Determined Admissions arrangements for Grove Park Primary School September 2027

The Board of Directors is the admissions authority for Grove Park Primary School. The Directors are planning to admit (Published Admission Number) 60 children to Year R in September 2027. Children will be admitted without reference to prior attainment or aptitude. Before the application of oversubscription criteria any child with an Education, Health and Care Plan (EHCP) naming the school will be admitted, in which event the Published Admission Number will be reduced accordingly.

Applying for a school place

In the normal admissions round parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives and a parent can apply for a place for their child at any state-funded school in any area.

- If a school is undersubscribed, any parent that applies must be offered a place.
- When oversubscribed, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority.
- All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available.
- The offer is made on National Offer Day – this is 1st March for secondary schools or 16th April for primary schools (or the next working day where 1st March or 16th April falls on a weekend or bank holiday), in the year in which the child will be admitted.
- Parents have the right to appeal against the Trust's decision to refuse admission. The Trust will set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The Trust will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.
- Parents complete a Common Application Form (CAF) and apply to the Local Authority in the normal admissions round.
- An offer can only be withdrawn if it was offered in error, the parent has not responded in a reasonable period of time – the Trust will issue a reminder and explain that the offer may be withdrawn if the parent does not respond – or if a place has been fraudulently obtained.
- The Trust will maintain a waiting list until at least 31st December of each school year of admission, stating that with each added child the list will be ranked again in line with the over-subscription criteria in this policy. Priority is not given based on the date the application was received. Looked after children and previously looked after children will be allocated a place at the school in line with the Fair Access Protocol and take precedence over those on the waiting list.

Fair access protocol

Kent County Council has a Fair Access Protocol (FAP) as required by the School Admission code which sets out the principles adopted by the Kent fair access panel which supports admissions where children are hard to place and are unable to access education. This sets out the following criteria for an in year fair access referral which can be found on https://www.kelsi.org.uk/admissions/in-year-fair-access-protocol
This includes the placing of refugees and asylum seekers such as those under Operation Warm Welcome.

Infant classes

Infant classes must not contain more than 30 pupils to a single class teacher. Additional children can only be admitted under limited exceptional circumstances. These excepted children are:

- children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school.
- Looked after children and previously looked after children admitted outside the normal admissions round as equal first priority – this includes those who have been looked after outside of England (Internationally adopted - IAPLAC)
- children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process.
- children admitted after an independent appeals panel upholds an appeal.
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- children of UK service personnel admitted outside the normal admissions round.
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.

Deferment of Entry for summer born children

Parents of reception age children have the right to deferment of entry or to take the place up part-time until the term in which the child reaches compulsory school age which is on or after their fifth birthday.

For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the school.

Children born from 1 April to 31 August - summer born children - do not need to start school until the September after their fifth birthday, a full year after they could first have started school.

The only restriction is that the child must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31st December, 31st March and 31st August.

Where a parent delays their child's start until the September after their 5th birthday, they may request their child is admitted out of their normal age group in order to start in reception rather than in year 1. In this situation, the parent should contact the Head of School as early as possible in the admissions around associated with their child's date of birth to request a deferment.

Parents are *not* expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical, speech and language or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. The Trust will consider parent views, information about the child's academic, social, and emotional development, medical history and views of a medical professional (where applicable), if the child was born prematurely, any significant developmental delay, views from nursery or any other setting and so on. This is not an exhaustive list.

The Head of School will make a decision on whether the child is admitted to reception or year 1 on the basis of the circumstances of the case and in the best interests of the child concerned and share this with the Board of Directors who are the admissions authority. If refusing a request, the Trust will set our clearly the reasons for their decision so parents can understand why their request has been refused.

Where a parent's request is agreed, the Trust is required to process the application as part of the main admissions round. An application must not be given lower priority on the basis that the child is being admitted out of their normal age group. A deferred application does not guarantee a place in a particular school in the next school year.

Parents are required to complete an application for the normal point of entry at the same time in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year.

Deferred applications must be made via paper Casual Admissions Form (CAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the following year, the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria.

Alternatively, a parent delaying their child's start until the September after their 5th birthday, could make an in-year applications for a year 1 place for their child that year. In that case the child would miss reception year and be taught in their normal year group. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Applications for children to be taught outside their expected age group to a new school

The parent of a deferred summer born child who is admitted into a later year group will need to reapply for education out of year group ahead of moving to a new school such as Secondary. The parent should begin conversations with these school early and to apply for outside year group education when the child's original year group would be applying to transition to a new school.

This means that for a summer born child who started in reception a year later than is usual, parents would apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6. Admission authorities must consider these requests in the same way as the original request but must also consider the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group, but it is possible that others may be better off joining their normal year group. All decisions should be made taking the circumstances of the case into account and considering all the child's needs, including their social and emotional needs. Unless there are sound educational reasons to do otherwise, the assumption should be that children remain outside their normal year group (that is, in the year which they have been educated so far).

Moving a summer born child to their normal age group

Once a child has been admitted to a school it is for the Head of School to decide how best to educate them. In some cases, it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and made by the Head of School in consultation with the parents.

Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will

- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The Trust will not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- use the address at which the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.
- not reserve blocks of places for these children.
- ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area.

In year admissions

In year admissions are applications made to the school after the first day of a school year to join a year group. Kent Local Authority do not coordinate in-year admissions. Parents should complete an in year application – see Move to a different school - Kent County Council for the link - and submit it to the school. The school will accept the in-year admission application and it will be processed. This could result in refusal (where the year

group is full), the child to be added to the waiting list or acceptance of a school place. Parents have a statutory right to appeal if their application is unsuccessful.

If multiple applications are made for a place, the over-subscription criteria will be applied. The outcome for an in-year application will be notified in writing within 10 school days. The Local Authority are also notified within 2 school days.

The Trust may admit a child through an in-year admission which takes the number of children above PAN (Published Admission Number). PAN only applies to the relevant year group and does not mean that the Trust will refuse admission to another year group if PAN has been reached in a different year. However, admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Right to appeal

When the Trust informs a parent of a decision to refuse their child a place at a school for which they have applied, it will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents are made aware that if they wish to appeal, they must set out their grounds for appeal in writing. The Trust will not limit the grounds on which appeals can be made.

Children who have been permanently excluded twice or display challenging behaviour

Where a child has been permanently excluded from two or more schools there is no need for the Trust to comply with parental preference for a period of two years from the last exclusion.

The twice excluded rule does not apply to the following children:

- children who were below compulsory school age at the time of the permanent exclusion
- children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so)
- children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion;
- children with Education, Health and Care Plans naming the school.

Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where the above paragraph applies. Where the Trust receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, the Trust may refuse admission and refer the child to the Fair Access Protocol.

For the purposes of this Code, behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

This referral to Fair Access Code can only be considered when the Trust has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources. This cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming Grove Park School.

The Trust will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

Over-subscription Criteria

If applications exceed the number of places available, the oversubscription criteria will be applied in the following order of priority which will also be used if applications within any of the categories exceed places available and it is necessary to decide between them.

Children with EHCP (Educational Health Care Plan) will be admitted if their EHCP names the school.

1. Children in Local Authority Care or Previously in Local Authority Care

This includes any child who is a 'Looked After Child' (LAC) or a child who was Previously Looked After (PLAC):

- A Looked After Child is a child who is either in the care of a local authority in England or outside of England, or being provided with accommodation by a local authority in the exercise of their social services functions
- A PLAC child is one who was looked after in England, or outside of England but ceased to be so because they were adopted, became subject to child arrangements, or special guardianship order.

The Trust complies with Admissions priority for children adopted from state care outside of England (publishing.service.gov.uk). This also sets out what types of evidence may be required to determine eligibility.

Children who were previously looked after outside of England are referred to IAPLAC (Internationally Adopted Previously Looked After Children). This includes children who were PLAC in Scotland, Wales and Northern Ireland. The Trust will consult with the Virtual School Head where needed to confirm evidence being provided is acceptable. If the child is known, the Virtual School Head, additional evidence will not be required from the parents. Any evidence requested is only requested for the purposes of applying over-subscription criteria.

2. Sibling

Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

- The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, OR
- If the family have moved, and they have moved to within 2 miles of the school, OR
- If the family have moved nearer to the school from where they were living previously.

However, if the family have moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken.

3. Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs

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 Grove Park School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular 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 Grove Park School.

4. Children of Staff

Firstly, where the member of staff has been employed by any BA-MAT school for 2 years or more at the time at which the application for admission to the school is made. Secondly, a member of staff is recruited to fill a vacant post for which, in the opinion of the Directors, there is a demonstrable skill shortage.

5. Distance

Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority.

Measuring Distance
All of the above criteria will be ordered by distance in according with the following:

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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 applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Where any waiting list is held, it will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

Procedures for admissions will be as described in the Local Authority's admissions booklet.
This document references the statutory School Admissions Code 2014 School Admissions Code 2014 (kelsi.org.uk) and the Advice on the admission of summer born children Sept 2021 Advice on the admission of summer born children (publishing.service.gov.uk)

Consultation on admissions

In line with the Admissions code School admissions code 2021 (publishing.service.gov.uk) the Trust will consult on admission arrangements at least once every 7 years. The consultation will be for at least 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. This consultation period allows parents, other schools, religious authorities, and the local community to raise any concerns about the proposed admission arrangements. Grove Park's last consultation was 2023.

The Trust does not need to consult on PAN (Published Admissions Number) where it intends to keep the number the same or to increase it, but most consult if they wish to decrease it.

The Trust will inform the Local Authority of any intention to increase PAN and refer to the change on the Trust website.

Determination of admission arrangements

- Admission arrangements (including PAN) will be determined by 28th February for the determination year.
- This policy will be displayed on the Trust website by 15th March in the determination year and display them for the whole offer year (the school year that the places are offered in)
- This policy will be sent to the Local Authority by 15th March each year.