

Compassion – Courage – Hope – Integrity – Justice  
Respect – Responsibility - Wisdom



**Herne Bay Junior School**

# **Admissions Policy**

# **Admissions 2024**

**Policy Agreed: April 2023**

**Review Date: April 2024**

## ADMISSIONS POLICY

### Admissions 2023

The admissions policy is as follows:

Boys and girls will be admitted at the age of 7 years (Year 3) without reference to ability or aptitude. The number of intended admissions for the year commencing September 2024 will be 125. (Published Admissions Number)

Where application for admission exceeds the number of places available, the following criteria will be applied, this is known as the oversubscription criteria. This will determine which children the school will admit. Before the application of oversubscription criteria, children with an **Education (SSEN), Health and Care Plan (EHCP)** which names our school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

#### **Oversubscription Criteria:**

##### **1. Education, Health and Care Plan (EHCP)**

##### **2. Children in Local Authority Care or Previously in Local Authority Care**

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

##### **2. Attendance at a linked school**

Where admissions links have been established between the Infant and Junior Schools concerned. Children attending Herne Bay Infant School are given priority for admission to the Junior School

##### **3. Sibling/Current Family Association**

Where a brother or sister is in the same school at the time of entry and the family continues to live at the same address as when the brother or sister was admitted or has moved closer to the school than when the brother or sister was

offered a place, or has moved to an address that is less than 2 miles from the school. Brother or sister is defined as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Linked infant and junior schools are considered to be the same school for this criterion.

#### **4. Medical / Health and Special Access**

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Herne Bay Junior School. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend Herne Bay Junior School. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Herne Bay Junior School.

#### **5. Nearness of children's homes**

We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straightline measurements are used to determine how close each applicant's address is to the school.

In the event that applications for admissions exceed the number of places available, the Governors Admissions Committee shall apply the above criteria. The parents of pupils who cannot be admitted will be informed by letter and they shall have the right to appeal against the decision. The appeal committee shall comprise members of the Governing Body who are not on the Admissions Committee, together with persons who are independent of the Governing Body. 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.

#### **LATE APPLICATIONS:**

Late applications, i.e. those received by the school or Local Authority after the closing date for application will be treated as casual admissions once the admissions round is closed.

#### **CASUAL ADMISSIONS:**

Pupils defined as casual admissions, i.e. pupils who have not joined the school at the beginning of Key Stage 2, shall be subject to application of the above criteria by Kent County Council to determine order of entry and will be re-ranked.

Parents of prospective pupils who are casual admissions are asked to contact the school directly and follow the school's admission procedure for entry.

The Governors shall meet at the start of the Autumn term and set the number of intended admissions to any age group. (This number will be no lower than the Planned Admissions Number)

#### **WAITING LIST**

The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

#### **APPLICATIONS FOR CHILDREN TO BE TAUGHT OUTSIDE THEIR EXPECTED YEAR GROUP**

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with their date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

#### **IN YEAR ADMISSIONS.**

If a child moves to the area after the start of the school year an in Year Admission Form (IYAF) will be completed by the parent.

**February 2024** – Proposed admissions arrangements to be submitted electronically to the LA for publication on Kent Trust Web.

**February 2024** – Proposed admissions arrangements open for review and comment by all parties.

**March 2024** – Closing date of consultation period and submission of responses addressed to Mrs Carmen Williams in the office.

**March 2024** – Governing Bodies meet to discuss responses received and finalise determined arrangements.

**April 2024** – Final determined arrangements to be submitted to the LA for publication on Kent Trust Web.

**April 2024** – Final determined arrangement to be submitted to the Secretary of State.