



Kilwood Vale Primary School admission arrangements for September 2019/2020

Introductory statement

Kilwood Vale Primary School is a free school run by GLF Schools and is due to open in September 2019. It will be a co-educational 2-form entry primary school with nursery provision for children aged 2 -11 years.

Admission number(s)

The school has an admission number of 30 for entry in year Reception in 2019. The school will accordingly admit this number of pupils 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.

Application process

The Kilwood Vale Primary school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to Kilwood Vale Admissions at the following address - admissions@kilwoodvaleschool.org

The closing date for applications is **15 January 2019**.

Offers will be made on **16 April 2019**. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children 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.¹
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered².
3. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
4. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
5. Priority will next be given to children living within 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.
6. If there are any places remaining after places have been allocated to the priority area, places will next be allocated to other children living outside the priority area.

Tie-break

'If in categories 2-6 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. Distances will be measured by software held by the West Sussex Admissions.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-6 above to decide who has 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 and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

¹ 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).

² The medical needs form or social needs form detailed in the supplementary information must be completed and submitted to admissions@kilnwoodvaleschool.org at the time of application.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child be admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

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.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until 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

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact The Appeals Administrator: on TEL 033022 22732 or Email: appealsadministrator@westsussex.gov.uk by 22 May 2019.

Further information can be found here - <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/school-admissions-appeal-form/>

Notes

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.

Sibling:

'Sibling' means a natural 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.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions. 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. 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 Governing Body 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 2019. The Governing Body reserve the right to seek assistance from the Pupil Admissions Team when considering these applications

Supplementary Information

Priority Area for Kilnwood Vale Primary School

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 the map to at least 200% to view the road names.

Link to Medical Needs Form if applying under category 2

https://docs.google.com/document/d/1Hpb37WO9_7Ehs_LBa1pSUEGH3OoZD4eifCYuboSBcA/edit?usp=sharing

Link to Social Needs Form if applying under category 2

https://docs.google.com/document/d/1poYlvitxxXOgP2TqeGNDQq1AOYhumtvrPKW2dkG1J_Q/edit?usp=sharing

Application Form

https://docs.google.com/forms/d/e/1FAIpQLScp62oLJVH4p3QeE0BCKT0zocVV6QQbR3fyp7SLxRxnHHRtUg/viewform?usp=sf_link