

# DELCE ACADEMY

## 2017/18 ADMISSIONS COVER SHEET

<b>School Name</b>	Delce Academy
<b>Address</b>	The Tideway, Rochester, Kent. ME1 2NJ
<b>Telephone Number</b>	01634 845242
<b>Status</b>	Academy

The following document forms the school's final determined admission arrangements for 2017/18

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## **DELCE ACADEMY**

### **DETERMINED ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2016/2017**

The Governing Body is the admissions authority for Delce Academy.

The determined admission arrangements are:

The planned admission number for the reception class is 30

The planned admission number for Year 3 is 130

#### **APPLICATION PROCEDURE**

Places will be offered according to Medway Council's co-ordinated scheme for primary admissions. Parents can apply for the school using the common application form or the on-line facility.

#### **ADMISSION POLICY**

Admission arrangements for disabled children are the same as for any other pupils and the school will do everything possible to ensure all children are treated fairly and have the same opportunities.

The academy will admit any pupils with an Education, Health and Care plan naming the school.

In the case of oversubscription, Delce Academy will allocate places using the criteria below.

#### **OVERSUBSCRIPTION CRITERIA**

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:

- Children in Public Care – as defined in the Medway co-ordinated admission scheme (looked after children and previously looked after children);
- Children attending Delce Infant School or St Peter's Infant School ***N.B. this criteria applies to admissions to year 3 only***;
- Children who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the school at the time of the sibling's admission;
- Child's health reasons, supported by medical evidence, which requires the child to attend this school;
- Children who at the time of application have a parent who is a member of staff at the school (where the member of staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage)
- Nearness of child's home to school measured using Medway Council's criteria.

#### **TIEBREAKER**

In the event of a tie within any criterion above, e.g. if two or more children have the same priority in any criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.

#### **ADMISSION OF PUPILS OUT THEIR NORMAL YEAR GROUP**

In general, the school follows the Department of Education advice that children should be educated in their normal age group with an appropriately differentiated curriculum and that they should only be educated out of their normal year group in very limited circumstances. Parents considering an out-of-year-group place should contact the school at the earliest opportunity to discuss their concerns. All requests will be considered on their merits, taking into account the individual circumstances of the request and the child's best interests and either agreed or refused. Parents will be made aware of the

outcome of the application. If a request is refused, the child will still be considered for admission to their normal year group.

### **CASUAL ADMISSIONS**

The school will follow the Medway Council guidelines for casual admissions that aim to make a casual admission placement within 10 school days.

- Parents can apply to the Medway 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 the child at the top of the list;
- All vacancies will be allocated as they arise.

### **WAITING LIST**

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.

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be reordered in accordance with the oversubscription criteria whenever a child is added or leaves it.

### **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.



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