WARREN WOOD PRIMARY ACADEMY

ADMISSIONS POLICY AND PROCEDURES FOR 2019 – 2020

Warren Wood Primary Academy is a 3-11 school with inclusive provision for language needs. This policy is for admission to the mainstream school only and the admissions policy and criteria for placement in the Inclusive Provision for Language Needs is included separately and will be via consultation with the current provision and the Local Authority Decision Making Group.

The main principle of admission to Warren Wood Primary 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. 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.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants. As required by the Regulations of 2005 the school will give top priority in their oversubscription criteria to applicants on behalf of looked after children (A 'child looked after' 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 Act 1989) at the time of making an application to a school) and previously looked after children. Previously children looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Home address: Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. 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.

ADMISSIONS PROCESS

Designated by the Local Authority as a co-located specialist provision for speech and language needs, admissions to Evergreen is managed by the Medway Local Authority SEN Panel.

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 properly equipped to deal with the needs of the child.

Warren Wood Primary Academy meets the agreed criteria concerning the delivery of the Foundation Stage of Learning in accordance with the Local Authority's policy and will admit four year olds to the Foundation Stage Classes in one intake in September. The children due

to be admitted during the academic year 2019/2020 are those born between September 2014 and 31 August 2015.

However, children reach compulsory school age at the start of the term following their fifth birthday.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Parents 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 will have to re-apply for a Year 1 place.

The Planned Admission Number (PAN) for the year commencing September 2019 will be 55, excluding the specialist speech and language pupils.

Places are offered to children with a statement of special educational needs where, following consultation with the Local Authority that the child's individual needs can be met, the school is named.

OVERSUBSCRIPTION CRITERIA

Where the number of applications received via the Medway co-ordinated scheme exceeds 55, the school PAN, places will be allocated in the following priority order:

• Children in public care – as defined in the Medway Council Co-ordinated admissions scheme;

• Current family association (a sibling in the school at the time of application and still attending in September 2019), Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.

• Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school,

• Nearness of children's homes and ease of access to schools (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 cases of over subscription, parents can ask for the children's names to be placed on a waiting list held by the Local Authority for a place at Warren Wood Primary Academy. The children will be ranked according to the school's over subscription criteria and the co-ordinated scheme and not according to the date when the child's name was added to the list.

Should there be an oversubscription, an Admissions Committee comprising School Governors, with the Head Teacher in attendance, will meet to review each case independently.

RIGHT OF APPEAL

If having applied the oversubscription criteria, the school is unable to offer a place, parents will be contacted in writing and advised of the reason why a place could not be offered. Parents wishing to appeal should write to the Clerk to the Appeal Panel at the school and appeal papers will be forwarded on request. These should again be returned to the Clerk to the Appeal Panel at the school and the closing date on the forms must be adhered to.

CASUAL ADMISSIONS
The casual admissions process will follow LA guidelines that aim to make a casual admission placement within 10 school days.

- Parents can apply for a casual admission at any time during the school year. Please contact the school direct for an In Year Casual Application form (IYCAF). This can also be obtained via Medway Council and downloaded via their website.
- 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 SCHOOL WITHOUT MOVING HOME
If a parent wishes to transfer their child from another school without moving home, the Head of School 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 themselves, visit our Academy and meet with the Head of School before any place will be offered.

Admissions for Children with Statements of Special Education Needs or an Education Health & Care Plan (EHCP)
The admissions arrangements for children with Statements of Special Educational needs are the responsibility of Medway Council. For advice on arrangements to admit your child into school, you should contact your local SEN Officer through Medway Council.

Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR
Telephone 01634 337170

Procedure for admission into the school-based Nursery
The school is the admission authority for the school-based nursery. Intake into the Nursery will be in September, January and March/April. There are 26 places in the Nursery, five sessions in each week with each session lasting the statutory three hours.

The over-subscription criteria for pupils in Reception Class will also be applied for the nursery.

Admissions are subject to there being a vacancy in the Nursery.

REVIEW

The following document forms the school's final determined admission arrangements for September 2019.

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