

**KINGFISHER PRIMARY SCHOOL**

Kingfisher Drive, Princes Park, Chatham, Kent ME5 7NX

T. 01634 661540 | F. 01634 869700

office@kingfisher.medway.sch.uk | www.kingfisher.medway.sch.uk



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PRIMARY SCHOOL

**DETERMINED ADMISSION ARRANGEMENTS FOR KINGFISHER PRIMARY SCHOOL FOR 2016 - 2017**

The Academy of Kingfisher Primary School is a 4 - 11yrs school with inclusive provision.

**ADMISSIONS PROCESS**

- Detailed information and guidance will be published in the Medway Local Authority booklet “Admission to Primary School” A Guide for Parents. Admissions should be made using the Medway primary common application form (RCAF.)
- The level of ability of a child or any special needs that she/he may have plays no part in the admissions policy of this school where we are properly equipped to deal with the needs of the child.
- The Academy of Kingfisher Primary School meets the agreed criteria concerning the delivery of the Foundation Stage of Learning in accordance with the Local Authority’s policy and will admit four year olds to the Foundation Stage Two Class in one intake in September.
- The children due to be admitted during the academic year 2016/2017 are those born between September 2011 and 31<sup>st</sup> August 2012.
- However, children reach compulsory school age at the start of the term following their fifth birthday. 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. Parents of children with summer term birthdays (1<sup>st</sup> April to 31<sup>st</sup> August 2012) may ask to start their child in Year 1 in September 2016 but the reception place will not be saved. Parents will have to re-apply for a year 1 place.
- The Planned Admission Number (PAN) for the year commencing September 2016 will be 30.

**OVERSUBSCRIPTION CRITERIA**

Where the number of applications received via the Medway co-ordinated scheme exceeds 30, the school PAN, places will be allocated in the following priority order:-

- Children in public care – as defined in the Medway Council Co-ordinated admissions scheme.

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- Current family association – (a brother or sister in the school at the time of the application and still attending in September 2016).
- Child's health reasons – medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school.
- Nearness of children's homes and ease of access to schools (in the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.) Evidence of residence may be required.

### **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 without moving home**

- If a parent 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.

### **RIGHT OF APPEAL**

If having applied the oversubscription criteria, the school is unable to offer a place; parents will be contacted in writing and advised of the reason why a place could not be offered. Parents wishing to appeal should write to the Clerk to the Appeal Panel at the school and appeal papers will be forwarded on request. These should again be returned to the Clerk to the Appeal Panel at the school and the closing date on the forms must be adhered to.

### **REVIEW**



Success | Confidence | Responsibility

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

Miss Janey Denton  
Executive Head  
April 2015



A member of the Griffin Schools Trust

Head: Michael O'Grady