Policy Document

Alkerden Church of England Academy

Admissions Policy

2027 - 2028

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Application for Admission to Alkerden Church of England Academy (Primary) For September 2027

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admissions Appeal Code

3. Definitions

The normal admissions round is the period during which parents can apply for State funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked After Children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously Looked After Children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to Apply

The Published Admission Number for 2027 is 30

Application must be made using the Common Application Form provided by the child's home Local Authority.

5. Admission of children outside their normal age group

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Parents may seek a place for their child outside of their normal age group. The decision to offer a place will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission panels must also take into account the views of the Head Teacher. Parents will be informed in writing of the decision that has been made.

Where there is agreement to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where

applicable. The application must not be given lower priority on the basis that the child is being admitted out of their normal age group.
Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of Places

The Published Admission Number for 2027 is 30

All parents/guardians applying for places for their children at Alkerden Church of England Academy are expected to support the Christian ethos and practice of the school. As a comprehensive school, Alkerden admits students from the whole range of academic ability.

In line with the School Admissions Code, children with Education, Health and Care Plans (EHCP) that name Alkerden Church of England Academy, will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

7. Oversubscription Criteria

If there are more applications to Alkerden Church of England Academy than there are places where the following oversubscription criteria will be applied by the Governors.

1. Children in Local Authority Care or Previously in Local Authority Care

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is:

(a) in the care of a local authority, or
(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

2. Children who have siblings or step or half siblings, including fostered and adopted siblings living at the same home address, attending Alkerden C of E Academy at the time of admission.

The school reserves the right to ask for proof of relationship.

3. Children resident in Alkerden, Castle Hill, Ashmere and Ebbsfleet Green, who's permanent home address has a postcode starting DA10 1, followed by two letters, e.g. DA10 1ZZ.

4. Children with Health and Special Access Reasons

Health 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 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 need means there is a demonstrable and significant need for their child 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. Children of staff of Alkerden C of E Academy in either or both of the following circumstances:

(a) where the member of staff has been employed at the school two or more years at the time at which the application for admission to the school is made,

(b) and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.

6. All other applicants.

8. Tie Breaks

In the event of there being more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the school.

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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. When we apply the distance criterion for the school, these

straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Where two or more children have an otherwise equal priority under the oversubscription criteria random selection will be used to establish which is ranked ahead of the other. This process will be independently supervised.

9. In-Year Admissions

Parents can apply for a place for their child at any time outside of the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. The waiting list is re-ranked, in line with our published oversubscription criteria, every time a child is added. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

10. Appeals

If you have not been offered a place following an application, either in the normal admissions round or an in-year application, the law entitles you to appeal to an **Independent Appeal Panel**. This panel is completely independent of the school

and the Local Authority. In accordance with the 2022 School Admission Appeals Code, the admission authority and appeal panels have elected for all admissions appeals to be held online.

You can find further details regarding appeals and the school's appeal's timetable on the school's website. www.alkerdenacademy.co.uk