



St Peter's Methodist Primary School

Admissions Policy

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Admissions Policy

SCHOOL MISSION STATEMENT

Our school will promote the highest quality of education within a challenging, stimulating learning environment and within the context of Christian values. We will provide a caring, supportive, evaluative and outward looking school community, in which each individual feels safe, valued and respected.

Admission Numbers

St Peter's is a Voluntary Controlled Methodist School with a planned admission number of 30.

Allocation of Places

Admission to our Reception Class:

Kent LA coordinates the admission arrangements of all community and voluntary controlled schools using an equal preference scheme. Parents can collect an 'Admission to primary School' book and Reception Common Application Form from any school or from the LA as soon as they are available (currently December). The book sets out the admission scheme and explains the process in detail.

Parents should complete a Reception Common Application Form naming up to three schools and return it to a school or directly to the LA or complete an application online.

Places will be offered according to the following criteria:

1. **Children in Local Authority Care** or previously in Local Authority Care– a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
2. **Current Family Association** - a brother or sister at St Peter's at the time of entry and 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 (as measured by LA measuring software) – or have moved to a new property that is nearer to the school than the previous property.
3. **Health and Special Access Reasons** - children whose health or physical impairment means they have to attend a particular school.
4. **Nearness of children's homes to school** - we use the Local Authority to calculate the distance between the child's permanent home address and the school, using Ordnance Survey address point data.

Parents are notified if their application has been successful, by the LA, on a specified date each year. If children are not allocated a place at St Peter's, parents may ask the LA to place their child's name on a waiting list. St Peter's can only admit 30 children each year because the law says that an infant pupil may not be educated in a class with more than 30 children per qualified teacher. Once parents have accepted or declined the places they were offered however, the LA will offer any vacant places to children on the school's waiting list according to the above criteria. Parents also have the right to appeal and are notified of how to do this with their offer letter.

It is our policy to admit 'rising fives' at the beginning of the academic year in which their birthday falls. Children begin school on a part-time basis with most children attending full time by the end of Term 1. If teachers and parents do not feel children are ready to begin full time, this may be delayed, by mutual consent, as long as they are not yet of statutory school age. A child reaches statutory school age at the start of the term after s/he celebrates his/her fifth birthday.

Children and parents are invited to visit the school for two or three induction sessions during June and July. At these sessions the headteacher, KS1/FS leader, class teacher and members of our PTFA are available to talk to parents about our school. Children spend time in the classroom familiarising themselves with the environment and key members of staff.

Deferring first-time admission or delaying entry:

When a child's parents are notified of the allocation of a place they can request deferment of their child's admission. At St Peter's Methodist Primary School we will agree to deferment to later in the school year ie the start of the summer term or until the child reaches compulsory school age in that year. Parents can also request that their child attends part-time until they reach compulsory school age. Parents cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child until entry and not made available to another child. For summer born children if the place is not taken up by the start of the summer term then a fresh application will need to be submitted, usually for entry into year 1, as the admissions application is only valid for the academic year in which the application was made.

Exceptionally, parents of summer born children, that is those children born from 1st April to 31st August can request delayed admission; that is, they may request that they are admitted out of normal age group to reception, rather than year 1 following their 5th birthday. If such a parent requests admission to reception and not year 1 all relevant factors will be considered in assessing the request. St Peter's Methodist Primary School is, however, an inclusive school and would normally consider that we could meet the needs of all our pupils in their designated year group. Parents would be expected to provide strong evidence to show that admission to reception was in the child's best interests and will be taken into consideration. Parents seeking to delay their child's admission should arrange to meet the Headteacher to discuss this request as early as possible. Should such a request be agreed, an application will need to be made in the normal way and that application processed as part of the main admission round and on the basis of determined admission arrangements.

Casual vacancies (admission at any other time):

In accordance with our Planned Admission Number, Governors have agreed that no class will have more than 30 pupils other than in exceptional circumstances (in KS2).

A waiting list is maintained by the school for all classes and parents apply directly to the school.

If a place becomes available the Office Manager works through the waiting list applying the over-subscription criteria:

1. Children in local authority care or previously in local authority care
2. Current family association
3. Health and special access reasons
4. Nearness of home to school

The length of time that a child has been on the waiting list is not relevant in allocating vacant places.