



Deanwood Primary School

Admissions Policy

Policy Scope: Deanwood Primary School

Responsibility: Local Academy Board

Review Frequency: Annually

Review Date: January 2024

The Governing Body of Deanwood Primary School adopted this policy in February 2021.

Signed by D Giles, Chair of Governors

A handwritten signature in black ink, appearing to read "D Giles", with a horizontal line underneath.

Statement of intent

At **Deanwood Primary School**, we welcome all pupils, and places at the school are offered in an open and fair way. Our admissions process is delivered in line with the:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DFE (2014) School Admissions Code
- DFE (2012) School Admission Appeals Code

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'.

The published admissions number (PAN) for Deanwood Primary School is 30.

Policy aims and principles.

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to assist families through the application process. The admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

Parents are actively encouraged to visit the school with their child if they are planning to apply for a place. Due to Covid-19, visits to the school may not be possible so a virtual tour is available to view on the school's website.

Outlined in this policy are details of the admissions arrangements and includes in-year admissions during this period.

This policy is reviewed annually or in any of the following circumstances

- Any proposed changes to our admissions arrangements will need to undergo a consultation period of 6 weeks and only after this time and when all responses have been considered will the revised policy be introduced.
- Changes in legislation / or government guidance
- In the event of an ineffective policy

Any concerns regarding a policy review should be raised directly with the Head of School.

Nursery Admissions - please refer to our Nursery Admissions & Attendance Policy (under review now so can this link be added once available)

Primary Admissions

To apply for a reception class place (the September after your child turns 4) you need to complete the relevant local authority's application forms which needs to be submitted by the deadline date. Parents are asked to apply online or they can request a form from the primary school or local authority.

Late applications will not be considered until all other applications have been reviewed.

All offers of Primary School places are made via the local Authorities, and the school will only be in contact once an offer has been made.

For full information on apply for a reception class place please follow the link below:

https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place

Alternatively, please contact Medway Council's Student Services Team.

Oversubscription criteria for Primary Admissions

Following receipt of parental preferences for Deanwood Primary School, places will be offered to those children with a statement of Special Educational Need or an Education, Health Care Plan (EHCP).

If there are still places available, allocation will be in the following priority order:

1. Children in public care / looked after children and previously looked after children
2. Children with a current family association (a brother or sister (including adopted, foster and step siblings) in the school at the time of application and still attending in September 2023).
3. Children with health, medical and special access reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Deanwood Primary School.
4. Children of teaching staff where the member of teaching staff has been employed at the school for two or more years at the time that the application is made.
5. Nearness of child's home to school measured using Medway Council's criteria. Where the criteria requires measuring distance to a child's home, the Local Authority's procedures for ascertaining the shortest available safe route between home and the school will be used.

Tie Breaker:

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.

Casual In Year Admissions

Parents/Carers need to apply directly to Deanwood Primary School and will be required to complete a Casual in Year Admissions application form.

- Places can be applied for at any time during the school year.
- The school no longer holds a waiting list so available places are offered as they arise.

Casual Admissions when transferring schools without moving home:

If a parent/carer wishes to transfer their child from another school without moving home, the Head of School will contact the child's current school to ascertain the

situation so that our school is able to offer the correct support should the child be offered a place.

It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school and meet with the Head of School before any place will be offered.

APPEALS

Parents/carers have the right to appeal to the school if a place is not offered to their child. Appeals against the refusal of a place at Deanwood Primary School should be made in writing, within 2 weeks of receiving notice of the refusal, and sent to the School Office for the attention of the Chair of Governors. The letter of appeal should give full details of the reason/grounds for the appeal. The appeal will then be heard by an independent appeals panel in accordance with the Statutory Schools Admission Appeals Code.

The Office of the Schools Adjudicator will take complaints about the schools' admission arrangements.

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>