

Admissions Policy September 2016

The main principle of admission to Phoenix Junior Academy is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities.

We have strong curriculum links with the two secondary schools in the Trust, Fort Pitt Grammar School Academy and Robert Napier. There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

As required by the Regulations of 2005 the school will give top priority in their over-subscription criteria to applicants on behalf of looked after children (A 'child looked after' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service's functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school) and previously looked after children. Previously children looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Home address: Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week.

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 s/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 Planned Admission Number (PAN) for the year commencing September 2016 will be 60 – two forms of entry (60 places) at Y3.

OVERSUBSCRIPTION CRITERIA

Where the number of applications received via the Medway co-ordinated scheme exceeds, 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.

- Attendance at Greenvale Infants School (paired Infants) for entry into Y3.
- Current family association (a brother or sister in the school at the time of 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.

In cases of over subscription, parents can ask for the children's names to be placed on a waiting list held by the Local Authority for a place at Phoenix Junior Academy. The children will be ranked according to the school's over subscription criteria and the co-ordinated scheme and not according to the date when the child's name was added to the list.

Should there be an oversubscription an Admissions Committee comprising School Governors, with the Headteacher in attendance, will meet to review each case independently.

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

The Admissions Policy will be reviewed annually by the Trust's Advisory Body.