

Admission Arrangements for 2019

School name	Phoenix Academy
Address	Glencoe Road Chatham Kent ME4 5QD
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Headteacher	Mr Peter Sears

Admissions Policy

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2019-20 for allocating places for September 2019 as part of the main admission rounds for Year R (Reception) & Year 3. Please note admission to Reception is dependent on the school being granted the right to change its age range by the EFA (Education Funding Agency).

The main principle of admission to Phoenix Academy is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities.

We have strong curriculum links with the three secondary schools within the Fort Pitt Thomas Aveling (FPTA) Trust: Fort Pitt Grammar School, The Thomas Aveling School and The Robert Napier School.

The school participates in the Local Authority co-ordinated admissions scheme and all deadlines within that should be adhered to by applicants.

As required by the Regulations of 2005 (Admissions Code 2014) the school will give first priority in their over-subscription criteria to applications made on behalf of Looked After Children (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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to the school) and previously Looked After Children. A previously looked after child is one who was looked after, but has ceased to be so because he/she was adopted (or became subject to a child arrangements orders or special guardianship order).

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week. Home address: Proof of residence is required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution. School visits and activities for which parental contribution is required are not compulsory. Further information regarding voluntary contributions is set out in the school's Charging and Remissions Policy.

ADMISSIONS PROCESS

Detailed information and guidance will be published in the Medway Local Authority booklet: *Admission to Primary School: A Guide for Parents*. Admissions should be made using the Medway Primary Common Application Form (RCAF).

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school where we are appropriately equipped to manage the needs of the child.

The Planned Admission Number (PAN) for the year commencing September 2019 will be 30 in KS1 (Reception) and 60 in KS2 (Year 3).

OVERSUBSCRIPTION CRITERIA

Where the number of applications received via the Medway co-ordinated scheme exceeds the school PAN, places will be allocated in the following priority order following admission of children with an EHCP or Statement of SEN that names the school as a suitable provision:

- A looked after or previously looked after child ¹
- A child with current family association (a brother or sister in the school at the time of application and still attending in September 2019, or any of the other Trust schools) ²
- Attendance at Greenvale Infants School (paired infants school) for entry into Y3.
- A child with health needs. Medical evidence must be provided by a social worker or medical professional that demonstrates a specific health reason which requires the child to attend the preferred school
- A child of a member of staff of the FPTA Trust (where the member of staff has been employed for three years or more within the Trust at the time when the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage)
- Nearness of the child's home ³ (In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.) Evidence of residence may be required.
- 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. The process will be independently verified.

Please note for children of multiple birth:

In the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple birth, the school will give multiple birth applications a higher priority for a place than other applications with the exception of looked after and previously looked after children. Parents/carers/carer must tick the appropriate box on the application form to indicate the children are of multiple birth.

In cases of over-subscription, parents can ask for the child's names to be placed on a waiting list held by the Local Authority for a place at Phoenix Academy. Children on the waiting list will be ranked according to the school's over-subscription criteria and the

¹ as defined in the Medway Council Co-ordinated Admissions Scheme.

² 'Sibling' means an older brother or sister, step-brother or sister, foster brother or sister, or those who live as brother or sister in the same house. In all cases, children must reside in the same household.

³ Distances and routes calculated will represent the shortest route to the school from the child's home (as defined by the Ordnance Survey). The start point is the centre point of the nearest road or footpath of the child's home. The end point is centre point of the road adjacent to the school site (as defined by the Medway Council Primary Admissions Policy 2019/20).

co-ordinated scheme and not according to the date when a child's name was added to the list.

Should there be an over-subscription an Admissions Committee comprising of representatives of the Local Governing Body, with the Headteacher in attendance, will meet to review each case independently.

CASUAL ADMISSIONS

The casual admission process will follow Local Authority (L.A.) guidelines that aim to make a casual admission placement within 10 school days.

For a Year R (Reception) & Year 3 child the following will apply after the L.A. closing date of 31st December:

- 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 school's over-subscription 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
- Year 3 admissions will be determined by the Local authority

Casual Admissions when transferring schools without moving home

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the child's current school to ascertain the situation so that our academy 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, when appropriate, visit our academy and meet with the Headteacher before any place will be offered.

RIGHT OF APPEAL

If, having applied the over-subscription criteria, the school is unable to offer a place parents/carers will be contacted in writing and advised of the reason why a place could not be offered and giving information regarding the right of appeal. Parents wishing to appeal should write to the Clerk to the Appeal Panel at the school and appeal papers will be forwarded on request. The completed forms should be returned to the Clerk to the Appeal Panel at the school. The closing date on the forms must be adhered to.

REVIEW

The Admissions Policy will be reviewed annually by the Trust's Local Governing Body.