



St Crispin's CP Infants School

ADMISSIONS

St Crispin's is a three-form entry infant school. Our Published Admission Number (PAN) is 90, which means we have 90 places overall in our three Reception classes.

As a local authority school we follow the DFE School Admissions Code and the Kent County Council Admissions Arrangements to ensure that school admissions are managed in a transparent and equitable way.

All applications for a Reception Class place must be made to the local authority. Applications for a place should be made between November and January for the following September. More information about applying for a school place can be found on:

www.kent.gov.uk/education-and-children/schools/school-places

Every school must publish its Criteria for Admission – this is the process used to allocate school places if

At **St Crispin's Infant School** priority for admission will be given to children in the order below:

- In line with the DFE School Admissions Code, children with **an Education, Health and Care Plan (EHCP)** which names St Crispin's Infant School will be allocated a place at the school before the oversubscription criteria are applied. The published admissions number will be reduced accordingly.

All other pupils will be admitted according to the following **oversubscription criteria**.

- **Children in Local Authority Care or Previously in Local Authority Care.** "Looked after" children are children who are in the care of a local authority or are being provided with accommodation by a local authority. Previously looked after children 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 – section 22(1) of the Children's Act 1989.
- **Current Family Association.** A sibling who will still be registered at St Crispin's or St Saviour's at the time of admission (not the time of application). For the purposes of admissions, St Crispin's is linked with St Saviour's Junior School (although this link can be broken sometimes if a family moves house after an older sibling has been admitted). A sibling is defined as a brother or sister living **in the same house**, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

- **Health, Social and Special Access Reasons.** 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 St Crispin's Infant School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a **demonstrable and significant need** to attend St Crispin's Infant School. Applications will only be considered under this category if they are supported by a written statement from a doctor, or other relevant independent professional and presented to the school *at the time of application*. The information must confirm the **exceptional medical or social need** and demonstrate how St Crispin's Infant School is the **only** school that can meet the defined needs of the child /parent/guardian.
- **Nearness of Children's Homes to School.** 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 data. 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. In the case of distances from flats, a block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. A child's home address is considered to be a residential property that is the **child's only or main residence** (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under lease or written rental agreement. Where partners live apart but share the responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.
- **Tiebreaker.** In the event of a tiebreaker where two children live in the same block and where both are eligible for the last available place, the computerised system used by the local authority will draw a number randomly to decide which child should be given the place.
- **Multiple Births.** We will admit the 90th child's twin or triplet if they all apply at the same time. This is because the School Admissions Code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Deferred Entry

Parents have the right to start their child at school on a full time basis from the September following their 4th birthday, providing they have been allocated a school place. We strongly recommend our planned induction process, but parents retain the right to formally request that the school provide a full term schedule for their child from the beginning of the school year.

Parents also have the right to delay a child's start date (known as deferred entry), until later in the school year, but not beyond the beginning of the term after they turn 5 and not beyond the beginning of the final term of the school year in April. A child may also start part time later in the school year, but not beyond the beginning of the term after they turn 5.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time. You should also speak to the schools you are applying for, to discuss how you would like your child to be admitted.

Summer-born children

Children born between 1 April and 31 August are sometimes referred to as summer born children. They have the same right to defer entry as any other child. This means they must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process during the last month of reception year.

For a child to start reception year in the following September, a full year after they were first entitled to start, you will need agreement from the admissions authority of the school. This is because a new application for a later admissions round would be needed for your child to be considered for a place to be taught outside of their age group and with a younger group of children. The admissions authority will make its decision taking into account the school admissions code and the advice of the Headteacher.

To request admission to reception year outside of the normal age group, you should contact the Headteacher of each preferred school as early as possible during the application period for that child's date of birth. This will allow the school and admissions authority enough time to make a decision before the closing date.

Parents are not expected to provide evidence to support a request to defer an application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede a school's ability to agree to defer admission.

You are required to complete an application for the normal point of entry at the same time, in case your request is declined. This application can be cancelled if the school agrees to accept your request for deferred entry into reception year the following year.

Deferred applications must be made by completing a Primary Common Application Form to the local authority, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications in the following admissions round, and offers will be made in accordance with each school's over subscription criteria.

Appeals

Parents whose application for a place at St Crispin's Infant School is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act 1998. Appeals must be made in writing to the Local Authority who manages appeals on behalf of St Crispin's Infant School. This supports our commitment to an open and fair process for admissions to our school.

Waiting Lists

St Crispin's Infant School will operate a waiting list for each year group. Children's position on the waiting list is determined solely in the accordance with the oversubscription criteria. The waiting list will be re-ranked every time a new child is added. Where places become available they will be allocated in accordance with this criteria.

In-Year Applications

If you wish to apply for a place under an In Year Casual Admission at any time during the school year, you need to obtain and submit an IYCAF form to the school with any supporting evidence if required. IYCAF forms are available from the school office or online at:

www.kent.gov.uk/education-and-children/schools/school-places

The school will then process the application according to the process for In Year Applications and using the oversubscription criteria to rank the child's place on any waiting list.

The Right to Withdraw a Place

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances: when a parent has failed to respond to an offer within a reasonable time; or when a parent has failed to notify the school of important changes to the application information; or the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent; or the requirements of the County Co-Ordinated Scheme for Primary Admissions, to which St Crispin's Infant School subscribes, have not been followed completely.

Arrangements for Admissions and Appeals will be reviewed and published each year.

October 2017