



**COBHAM PRIMARY SCHOOL**

*Caring, Proud, Successful!*



# Admissions Policy



## 1.0 Introduction

The governing body of Cobham Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## 2.0 Aims and objectives

We are an inclusive school that welcomes 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. Our pupil admission number (PAN) in each year group is 30 for Foundation Stage and Key Stage 1 classes, rising to 32 for all Key Stage 2 classes. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

*The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.*

## 3.0 How parents can apply for their child to be admitted to our school

As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA. The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Primary Common Application forms (RCAF) can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered. In this area, children enter our school in the academic year they become five. Parents do not legally have to send their child to school until the term in which their child reaches compulsory school age – the term after their 5th birthday. However, to give as many children as possible at least eight terms in infant education, all schools must provide for the admission of all children from the September following their fourth birthday.

## 4.0 Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

You can obtain a Primary Appeal Pack from KCC's website at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)



## 5.0 The standard number (Pupil Admission Number)

The standard number is the number of children the school can accommodate. The standard number for our school is 30 in Foundation Stage and Key Stage 1 classes, rising to 32 in all Key Stage 2 classes. We keep this number under review and the governors will apply to change the number if circumstances allow.

## 6.0 Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

## 7.0 Admissions Procedure

The over-subscription criteria for all Community and Voluntary Controlled primary schools are (in priority order):

- **Children in Local Authority Care and Children who have been adopted from care:**

A child in local authority care or previously in local authority care is a child which is either in the care of the Local Authority or is being provided with accommodation by a Local Authority in the exercise of their social services functions under Section 22(1) of the Children Act 1989 or a child who ceased to be so because they became subject to an adoption, residence or special guardianship order.

- **Attendance at a linked school:**

This is only relevant to linked infant and junior schools and does not apply to Cobham Primary School.

- **Current Family Association:**

A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted; or –

- if they have moved – live within 2 miles of the school, or
- if they have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

Unfortunately, if your older sibling is currently attending school in Year 6, you cannot claim a sibling link for your younger child, as the older sibling will be transferring to secondary school in September 2018.

- **Health, Social and Special Access Reasons:**

Medical / 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 children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.

- **Nearness of children's homes to school** - 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 data. 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.

## 8.0 Admission for Children with Special Educational Needs or Disabilities (SEND)



If your child has already been identified as having a special educational need or disability before they enter school, in most cases the admissions criteria detailed above will still apply. However, if your child has a Statement of Special Educational Need or an Education Health & Care Plan (EHCP) or will have one by 15 January 2019, then you should be in contact with your local SEN Office (see below for details) as the admissions process is different.

Please note - If your child is going through statutory assessment you should not assume a Statement or EHCP will be issued. You should therefore apply for a school place at primary school as detailed in the admissions criteria above. If you fail to do so and your child does not receive a Statement or EHCP you may not get a place later when you do apply for the school of your preference as all the places may be filled.

Pupils with special educational needs or disabilities will be admitted to Cobham Primary School in line with the school's admissions' policy set out above. At Cobham Primary we aim to raise the aspirations and achievements of all our pupils, regardless of their SEND status. We have high expectations of all of our children and believe in a fully inclusive and holistic approach, where every child is unique and every child matters. As a school we strive to support each and every child to the best of our abilities, so that all our children can maximise their potential, despite any barriers to learning that they may have. Therefore, we will use our induction meetings to work closely with parents to ascertain how we as a school can best meet the child's specific needs.

We ensure that no child is discriminated against and has equal opportunities to achieve their full potential regardless of race, colour, gender, sexual preference, disabilities, special educational needs to socio-economic background.

## **9.0 Admission for Children with Education Health and Care Plans or Statements of Special Educational Need**

The admissions arrangements for children with Statements of Special Educational Needs or Education, Health and Care Plans are the responsibility of Kent County Council. For advice on the arrangements to admit your child into school, you should contact your local SEN Officer through your local Additional Educational Needs and Resources offices which is listed below:

### **Districts of Dartford, Gravesham and Sevenoaks**

Address: North Kent SEN Team, Joynes House, 1 - 4 New Road, Gravesend, Kent DA11 0AT

Telephone: 03000 419345

Email: [SENNorth@kent.gov.uk](mailto:SENNorth@kent.gov.uk)

Full information about Kent's admission process can be found at:

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>.

For advice call 03000 41 21 21

or email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk)