



Re-determined Admission Arrangements (Year R) for Napier Community Primary and Nursery Academy (part of The Kemnal Academy Trust) for September 2019

Consultation

In accordance with the Department for Education School Admissions Code (December 2014), we have determined that: -

1. By completing our last consultation process within the previous seven years (December 2014/January 2015 for September 2016 admissions), we are permitted to uphold the 2017 - 2018 admission arrangements.
2. Having no proposed changes to our admission arrangements for the 2019 – 2020 academic year, we are re-determining these same arrangements.

Ethos

In our all-through Primary Academy for pupils aged 3 - 11 we place a huge emphasis on the learning of each and every pupil.

Our Vision states that ‘We will encourage ambition for all of our children so that they can become the best that they can be. We will help them to develop into the future local, national and global citizens of the future. Our vision is for every child to be full of excitement and curiosity when they come into school and also when they leave school following a day full of learning.’

We welcome pupils and families from all backgrounds and will endeavour to provide the best provision possible to meet their needs.

Planned Admission Number

Having already increased our Planned Admission Number (PAN) into Year R to 90 in September 2013, the Governors do not propose any changes to the PAN for September 2019 and will admit pupils without reference to ability or aptitude.

Oversubscription Criteria

Where the number of applications exceeds the PAN, the Governors will offer places using the following oversubscription criteria in the order stated:-

- ❖ Children in public care (as defined in the Medway co-ordinated admission scheme)
- ❖ Siblings (natural, step or foster siblings) at the school
- ❖ Child’s health reasons (medical evidence must be provided)
- ❖ Nearness to the school

Admissions Procedure and Information to assist parents

We will admit pupils into Year R in the September after their fourth birthday. Parents / carers need to complete the Medway Reception Common Application Form (RCAF) stating their school preferences. The application form must be returned either to us or to Medway Council by the closing date for applications.

Parents/carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. We will discuss any part-time arrangements with the parents/carers and take into consideration the maturity and needs of the child.

We will hold admissions meetings in the terms preceding Term 1 so that parents/carers receive all the necessary information for their child to settle well into Year R. Parents/carers will also have the opportunity to attend joint sessions in Year R with the children and find out about the curriculum and how they can support learning at home.

Medway Local Authority will allocate places to pupils according to their procedure and deadlines.

Appeals

The Governing Body (The Kemnal Academy Trust) will establish an Independent Statutory Appeal Panel to hear appeals against non-admission for those parents/carers who had originally named this academy on their application form. Appeals must be made in writing and must set out the reasons on which the appeal is made. Parents/carers can appeal orally at any Appeal Hearing but must notify school in writing of their intention to appeal.

Waiting Lists

A waiting list will be maintained by the Medway Local Authority until 31st December 2019. The Head Teacher and Governing Body will be advised by the Medway Local Authority in the first instance, who will co-ordinate the waiting list for a fixed period of time, and in accordance with the published over-subscription criteria of the Academy. This will then be maintained by the school for the remainder of the time. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.

In-year (casual) Admissions

In-year applications for a placement at this Academy must be made in writing and sent directly to us. The Admissions Authority of this Academy will consider and process the applications and advise families of the outcome. In the event of our Admissions Authority deciding that a place cannot be offered parents/carers will be offered the opportunity of placing their child's name on the waiting list. Parents/carers will be informed of their right to appeal against the refusal of a place.

A vacancy will be deemed to have arisen if the number of children on roll within the requested Year Group is less than the published admission number (PAN) for that year.

We will notify the Medway Local Authority of every application received and their subsequent outcomes to enable the effective monitoring and correct administration of these processes. The Medway Local Authority will still offer advice to families on the admissions processes and how to apply and secure school places. They will also maintain an up to date record of our roll and vacancy figures.

Review

The Admissions Policy will be reviewed annually by the Governing Body.

Miss L Lynch
Executive Head Teacher

Mr M Harris
Acting Associate Head Teacher

Napier Community Primary & Nursery Academy

December 2017

ADDENDUM



Admissions to Year R, September 2019 (Notable Dates)

Please refer to Medway Council's Website - Schools and Education | Apply for a School Place | Primary co-ordinated admissions consultation 2019, the School Admissions Code and the Schools Admissions Appeals Code.

Monday, 17th September 2018

Applications open (online opens at 9:00 am).

Tuesday, 15th January 2019

National closing date for applications (by 5:00 pm latest; on-line and RCAs).

Tuesday, 29th January 2019

Deadline date for 'late' school applications for exception reasons (by 5:00 pm latest; on-line and RCAs).

Tuesday, 16th April, 2019

Offer emails and letters for a place in Year R will be sent to parents, however, it may not be the school of your choice.

Friday, 10th May 2019

Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted BY this date.

Monday, 20th May 2019

From this date, until Tuesday 31st December 2019, The Local Authority re-allocates any places that have become available to those who have asked to go on the waiting lists for each school.

Early/Mid July 2017

Academy appeals will be heard.

If an appeal is for Year R, please note that the Academy is bound by infant class legislation which means that it is against the law to have more than 30 children in one class. This number has been allocated according to the school's over-subscription criteria. There are consequently, only limited conditions under which an appeal may be upheld. Very few appeals, if any, are successful for Foundation Stage (and Key Stage 1) as the Academy cannot break the law by having more than 30 pupils in one class. It is advisable to place your child on the school's waiting list alongside any appeal request as you are more likely to be allocated a place from the waiting list than through an appeal process.

Detailed information on Primary School Admissions for 2019 can be found on the Medway Council website or by calling the School Services Team on Tel: 01634 331110/331155 or emailing them at: admissions@medway.gov.uk / casualadmissions@medway.gov.uk