

# Kilnwood Vale Primary School Admissions Arrangements

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Kilnwood Vale Primary School is a part of GLF multi academy trust. The Trust is the admission authority for the school and therefore responsible for determining the admission arrangements for the school each year in accordance with The Schools Admissions Code (December 2014) and any further relevant legislation.”

Kilnwood Vale Primary School has adopted West Sussex County Council’s determined admissions arrangements for 2022.

## Published Admissions Numbers (PAN)

The school has an admission number of 60 for entry in year Reception. (September 2022)

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out in the oversubscription criteria below, in priority order.

## Applications

The school is part of the local authority coordinated admissions process. Details of how to apply can be found on the child’s home local authority website. <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/starting-school-places/> The closing date to send applications to the child’s home local authority is 15 January 2022.

## Oversubscription Criteria for September 2022

1. Looked after children (children in public care) and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (see footnote 2)
2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. (see footnote 3)
3. Children with one or more parents who are members of staff at the school who were recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children with a sibling at the school at the time of admission, (see footnote 4) who live inside the priority area set out in the map at the end of this policy.
5. Children who live in the priority area set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the priority area for Kilnwood Vale Primary School.
6. Children with a sibling at the school at the time of admission, (see footnote 4) who live outside of the priority area.
7. Other children outside of the priority area.

## Priority Area for Kilnwood Vale Primary School

[https://drive.google.com/open?id=1Hmw23g8R\\_Slrunjm4A1\\_vn9DT8wtOnm8](https://drive.google.com/open?id=1Hmw23g8R_Slrunjm4A1_vn9DT8wtOnm8)

The location of the school is marked with a circle and the red boundary line identifies the Priority Area. Please zoom in at least to 200% to view the road names.

### **Tie-break**

If in the categories 2-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line from the child's home to a central point of the main school building. Distance will be measured by software held by the West Sussex Admissions.

Random allocation undertaken by the local authority will be used in a tie-break in categories 2-7 to decide who has the highest priority for admission if the distance between a child's home and the free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins, triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rule to exceed our PAN.

### **Late Applications**

West Sussex County Council manages the late application process if the application deadline has been missed. Further details can be found at:

[http://www.westsussex.gov.uk/learning/schools\\_ages\\_4-16/school\\_places/late\\_applications.aspx](http://www.westsussex.gov.uk/learning/schools_ages_4-16/school_places/late_applications.aspx)

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

- Apply for a place at the normal time;
- Request at the same time that the child is admitted to a year group other than their chronological year group;
- Provide any evidence you wish to provide in support of your request.

The Academy Trust will then consider the request and inform the parent of their decision before offers of places are made in April.

Applicants can ask that their child is admitted to a higher year group than his/her chronological age group or a lower year group. If the trust agrees the request, the child will be admitted into the agreed year group if the child has priority for admission when the admission criteria are applied. If the trust do not agree the request, the child will be considered for a place in his/her normal chronological year group.

### **Deferred entry for infants**

Parents of summer-born children who will be aged 4 at the start of term (i.e. those children who were born between 1 April and 31 August) may defer their application for a place until the following year, at which point we will consider them to be reception-age children.

Alternatively, they could choose to apply for a reception place when their child is 4.

Please note that:

- Children are entitled to a full-time place in the term after they reach the age of 4;
- Parents can accept a place but choose for their child to attend part-time (hours to be agreed with the school) until their child reaches compulsory school age;
- Parents can defer entry until the start of the term after their child becomes 5 but cannot defer beyond the end of the school year;
- A child becomes of compulsory school age on the first prescribed day following his/her 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday) and must then attend school full-time.

### Waiting Lists

The school will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

Any parent refused a place at the school has the right to have their case heard by an independent appeal panel. Details of how to apply can be found at:

[http://www.westsussex.gov.uk/learning/schools\\_ages\\_4-16/school\\_places/school\\_appeals.aspx](http://www.westsussex.gov.uk/learning/schools_ages_4-16/school_places/school_appeals.aspx)

### Footnotes

1. Home Address: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.
2. A looked after child is a child who is a) in the care of the 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), c) (with effect from 1 September 2021) children who appear (to the local 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 will be regarded as having been in state care 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. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

3. Parents wishing to apply under this category must submit independent professional evidence with their application explaining why it is essential for their child to attend Kilnwood Vale Primary School as their first preference. (This evidence should be given directly to the school in an envelope clearly marked with your child's name and date of birth). The supporting evidence from the qualified professional (i.e. medical consultant or social worker) must detail fully the child's needs and address the reason why these needs can only be met at Kilnwood Vale Primary School. Letters from parents alone are not considered sufficient. Letters from teachers at the child's current nursery/school will not be taken into account.

The School Strategy Board will not contact third parties to obtain information relating to an application. It is the parents' responsibility to send any evidence relating to their child to support their application. Your application will not be considered under this category if you do not provide the supporting evidence. The evidence must be received by the deadline of 15 January 2020. The School Strategy Board reserve the right to seek assistance from the Pupil Admissions Team when considering these applications.

4. The term 'sibling' means a brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a step brother or sister or other child living in the same household as part of the same family, who in any of these cases, will be living at the same address at the date of their application for a place.

Children whose parents were accepted places offered in the first year of opening in 2019 are treated as living in their current school's catchment area for sibling purposes. Please note that it is the parent's responsibility to indicate these circumstances in their application.

Link to Medical Needs for if applying under Category 2.

[https://docs.google.com/document/d/1poYlvtxxXOgP2TqeGNDQg1AOYhumtvrPKW2dkG1J\\_Q/edit](https://docs.google.com/document/d/1poYlvtxxXOgP2TqeGNDQg1AOYhumtvrPKW2dkG1J_Q/edit)

Link to Social Needs for if applying under category 2.

[https://docs.google.com/document/d/1poYlvtxxXOgP2TqeGNDQg1AOYhumtvrPKW2dkG1J\\_Q/edit](https://docs.google.com/document/d/1poYlvtxxXOgP2TqeGNDQg1AOYhumtvrPKW2dkG1J_Q/edit)