

# Kingsham Primary School – West Sussex

## Admission Policy for 2018-19

This policy will apply to all admissions from 1 September 2018, including in-year admissions. The school will participate in the co-ordinated admission arrangements operated by the West Sussex County Council and the local Fair Access Protocol which will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2017/18 for allocating places for September 2018 as part of the main admission round.

The guiding principles of the Admissions Policy are to be clear, fair and objective and compliant with all relevant legislation; that the school will work with West Sussex County Council to ensure places are offered in accordance with the published arrangements; that the school will serve its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community.

### Admission Criteria

The University of Chichester Academy Trust is the admission authority for all of its schools. The admission arrangements are determined by the Trust, after statutory consultations. The published admission number (PAN) for Kingsham Primary School is 45.

### The deadline for applying and late applications

Your completed online application must be submitted by the national deadline of midnight on Monday 15 January 2018. If your application is received after the deadline, it will be a late application, which means that your preferences will be considered only after all applications received on time. Notifications to parents offering a Year R school place for Kingsham Primary School will be sent by the West Sussex County Council on 16<sup>th</sup> April 2018.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

If the school is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Kingsham Primary School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living in the catchment area of Kingsham Primary School (*see (ii) in Definitions*) who at the time of application have a sibling (*see (iii) in Definitions*) on the admissions register of Kingsham Primary School who will still be on roll at the time of the sibling's admission.
4. Other children living in the catchment area of Kingsham Primary School.
5. Children living out of the catchment area of the school who at the time of the application have a sibling (*see (iii) in Definitions*) on the admissions register of Kingsham Primary School who will still be on roll at the time of the sibling's admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see (iv) in Definitions*) from the catchment school for their address, the application will be considered under 3, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the

school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].

## 6. Other children.

### Definitions

(i) Looked after children are defined as those who are (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). Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(ii) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

(iii) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3 and 6 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

(iv) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

### Distance Measurement

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications;

applicants living nearer the school have priority. West Sussex County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place.

### Pupils with a statement of Special Educational Needs or Education Health and care Plan.

The governing body will admit any pupil whose final statement of special needs or Education Health Care Plan names the school. Where possible such children will be admitted with the PAN.

### Additional Information

#### Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

Fair Access admissions and school closure arrangements will take priority over the waiting list. If your child was refused a place in writing at a West Sussex school that was a higher preference than the school offered they will automatically be added to the waiting list for the higher preference school. Waiting lists are

set-up 20 school days after the allocation date. If you were refused a school place outside of West Sussex then you need to contact the Local Authority for the school refused for information on their waiting list procedure. All waiting lists must be ordered by the same criteria used to determine the allocation; the School Admissions Code prohibits waiting lists from being ordered by date of application or length of time on list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

At the time of receiving an application decision from the County Council or a school, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 December 2018, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants in the normal admissions round should contact the West County Council:

<https://www.westsussex.gov.uk> by 22 May 2017. In-year applicants can contact the University of Chichester Academy Trust at any time having received a refusal letter from the school. Information on how to appeal and the timetable for the appeals process is on the Trust website at [www.unicat.org.uk](http://www.unicat.org.uk)

## Admission of children outside their normal age group

Parents can seek to be placed outside their normal age group. Decisions will be made on a basis of the circumstances of each case; parents may be offered a place in another year group at the school.

## Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2012).

How West Sussex County Council allocate places. Please visit the following website for further information:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>