

Re-determined Admission Arrangements (Year R) for Napier Community Primary and Nursery Academy (part of The Kemnal Academy Trust) for September 2017

Consultation

In accordance with the Department for Education School Admissions Code (December 2014), we have determined that: -

1. By completing our last consultation process within the previous four years (December 2014 / January 2015), we are permitted to uphold the 2016 -2017 admission arrangements.
2. Having no proposed changes to our admission arrangements for the 2017 – 2018 academic year, we are re-determining these same arrangements.

Ethos

In our all-through Primary Academy for pupils aged 3 - 11 we place a huge emphasis on the learning of each and every pupil.

Our Vision states that ‘Through outstanding teaching our pupils aim to become Ambitious, Independent and Multi-talented learners within a welcoming and secure environment.’

We welcome pupils and families from all backgrounds and will endeavour to provide the best provision possible to meet their needs.

Planned Admission Number

Having already increased our Planned Admission Number (PAN) into Year R to 90 in September 2013, the Governors do not propose any changes to the PAN for September 2017 and will admit pupils without reference to ability or aptitude.

Oversubscription Criteria

Where the number of applications exceeds the PAN, the Governors will offer places using the following oversubscription criteria in the order stated:-

- ❖ Children in public care (as defined in the Medway co-ordinated admission scheme)
- ❖ Siblings (natural, step or foster siblings) at the school
- ❖ Child’s health reasons (medical evidence must be provided)
- ❖ Nearness to the school

Admissions Procedure and Information to assist parents

We will admit pupils into Year R in the September after their fourth birthday. Parents / Carers need to complete the Medway Reception Common Application Form (RCAF) stating their school preferences. The application form must be returned either to us or to Medway Council by the closing date for applications.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. We will discuss any part-time arrangements with the parents/carers and take into consideration the maturity and needs of the child.

We will hold admissions meetings in the terms preceding Term 1 so that parents receive all the necessary information for their child to settle well into Year R. Parents will also have the opportunity to attend joint sessions in Year R with the children and find out about the curriculum and how they can support learning at home.

Medway Local Authority will allocate places to pupils according to their procedure and deadlines.

Appeals

The Governing Body (The Kemnal Academy Trust) will establish an Independent Statutory Appeal Panel to hear appeals against non-admission. Appeals must be made in writing and must set out the reasons on which the appeal is made. Parents/Carers can appeal orally at any Appeal Hearing but must notify school in writing of their intention to appeal.

Waiting Lists

A waiting list will be maintained by the Medway Local Authority until 31st December 2017. The Headteacher and Governing Body will be advised by the Medway Local Authority in the first instance, who will co-ordinate the waiting list for a fixed period of time, and in accordance with the published over-subscription criteria of the Academy. This will then be maintained by the school for the remainder of the time. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In-year (casual) admissions

Applications for a place at the Academy in-year must be made using the common application form of Local Authority where the child resides. The offer of a place at the school will be made by the Medway Local Authority on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Review

The Admissions Policy will be reviewed annually by the Governing Body.

Mrs Z Slade
Headteacher
Napier Community Primary & Nursery Academy

December 2015

ADDENDUM

Admissions to Year R, September 2017 (Notable Dates)

Please refer to [Medway Council's Admissions to Primary School Booklet 2017](#), [Medway Coordinated Scheme 2017 \[& Admission Policy/Determined Arrangements 2017\]](#), the School Admissions Code and the Schools Admissions Appeals Code.

Monday, 19th September 2016

Applications open (online opens at 9:00 am).

Monday, 16th January 2017

National deadline date for applications (On-line and RCAF's).

Tuesday, 18th April, 2017

Offer emails and letters, for a place in Year R, will be sent to parents, however, it may not be the school of your choice.

Wednesday, 17th May 2017

Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted BY this date.

Wednesday, 24th May 2017

From this date, until Sunday 31st December 2017, The Local Authority re-allocates any places that have become available to those who have asked to go on the waiting lists for each school.

Early/Mid July 2017

Academy appeals will be heard.

If an appeal is for Year R, please note that the Academy is bound by infant class legislation which means that it is against the law to have more than 30 children in one class. This number has been allocated according to the school's over-subscription criteria. There are consequently, only limited conditions under which an appeal may be upheld. Very few appeals, if any, are successful for Foundation Stage (and Key Stage 1) as the Academy cannot break the law by having more than 30 pupils in one class. It is advisable to place your child on the school's waiting list alongside any appeal request as you are more likely to be allocated a place from the waiting list than through an appeal process.

Detailed information on Primary School Admissions for 2017 can be found on the Medway Council website by clicking [here](#) or by calling the Admissions Team on Tel: 01634 331110 or emailing them at: admissions@medway.gov.uk