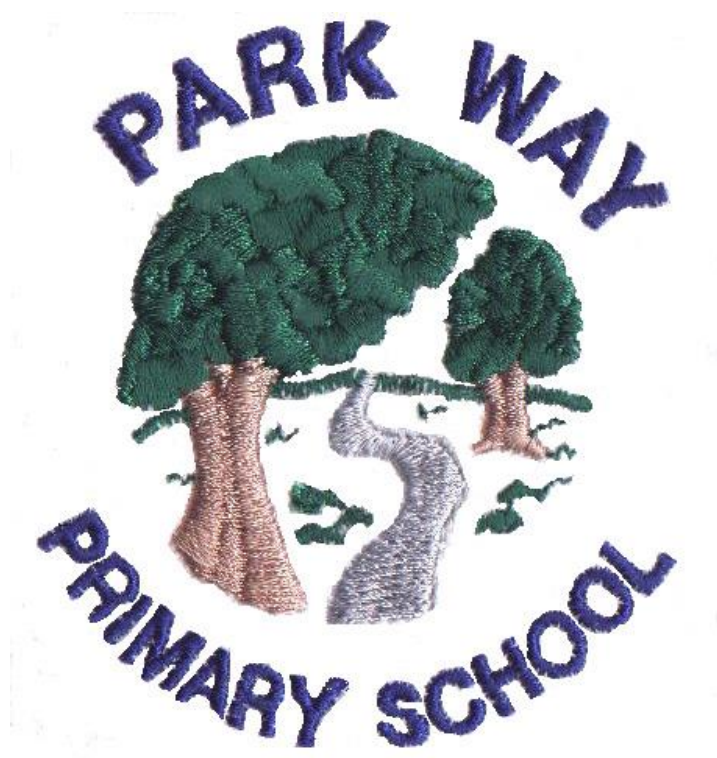


# ADMISSIONS POLICY



Approval Requirements	Full Governing Body
Approval/Ratification Date	January 2025 no revisions
Review date	March 2027
Signed – Chair of Governors	

Park Way Primary School is a community school in Maidstone, which is the County Town of Kent. Kent County Council is responsible for deciding and administering the admissions for this school. Parents have the right to express a preference for the school they wish their child to attend. There is no catchment area for this school and places are allocated on the basis of the criteria set out below and distance from the school. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. 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.

1. **Children who are looked after or were previously looked after.** Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order or special guardianship order.
2. **Children who appear to have been in state care outside of England.** Children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. **Siblings.** Children with a brother or sister who will be attending this school at the time of admission.
4. **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 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.
5. **Distance from home to school.** Priority will be given to other children who live closest to the school. (The distance is determined by Kent County Council)

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

The Local Authorities annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Applications should be made on line. The prospectus and application forms are available online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). If you require any assistance in applying 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

need to be completed by the date stipulated on the website. The Local Authority will notify parents and carers of the decision by email, usually by the end of March, when all applications have been considered.

All children legally start school in the September of the academic year when they become five years old, as they would have then reached compulsory school age. To give as many children as possible at least eight terms in infant education we admit children at the start of that academic year. From the autumn term, in early September, admission to our reception class is staggered over two weeks to take into account the children's ages and readiness for school. By the third week of the school term and by the end of September at the latest, all children will be attending school full time.

The school complies with legal requirements on deferred places. However, these would only be encouraged in exceptional circumstances and in the best interests of the child.

### **The Standard Number and class sizes for infant children**

The 'standard number' is the number of children the Local Authority considers the school can accommodate. The standard number in our school is 315, which is 45 per year group. We keep this number under review and the governors will apply to change the number if circumstances change.

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

### **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.)

### **In Year Casual Admission**

Children who join Park Way Primary School from other schools throughout the UK or overseas during the school year are known as 'In Year' admissions. As the Local Authority, Kent County Council is responsible for offering places to children in any year groups. 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 online at [kent.gov.uk](http://kent.gov.uk). Where

there is no place available the waiting list is ranked in the order of criteria as published by KCC (detailed above)

### **Monitoring and Review**

This policy will be monitored by the governing body who will always take due note of the guidance provided by KCC. The policy will be review annually or earlier in the light of any changed circumstances either in our school or the local area.