

Admission Arrangements (Year R) for Napier Community Primary and Nursery Academy (part of The Kemnal Academy Trust) for September 2016

Following consultation these are our final Admission Arrangements for Year R for September 2016.

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 2016 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 stating their school preferences. If Napier Community Primary and Nursery Academy is the first preference, the application form must be returned to us 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 for one term by Medway Local Authority. The Headteacher and Governing Body will be advised by 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.