Admissions Policy

Determined Admission Arrangements for St. Margaret’s Infant School for the Academic Year 2020/2021

Applications should be made using the Medway Coordinated scheme, which has a Fair Access Protocol and operates an Equal Preference approach.

Parents/carers need to complete the Medway Common Application Form in accordance with the coordinated scheme. For further information and an application form please contact Medway Council’s School Services Admissions Team on 01634 331155 or online at: www.medway.gov.uk/schoolsandeducation/applyforschoolplace/2019admissionarrangements.aspx

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Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5. Therefore, parents/carers who have been offered a September place may ask to defer their child’s admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1 April to 31 August 2016) may ask to start their child in Year 1 in September 2021 but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child’s fifth birthday.

The planned admission number for the school is 90.

Oversubscription Criteria:

Following receipt of parental/carer preferences places will be offered to those children with an Education, Health and Care Plan where the school is named. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child

If there are more applications to St Margaret’s Infant School than there are places the following oversubscription criteria will be applied by the governors.
1. Looked after children - Children in Local Authority Care or Previously in Local Authority Care (as defined by the Medway coordinated admission scheme) - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

2. Sibling - (a brother or sister attending St. Margaret’s Infant School or St. Margaret’s C of E Junior School at the time of the application and who will still be attending in September 2019). Sibling means children who have a brother, sister or step or half siblings including fostered and adopted siblings living at the same home address attending St. Margaret’s Infant School or St Margaret’s CE Junior School at the time of admission. The School reserves the right to ask for proof of relationship. Extended family, for example cousins, living in the same house do not qualify as siblings. Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September.

3. Medical, health and special access reasons – Medical, health and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010, as follows: For children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school, or For children whose parent/carers mental or physical impairment means that they have a demonstrable and significant need for their child to attend a particular school. Such claims must be clearly identified on the application and need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a specific connection between the needs of the child or parent/carer and the particular school. All evidence must be sent to the Student Service Team at Medway by the closing date for applications.

4. Children of teaching staff – the member of teaching staff has been employed at the school for two or more years at the time the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Nearness of children’s home - We use the distance between the child's permanent home address and the school, measured by the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by the Local Authority. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses the measurements provided by the Local Authority (LA) and further information on how distances are calculated is available in the Admissions Booklet provided by the LA. In the case of distances from flats, the school will use the process defined below in 'Tiebreaker'
Tiebreaker – 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.

Once all places have been allocated a waiting list will be maintained, ranking children in order of oversubscription criteria, not date of application. If a place(s) become(s) available they will be offered to the highest ranked child(ren) on the list.

Casual Admissions

Parents/carers need to complete the Casual In-Year Admission Form and send direct to St. Margaret’s Infant School. Places will be offered in accordance with the co-ordinated scheme. Parents can apply for a casual admission at any time during the school year.

- If no places are available at the time of application, the school will maintain a waiting list. 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 the 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/carer 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. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school and meet with the Head Teacher before any place will be offered.

Appeals

Parents/carers have the right to appeal to the school if a place is not offered to their child. Appeals will be handled in line with the School Admissions Appeals Code. The Office of the Schools Adjudicator will take complaints about the schools’ admission arrangements.