



# Birchington CE Primary School

## Admissions Policy

### Introduction

The Governing Body of Birchington CE Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school follows the Kent Admissions procedures.

### Aims and objectives

Although we are a school that promotes a Christian ethos, we are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated by the Local Authority on merit and in a sensitive manner.

Admission arrangements for a child to our School are in accordance with those published by the Local Authority which are, in priority order, as follows:

- Looked after children
- Current family association e.g. elder brother/sister at School
- Health and special access reasons ( for which a medical certificate may be needed)
- Nearness of a child's home and ease of access to School

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, the LA will enforce the procedure set out above in order to determine whether a child is accepted or not. It is the LA's wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excessive demand on the school places available.

### How parents can apply for the child to be admitted to our school

The LA is the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year and parents/carers can receive a copy of these regulations directly from the LA.

The LA publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for a school and they should do so on the CAF. Expressing a preference does not, in itself, guarantee a place at this school. CAFs (Common Application Forms) can be obtained from the LA and parents/carers should ensure that they complete the necessary application form by the published date specified by the LA. The LA notifies parents/carers about the school place as soon as all the applications have been considered.

### Process of Admission

- We admit children once a year in September when they are four years of age.
- Open Day for perspective parents/carers held in Term 2
- New children (4 years of age) are gradually phased in over the first two weeks of Term 1 and parents/carers will receive a home visit/have a meeting with our Reception Teachers
- In Term 5, prior to admission, parents and children have several opportunities to meet their child's new teacher, including an evening presentation, to meet with school staff and the SLT
- Parents/carers are invited to make an appointment with the Headteacher to have a look around the school for admissions throughout the year

**Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals)

**The standard number**

Our PAN (Planned Admission Number) is 60.

**Infant class size**

We teach children in classes that has a maximum number of 30 unless the school is directed to take a pupil after parents have been successful in appealing to an independent appeals panel.

Telephone contact number for Primary Admissions: 01622 694948

Please refer to the LA guidance for more details on admissions to our school.

**Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

*HT/ School Secretary – January 2012  
To be reviewed January 2013*