Brompton-Westbrook Primary School

The Westbrook Trust
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2019 Admissions Policy

DETERMINED ADMISSION ARRANGEMENTS FOR BROMPTON-WESTBROOK PRIMARY SCHOOL FOR THE ACADEMIC YEAR 2018/2019

1. Children reach compulsory school age at the start of the term following their fifth birthday. Brompton-Westbrook Primary School will admit 4 year-olds into its Foundation Stage class, ie those children born between 1 September 2014 and 31 August 2015.

2. Parents/carers need to complete the Medway Common Application Form in accordance with the co-ordinated scheme. For further information and an application form please contact Medway Council's Student Services Operations Team on 01634 331155.

3. Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5. Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1 April to 31 August 2015) may ask to start their child in Year 1 in September 2020 but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

4. The Published Admission Number for Brompton-Westbrook Primary School is 60.

OVERSUBSCRIPTION CRITERIA Following receipt of parental/carer preferences, places will be offered to those children with statements of special educational needs where Brompton-Westbrook Primary School is named. Then, if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:
1. Children in public care - as defined in the Medway co-ordinated admission scheme, including previously looked children, who are now adopted
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 2018).
3. Children with health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Brompton-Westbrook Primary School.

4. Multiple birth children, as defined in the Medway co-ordinated admission scheme
5. Children of a member of staff who has been employed at the school for two years or more
6. Children from Service families
7. Nearness of child's home to school measured using Medway Council's criteria.

Where criteria involves 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 ADMISSIONS Parents/carers need to complete the Casual In-Year Admission Form and places will be offered in accordance with the co-ordinated scheme. Parents can apply for a casual admission at any time during the school year.

- If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.
- All vacancies will be allocated 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 teacher 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 Teacher 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 will be handled in line with the School Admissions 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