

# 2020 – 2021

Potential in Everyone Academy Trust  
CEO - David Whitehead

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## ADMISSIONS POLICY Minterne Junior School

<Insert Date>

<b>Committee</b>	Board of Directors
<b>Approved on</b>	20/11/18
<b>New Review date</b>	<insert date>
<b>Version control</b>	V0.1

## Trust rationale

The Potential in Everyone Academy Trust has adopted the following arrangements with respect to the admission of pupils to the academy.

Pupils will be admitted to Year Three before their eighth birthday, usually entering at the start of the academic year (September 2019 – July 2020). The Published Admissions Number (PAN) to Year Three in September 2020 is 90.

Where the school is undersubscribed all applicants will be offered a place.

The academy will admit any pupils with an Education Health and Care Plan (EHCP) naming the school.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

## Minterne Junior School rationale

At Minterne Junior School we aim to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. This policy outlines the procedures for admissions into Year Three. It has been written in line with Local Authority guidance and statutory Admissions procedures.

## Aims

The aim of this policy is to:

- ensure fair and equitable access to Minterne Junior School for local children.
- clarify the school's admission arrangements and the rights of parents and pupils.
- ensure the school complies with the LA admissions code.
- meets its statutory duties regarding CLA pupils.

## OVERSUBSCRIPTION CRITERIA

- 1. Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). **Children previously in Care outside of England** - Children who appear to KCC 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 2. Sibling / Current Family Association with The Oaks Infant School and/or Minterne Junior School** - a brother or sister attending The Oaks Infant School and/or Minterne Junior School in this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live 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 the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

3. **Medical / Health 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.
4. **Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Minterne 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 Minterne 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 the school.
5. **Children of School / Trust staff** - a child of a current member of staff of the school / Trust will be considered eligible for a place at the school.
6. **Distance / Nearness of children's home to the 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. 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 straight line measurements are used to determine how close each applicant's address is to the school.

Where partners live apart but share 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. 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 academy.

## **Applications**

Applications for entrance should be made through Kent Primary Admissions Scheme, if applicants live outside the area at the time of application, these should be made through their home local authority. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form available from the academy or the Local Authority Admissions Office at Admissions and Transport, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ. Telephone 03000 412121. National closing date for applications is 15 January and National offer days are 16 April. Late applications will be placed on a waiting list and places allocated based on the above criteria.

## **Tie Breaker**

In the unlikely event that two or more children are unable to be separated and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a number and drawn randomly, this must be supervised by someone independent of the academy, to decide which child should be given the place.

## **Appeals**

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the clerk to the Academy Directors. The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the Local Authority's published date (18 May), except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- The Academy will acknowledge an appeal within seven working days of it being lodged.
- Appeals relating to other admissions can be made at any time.

## **Right to Withdraw a Place:**

After a place has been offered Minterne Junior 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.

## **Waiting Lists:**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 July 2020, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the Local Authority's fair access protocol they will take precedence over those children already on the list.

Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

## **In-Year (Casual) Admissions:**

Applications for a place at the academy should be made via the school office at Potential in Everyone Academy Trust c/o Minterne Junior School, Minterne Avenue, Sittingbourne, ME10 1SB, where you will be sent an application form. This form must be returned to the above address who will offer a place, if one is available and the child meets the criteria for admission. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.