Admission Policy & Admission Arrangements
For the Academic Year 2020/2021

<table>
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<th>School name</th>
<th>Allhallows Primary Academy</th>
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| Address     | Avery Way
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              ME3 9HR          |
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| Interim Head teacher | Mrs L Wilson |

The following document is the schools final document for Determined Admission Arrangements for September 2020.
Application Procedure & Policy

Admission into the Reception Class is outlined in the Admission Arrangements Policy for Early Years. Application should be made online or by Application form to Medway Council. Children due to be admitted during the 2020/2021 academic year are those born between 1 September 2015 and 31 August 2016.

The planned admission number is 30.

Casual Admissions

Applications for year groups other than the normal point of entry, should be made directly to the school. For applications new to the area, a Casual Admissions form can be downloaded, completed and either scanned to admissions@wtrust.co.uk or returned to the school office or to Mrs S Pratten (Admissions for Allhallows, High Halstow, Hundred of Hoo & Stoke academies) at Stoke Community School.

- Parents can apply for a casual admission at any time during the school year.
- If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child’s name has been on the list.
- Any place that becomes available will be offered to a child at the top of the list.
- All vacancies will be allocated as they arise.

Casual Admissions when transferring schools without moving home

If a parent wishes to transfer their child from another school without moving home, the Head teacher will contact the child’s current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place.

Waiting Lists

The school operates a waiting list for each year group. If applications for places exceed the number of places available, a waiting list will operate until the end of the school year. This will be maintained by the Academy Trust and parents may ask for their child’s name to be placed on the waiting list following an unsuccessful application.

A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out below. Where places become vacant students on the waiting list will be contacted in accordance with the oversubscription criteria.

Appeals

Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the School Admissions Appeals Code and the Governing Bodies policy on admission appeals. Class sizing in EYFS & KS1 is limited by Infant Sizing Legislation to 30 pupils per class.

All children will be treated equally for admission purposes, including those with special education or particular access needs. Where the school is asked to admit a pupil, who in the opinion of the school is inappropriately placed at Allhallows the Admissions Committee will meet to consider the matter.
**Oversubscription Criteria**

If more applications are received than places available, then the following over-subscription criteria will apply:

1. Children with SEN EHC plans who have named the school
2. Children in public care
3. Current family association
4. Child’s health reasons
5. Nearness of children’s homes and ease of access to schools.

In the event of a ‘tie’ of the above criteria then the distance from home to school will be used as a ‘tie-breaker’ based on the shortest walking distance route.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Formal offers of a school place will be sent out by Medway Council in April 2020.