



## **Admissions**

Reviewed: September 2019

By: Effectiveness of Leadership and management team

Agreed Governors meeting 2nd October 2019

Next review date: September 2020

## **Introduction**

The Governing Body of Teynham Parochial CEP School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school follows the Kent Admissions procedures.

Although we are a school that promotes a Christian ethos, we are an inclusive school that welcomes children from all backgrounds and abilities.

## **Published Admissions Number (PAN)**

The current PAN for our school is 30 children to be admitted in the academic year that they are 5 years old. However, parents have the right to appeal for a place at Key Stage 2 which may increase class size to beyond 30 if upheld.

## **Admission arrangements**

The school takes part in the admissions scheme using the Common Application Form (RCAF) of Kent LEA. Parents are encouraged to go on line to apply or collect the application form from school and fill it in, expressing their preferences. The forms are then submitted directly to the school who allocate places according to the relevant admissions criteria. The school will then inform the LEA when the place has been accepted.

Admission arrangements for a child to our School are in accordance with those published by the Local Authority which are, in priority order, as follows:

- Looked after children – *\*A looked after child is a child who is a) in the care of the local authority, or b) being provided with accommodation by a local authority in exercise of their social services functions.\**
- Current family association e.g. elder brother/sister at School
- Health and special access reasons (for which a medical certificate may be needed)
- Nearness of a child's home and ease of access to School

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, the LA will enforce the procedure set out above in order to determine whether a child is accepted or not. It is the LA's 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 excessive demand on the school places available

### **Notification and Appeal**

Parents are advised of the school allocated to them by the LEA. They can then accept the offer or request their child be reallocated to another school.

Parents have the right to appeal against a decision to the LEA if they wish.

This will then go to a School Admission Appeal panel, whose decision is binding for all parties.

### **Visits**

We encourage all parents and children to visit the school prior to starting. For Reception children there is a transition policy where the children visit the school and parents have the opportunity to meet with the class teacher before children start in September.

### **In-Year Admissions**

Teynham Parochial CEP School now co-ordinate all in-year admissions and allocates the place if available. KCC will be kept informed of numbers on roll.

The school will hold a waiting list if required.

Telephone contact number for Primary Admissions: 03000 412121

E-mail – [kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)

Please refer to the LA guidance for more details on admissions to our school.

[www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)

### **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.