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ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2017/2018

APPLICATION PROCEDURE

Parents complete the common application form in accordance with the LA co-ordinated scheme.

ADMISSION POLICY

Children reach compulsory school age at the start of the term following their fifth birthday. Elaine Primary Academy will admit four year olds into its Foundation Stage Two class. The children due to be admitted during the 2017/2018 academic year are those born between 1 September 2012 and 31 August 2013.

The academy 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 2017/2018 school year.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place 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 (1 April to 31 August) may ask to start their child in year 1 in September 2017, but the foundation stage place will not be saved. Parents will need to reapply for a 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 Academy 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. Children in Public Care (as defined in the Medway co-ordinated admission scheme)
2. Current family association (a brother or sister in the academy at the time of application and still attending in September 2017)
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Elaine Primary Academy.
4. Multiple birth children where Elaine Primary Academy is the nearest school to the child's home.
5. Nearness of children's home measured using Medway Council's criteria

Elaine Primary Academy is committed to
the safeguarding and protection of children.



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 academy as mentioned above.

CASUAL ADMISSIONS

The casual admission process will follow LA guidelines that aim to make a casual admission placement within 10 school days.

- 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 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 wishes to transfer their child from another school without moving home, the Executive Headteacher and/or Head of School 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 Executive Headteacher and/or Head of School 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.