



## Final 2016 Admissions Cover Sheet

---

School Name	The Gordon Schools Federation
Address	Gordon Road Strood Rochester Kent ME2 3HQ
Telephone Number	01634 719971
Status	Academy

**There have been no changes made to the admission arrangements.**

**The following document forms the school's final admission arrangements for  
September 2016.**



## **FINAL ADMISSION ARRANGEMENTS FOR THE GORDON SCHOOLS FEDERATION FOR THE ACADEMIC YEAR 2016/17**

### **FINAL ADMISSION POLICY 2016- Reception Class**

1. Children reach compulsory school age at the start of the term following their fifth birthday. The Gordon Schools Federation will admit 4 year-olds into its Reception Class, i.e. those children born between 1 September 2011 and 31 August 2012.
2. Parents/carers need to complete the Common Application Form in accordance with the co-ordinated scheme.
3. Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5. Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1 April to 31 August 2012) may ask to start their child in Year 1 in September 2017 but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.
4. The Published Admission Number for The Gordon Schools Federation in Reception and KS1 is 60.

### **FINAL ADMISSION POLICY 2016- Year 3**

1. Admission takes place in September
2. Parents/carers need to complete the Common Application Form in accordance with the co-ordinated scheme.
3. The LA collates all applications and allocates pupils accordingly.
4. The Published Admission Number for The Gordon Schools Federation in KS2 is 100.

### **OVERSUBSCRIPTION CRITERIA**

Following receipt of parental/carer preferences, places will be offered to those children with statements of special educational needs where The Gordon Schools Federation 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. Attendance at a paired infant school (Gordon Infants – for Year 3 Admission only)
3. Current family association (a brother or sister in the school at the time of application and still attending in September 2016).
4. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend The Gordon Schools Federation.
5. Multiple birth children, as defined in the Medway co-ordinated admission scheme.
6. Nearness of child's home to school measured using Medway Council's criteria.

Where criteria involves measuring distance to a child's home, the Local Authority's procedures for ascertaining the shortest available safe route between home and the school will be used.

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

## **CASUAL ADMISSIONS**

Parents/carers need to complete the Casual In-Year Admission Form and places will be offered in accordance with the co-ordinated scheme.

- 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/carer wishes to transfer their child from another school without moving home, the Headteacher 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. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school before any place will be offered and have a pre-admissions meeting with the Headteacher once a place has been 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.