Garlinge Primary School and Nursery

Westfield Road, Margate, Kent CT9 5PA

PRIMARY ADMISSION ARRANGEMENTS
Academic Year 2023/24

Children entering Year R (the year of a child's 5th birthday)

Contact details:

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The Governing Body of the school is the admitting authority and is responsible for determining and administering the policy relating to the admission of pupils to the school. However, the Governors of Garlinge Primary School and Nursery follow the Local Authority procedure regarding Admissions.

Our Published Admissions Number (PAN) is 30 per class, 120 per year group.

During October/November each year the school holds an Open Day for parents who are considering sending their children to the school. This is an opportunity for parents to look round the school and ask questions.

Following confirmation of places for admission (April 2023), parents are invited to a meeting in the summer term, giving their children an opportunity to spend time in their new class before they officially start in September.

In-Year Admissions

As a Foundation school, Garlinge Primary School and Nursery is responsible for our In-Year Admission arrangements. Parents are able to obtain information about the process, other authority processes and In-Year Admission Form (IYAF) from Kent County Council's Admissions and Transport Office on-line by clicking on In Year Admission Form (kent.gov.uk) or from any local Kent school.

Applicants must use one form per child for each school they wish to apply for.

Determined Oversubscription Criteria for Garlinge Primary School and Nursery

Before the application of oversubscription criteria, children with a statement of Special Educational Need or Education, Health and Care Plan (EHCP), which names the school will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Looked After Children and previously Looked After Children** –
  A looked after child 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 services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

  A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England internationally adopted previously looked after children or IAPLAC if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- **Current Family Association** – a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion.

  In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parents' /guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical, or other, practitioner who can demonstrate a special connection between these needs and the particular school.

- **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed school, these straight line measurements are used to determine how close each applicant's address is to the school.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and Admissions Determination and will be valid for a period not exceeding three rounds of admissions.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those

siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Reception (Year R), and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can chose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Year R outside of the normal age group should be made to the Executive Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Casual Application Form (RCAF) to the LA, with written confirmation from each named school.