



ST. MARY'S ISLAND

*Church of England (Aided)
Primary School*

Admissions Policy

Date adopted: *December 2016*

Date for next review: *December 2017*

Committee/Person responsible for this document: *Governing Body*

1 Introduction

- 1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents and carers can apply for their child to be admitted to our school

- 3.1 Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.
- 3.2 The agreed criteria for admission to this local authority community primary school is:
1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
 2. A third of places are church places allocated to children who are on the electoral rolls of St Mary's Island Church, St Mark's and St Luke's in Gillingham, our Foundation churches, then any other Anglican churches.

The remainder two-third of places will be allocated in the following order of priority:

3. Siblings of children in school at the time of admission.
4. Other children living in the priority area.
5. Other children from outside the priority area.

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 issued a number and drawn randomly to decide which child should be given the place.

SIF:

For all applicants, a supplementary information form (SIF) is required for this school in addition to the Medway school application. You must collect this, complete it and return it to the school by the closing date for applications.

- 3.3 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local authority admissions department, and should be returned by the date stipulated on that form. The LA will notify parents and carers of the decision as soon as all the applications have been considered.
- 3.4 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date indicated in the LA prospectus and/or on the school website.

4 Admission appeals

- 4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- 4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying directly to the headteacher. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

5 The standard number

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 60. We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Infant class size

- 6.1 We teach infant children (aged four to seven) in classes that have a maximum number of 30 children as regulated by the DfE.

7 Monitoring and review

- 7.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- 7.2 The policy will be reviewed each year and changed if necessary to take account of any change in circumstances, either in our school or in the local area.

Signed: **Mrs C Easton**
 Mrs C Easton (Headteacher)

Signed: *Mr S Farrin*
 Mr S Farrin (Vice-chair of Governors)
 On behalf of the Governing Body

Ratified by the Governing Body: December 2016