



KENSWORTH PRIMARY SCHOOL

ADMISSIONS POLICY

KPS-019

This Policy explains the criteria we use for pupil admission into our school and how Governors will consider appeals for special admission requests

Agreed by	The Full Governing Body
Signed	x  Anthony Todd (Chair of Governors)
Date	17 th March 2017
Next Review Date	November 2018



School Context

At Kensworth Church of England Primary and Preschool we want all pupils and their families to be happy with the education we offer and the policies and procedures we follow.

Admission to County and Voluntary Controlled schools is determined on the basis of a 'catchment area'. For Kensworth Primary School this is the Parish of Kensworth, and as part of its commitments the school strives to sustain a fair and transparent admissions procedure.

Policy Aims

The policy aims to ensure that the school's admission criteria and procedures are fair, transparent and clearly available to all parents and carers in its catchment area and beyond.

Principles

Admissions to Kensworth C of E Primary School are arranged through the co-ordinated scheme operated by Bedfordshire Schools Admissions Service and the School Governors.

The process is supported by the Local Authority's Admissions Service who will act in an administrative capacity to ensure that parents are not offered multiple places.

The admission limit for the primary school is 15 children per year group. Up to this number, children may be offered places from outside the catchment area, but beyond this, priority will be given to catchment area children.

Parents are encouraged to register their child with the school as soon as possible. This can be done by contacting the school where details will be kept on file. We will also be pleased to discuss with parents the admission arrangements for pupils who wish to attend the school following a move into the area, and parents are asked to telephone to make an appointment with the Headteacher.

Admission into our Preschool

There are no specific admission criteria into our Preschool. Kensworth Preschool will offer places to children, on the days they require, where there is a pupil space to accommodate them.

Admission of pre-statutory age children

Kensworth Primary school is unique in the local area as we admit pre-statutory children into the 4+ Class twice during the year. This class works alongside our reception class with a dedicated Nursery Nurse. We believe this helps a seamless transition from our Preschool into our Primary school and gives the children a boost in learning.

Children will be admitted at the beginning of the term following their fourth birthday as follows:

- Spring Term – children who have become 4 by 1st January (birthdays between 1st September and 31st December)



- Summer Term – children who have become 4 by 1st April (birthdays between 1st January and 31st March)

Children who are 4 between 1st April and 31st August are not eligible to enter into the 4+ class and therefore may be admitted into the Primary School for the Autumn Term as per the Primary School entrance criteria.

For children who are admitted in the spring and summer, the first two terms will be mornings only from 8.55 am to 12.00 pm. The pupils may then be offered a full time place from September (Autumn Term) as per the Primary School entrance criteria.

If the number of places available for 4+ children is not sufficient we use the same criteria as the Primary school to meet all the requests. Below is how the places are allocated:

1. 'All 'looked after' children or children who were previously 'looked after'
2. Children living in the catchment area with siblings at the school
3. Children living in the catchment area
4. Other children with siblings at the school
5. Children who live nearest to the school determined by straight line distance from the school site to the child's home address

If it is not possible to offer a 4+ place to a child, there is no right of appeal. Parents may re-apply for a place at the school for when the child is of statutory school age. If it is still not possible to offer a place, parents have the right to appeal at this stage through the Local Authority's Admissions Service.

Admission of statutory age children

As we are a Voluntary Controlled School, Central Bedfordshire require ALL our parents to re-apply for a place at statutory school age for entrance into the Primary School, irrespective if their children have been at Preschool or 4+.

The school year runs from 1st September to 31st August. All children will be offered full time places in the Reception Class, to start in the September of the school year during which they are five. (Where the child's 5th birthday falls between 1st September to 31st August of that school year).

By law, children must attend school from the beginning of the term immediately following their fifth birthday. If the number of places in a particular year group at the school is not sufficient to meet the request of parents, then as a Voluntary Controlled school we use the Central Bedfordshire Council - Standard Admissions Policy. This mandates we admit children in the following order:

1. All 'looked after' children or children who were previously 'looked after'
2. Children living in the catchment area with siblings at the school
3. Children living in the catchment area
4. Other children with siblings at the school
5. Children who live nearest to the school determined by straight line distance from the school site to the child's home address



Deferring a school place during the year

As some parents may not wish their child to take up a full time place initially, especially summer born children who will be only just 4 by that September, an opportunity will be given to parents to discuss the options.

These options may include deferring starting school completely until mandated by law or starting school on a part time basis until the child reaches compulsory school age. However, in normal circumstances summer born children may only have admission deferred until the start of that Summer Term in which they are 5.

Deferring a whole school year

In special circumstances parents of summer born children may request their child to start school in the Autumn term following their fifth birthday. The Governing Body will consider the request along with justification for the special circumstances. This would normally mean the child would enter straight into Year 1.

However, when the request to defer is made parents may wish such a child to be educated 'out-of-year group' i.e. in the Reception year rather than Year 1 they may request this and should discuss it with the school as soon as possible.

Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

Parents considering this option should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made.

- If the request is agreed to, the application can be withdrawn for that year before the place is offered.
- Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.
- If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday.
- Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Admission of children with special needs

The Governors are required to admit a child with a Special Educational Needs and Disabilities Statement which names the school.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.



Monitoring and Review

It is expected that this policy will be reviewed at least every two years as part of the Governing Body's policy review process.