Admission Arrangements for the Academic Year 2020/2021

Children reach compulsory school age at the start of the term following their fifth birthday. Elaine Primary School will admit four year olds into its Early Years Foundation Stage classes. The children due to be admitted during the 2020/2021 academic year are those born between 1st of September 2015 and 31st of August 2016.

The school will decide when to admit four year old pupils in accordance with the LA guidelines as well as the admissions code as it stands for intake during the 2020/2021 school year.

Parents are not obligated to start their child at school until the beginning of the term after the child is five years old. Therefore parents who have been offered a placement in September may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Children with summer term birthdays (1st April to 31st of August) may ask to start their child in Year 1 in September 2021 but the foundation stage place will not be saved. Parents will need to reapply for the Year 1 place.

The planned admission number for the school is 50.

Oversubscription Criteria

Following receipt of parental preferences, places will be offered to those children with statements of special educational needs where Elaine Primary School is named. Then, if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

1. Looked after children and previously looked after children who have been adopted or become subject to child arrangements or a special guardianship order immediately after having been looked after. A looked after child is a child who is in the care of an English or Welsh local authority in accordance with section 22 (a) of the Children Act 1989.
2. Children with a sibling-living at the same address- who is already attending the school at the time of the child's admission. Sibling means a full, half, step, adopted or foster brother or sister. This does not include siblings who attend a school's nursery provision.
3. Children with an acute medical or social need for a particular school. This may also apply to an immediate family member. The application must be supported by a letter written by a professional such as a qualified medical practitioner, setting out the reasons why the school is the only one that can meet the child’s needs and the implications for the child if they are not offered a place at the school. Work commitments and childcare arrangements are not considered as being an acute medical or social need.
4. Multiple birth children where Elaine Primary School is the nearest school to the child’s home.
5. Nearness of children’s home measured using Medway Council’s criteria. Where criteria involves measuring distance to a child’s home, the LA’s procedures for ascertaining the shortest available safe route between home and the academy will be used.

In the event of a tie within any criterion, before the last criterion, places will be allocated to those living the closest distance to the school as mentioned above.
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 should be completed, available from the school or downloaded from the website, and must be returned to the school office.

- 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 of School 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 school 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 above. 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.