ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2020/2021

APPLICATION PROCEDURE

The arrangements for co-ordinated admissions in Medway will be set out in detail in the Medway Council booklet for parents ‘Admission to Primary School’, a copy of which will be available from either the school office or the Admissions Team at Medway Council.

Parents who wish to apply for admission to the Academy should do so online at the following email address: www.medway.gov.uk/onlineadmissions. If parents prefer to complete a paper application form, they should contact the Student Services Admissions Team at Medway Council.

Depending on the method of application, offers of places will be emailed or posted to parents by Medway Council on behalf of the Governing Body as stated in the booklet. Parents must accept/refuse the place by the agreed date.

If you have any admission enquiries please contact Mrs Sara Pratten 01634 270268 or via email admissions@wtrust.co.uk

ADMISSIONS POLICY

High Halstow Primary School has a target school roll of 210 pupils. The Academy is a one form entry Academy. It has seven classes from Year R to Year 6. The planned admission number is 30 pupils.

There will be a single intake in September 2020 for children born between 1st September 2015 and 31st August 2016.

NB: Parents have the right to defer entry until the start of Term 3 or after the child’s 5th birthday, if they so wish.
OVERSUBSCRIPTION CRITERIA

If the number of preferences received via the co-ordinated scheme is more than 30, places will be offered in the following priority order:

1. High Halstow Primary School will give the highest priority to Children with SEN EHC plans who have named the school.
2. a) Looked after children (children in public care) and previously looked after children.
   b) Children previously in Care outside of England - Children who appear to Medway Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place 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. Looked after children and previously looked after children outside of England, in accordance with the relevant provisions of the School Admissions Code.
3. Current family association – brother or sister at school at the time of admission. The definition of this includes stepbrothers and sisters and children living as a family unit.
4. Child’s health reasons – medical evidence must be provided which demonstrates a specific health reason that requires a child to attend the preferred school.
5. Nearness of children’s homes to the school. Distance will be measured in accordance with Medway Councils criteria. If a child has more than one permanent home address, the nearest will be used for admission purposes.

Note:

If in categories 2-4 above, a tie-break is necessary to determine which child is admitted, this will be decided on random allocation.

CASUAL ADMISSIONS

All in year admission enquiries should be addressed to Mrs Sara Pratten, who is based at Stoke Community School. If you wish to apply for a place at High Halstow Primary School, an Application Form will need to be downloaded and completed. The completed form should either be sent via Royal Mail or scanned and sent electronically to admissions@wtrust.co.uk or delivered in person to Mrs Pratten at Stoke Community School.

High Halstow Primary School is committed to the safeguarding and protection of children.
WAITING LISTS

If there are no spaces in the year group requested and you wish your child to be placed on a waiting list, please download and complete the Waiting List Request Form. The completed form should either be sent via Royal Mail or scanned and sent electronically to admissions@wtrust.co.uk or delivered in person to Mrs Pratten at Stoke Community School.

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 academy is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our academy and meet with the Head Teacher before any place will be offered.

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.

If you wish to appeal a decision please download and complete the Admission Appeal Form. The completed form should either be sent via Royal Mail or scanned and sent electronically to admissions@wtrust.co.uk or delivered in person to Mrs Pratten at Stoke Community School.