

**Four Elms School**

**Admissions Policy 24/25**

**Admission Numbers**

The school's published admission number (PAN) 2024/2025 the PAN is 15.

**Application Procedure**

The school follows the procedures, timetable and deadlines set by Kent County Council. Parents will have the opportunity to visit the school before applying.

We will contact people who have registered an interest in the school regarding Open Mornings. An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council. Kent County Council allocate places based on the criteria below.

- Children in Local Authority Care
- Current Family Association (sibling)
- Health and Special Access Reasons
- Nearness of Children's Home to School.

**Oversubscription Criteria**

Where the number of applicants exceeds 15 for 2024/2025, for a new intake, the following criteria will be applied.

**Statement of SEND**

Before the application of oversubscription criteria children with a Statement of Special Educational Need/ or an Education Health Care Plan which names the school will be admitted and the admission number reduced accordingly.

**Child in Local Authority Care**

A. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, 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's Act 1989).

B. Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were

accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Current Family Association**

This refers to a brother or sister attending the same school when they start there and live at the same address. This includes: natural or adopted siblings; step or foster brother or sisters; those who live as brothers and sisters in the same house. This does not include cousins. The sibling claim will stand if:

- The family have continued to live at the same house as when the older sibling was admitted into the school, OR
- If the family have moved, and they have moved to within 2 miles of the school, OR
- If the family have moved nearer to the school. However, if the family have moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken. Unfortunately, if an older sibling is currently attending Year 6, a sibling link claim for a child applying for a Reception place intake cannot be made, as the older sibling will be transferring to secondary school when they enter.

### **Health and Special Access Reasons**

Medical, health, social 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 health or physical & social needs 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 needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate these needs.

### **Nearness of Children's Homes to School**

Nearness of children's home 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 (NPLG) 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 NPLG. The same address point on the school site is used for everybody.

### **Withdrawal of an Offer of a Place**

The school has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within three weeks of the date of the offer letter.
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

## **Appeals**

You will be sent a letter with the decision about your child's school – if your child has not been offered a place at your school of choice, you can appeal against the decision. The letter you receive will tell you how to do this. For further information, you can visit:

[www.gov.uk/schools-admissions/appealing-a-schools-decision](http://www.gov.uk/schools-admissions/appealing-a-schools-decision)

For information about the School Admissions Appeals Code, visit:

[www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)

## **Admission Arrangements for Reception**

At our school children have the opportunity to have nine full terms in the Foundation Stage and KS1. We admit all children in the September after their fourth birthday. In order that all pupils and parents feel confident and comfortable within our school surroundings we invite all pre-schoolers to three open afternoon sessions during the summer term prior to admission. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines. However, parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

## **Admission for Year Groups other than Reception**

In Year Casual Admissions are admissions which take place outside of the normal entry to school. An IYCAF (in year common application form) needs to be completed and returned to the school for process. If a place is not available a refusal letter and a request for going onto the waiting list will be sent out.

In Year Casual Admission Forms are available from the school or online at [www.School places - Kent County Council](http://www.Schoolplaces-KentCountyCouncil)

## **Waiting List**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school administration team and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Deferring Entry to School until Compulsory School Age**

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.

### **Admission of Children Outside their Normal Age Group**

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than the age appropriate year group. The Head of School will take into 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 the medical professional will also be considered, along with 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.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. If a request for a 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 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. They must not give the application 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.

### **Tie-Breaking Method**

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 a place.