



Admissions Policy

Admission of Pupils – Loose Primary School

1. *Loose Primary School is a member of the Coppice Primary Partnership, a Multi-Academy Trust that was established on 1st September 2018. Our admissions arrangements follow Kent County Council's policy for September 2019 intake and are detailed below.*

- The number of pupils admitted in the last year was 60.
- The agreed admissions limit for the annual intake of pupils is 60.
- The number of pupils on roll in September 2017 was 352.
- Pupils will be admitted without reference to ability or aptitude during the academic year that they reach the age of 5 years.

2. Key dates for 2019 Reception intake:

Action	Date
National closing date for applications	Tuesday 15 January 2019
National Offer Day: e-mails sent after 4pm and letters sent 1st class post	Tuesday 16 April 2019
Schools send out welcome letters no earlier than	Tuesday 23 April 2019
Deadline for late applications and waiting list requests to be included in the reallocation stage. Also date by which places should be accepted or declined to schools	By Monday 13 May 2019
Deadline for lodging of appeals	Tuesday 21 May 2019
Reallocated places that have become available from the schools' waiting lists are offered by KCC. After this point, schools will take back ownership of their waiting lists.	Wednesday 12 June 2019

Our over subscription policy for the year starting 1st September 2019 is:

3. In accordance with legislation, where a child's Education Health and Care Plan (EHCP) names Loose Primary School as the most appropriate school, priority will be given to that child. Before the application of our oversubscription criteria children with an EHCP which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly. Where there are more applications than the number of remaining places, pupils will be prioritised in accordance with the oversubscription criteria as set out below:-

I. Children in the care of the Local Authority.

A child under the age of 18 years for whom Kent County Council provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under part IV of the Act.

II. Where the child has a sibling attending the school at the time of entry.

In this context a sibling is a brother or sister who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.

III. Where there are medical/health or social grounds for admitting the child.

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 only Loose Primary 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 only Loose Primary 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 Loose Primary School.

IV. Proximity of the child's home address to the school, with those living nearer being accorded the higher priority.

A child's home address is considered to be a residential property that is the child's only or main residence and which is either owned by the child's parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Proof of a child's main residence will be required.

The distance is measured 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.

4. In the unlikely event of a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.
5. If siblings from multiple births (twins, triplets, etc) apply and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Withdrawing places:

6. After a place has been offered the school reserves the right to withdraw the place in the following circumstance:
 - When a parent has failed to respond to an offer within a reasonable time; or
 - When the 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 the parent.

Admission of children outside their normal age group:

7. Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced significant problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose to agree a deferred entry or to request that the school considers that the child is not admitted to school until the September following their fifth birthday. Parents may request that they are admitted out of their normal age group – to Reception rather than Year 1.
8. Parents should contact the Head of School to discuss and submit a request for admission out of the normal age group, but should continue to make an application for their child's normal age group at the usual time. The decision on their request will be made prior to any offers of admission. If a request is agreed the application for admission to their normal age group will be withdrawn and a new application must be made the following year.

In-Year Casual Admissions

9. A standard form, known as the In-Year Casual Admission Form (IYCAF), which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round is available online or from the school office.
10. Enquiries can be made directly with the school or via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.
11. IYCAFs must be returned to the school and these will be processed no later than 5 days from receipt.

Children with an Education, Health and Care Plan (EHCP)

12. Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process. Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996

Children in Local Authority Care (CiC) and Children Adopted from Care

13. Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child).

Determining Offers in Response to the IYCAF

14. The school will notify applicants resident in the Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:
 - (a) the starting date if a place is available;
 - (b) the reasons why the child is not being offered a place if a place is unavailable;
 - (c) information about the statutory right of appeal against the decisions to refuse places;
 - (d) information on how to apply for a place on the waiting list;
15. The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days. If a place is offered, the child must then start at the school within 10 schools days of accepting the place. The school may consider extending this period slightly if there are justifiable reasons to do so.
16. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further five school days and point out that the place will be withdrawn if no response is received.

17. Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school.
18. Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria.