

# Palace Wood Primary School

## Admissions Policy



**Palace Wood**  
PRIMARY SCHOOL

<b>Written by</b>	Emma Newell
<b>Ratified by Governors</b>	Spring 2023
<b>Date for Review</b>	Spring 2024

This policy has been impact assessed by Clare Cairns in order to ensure that it does not have an adverse effect on race, gender or disability equality

## **Introduction**

The governing body of Palace Wood Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **Aims and objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. Our pupil admission number (PAN) is 60. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

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.

## **Application Procedure**

- Palace Wood Primary School follows the procedures, timetable and deadlines set by Kent County Council. The LA (Kent County Council) is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. 2023/2024 criteria is published here: [Primary-determined-scheme-for-2023.pdf \(kent.gov.uk\)](#) Parents can receive a copy of these regulations directly from the LA. This information is also available to download on our school website.
- Applications are made online at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions).
- Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:-
  - Children in Local Authority Care
  - Current Family Association (sibling)
  - Health and Special Access Reasons
  - Nearness of Children's Home to School

## **Oversubscription Criteria**

Where the number of applicants exceeds 60 for a new intake, the following criteria will be applied.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan 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:

- 1. Children in Local Authority Care and children who have been adopted from care.** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
- 2. 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' (below).

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.

**3. Health & 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 means 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 which can demonstrate a special connection between these needs and the particular school.

- 4. 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 the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school. Children living nearest the school will be given highest priority.

**Withdrawal of an offer of a place**

Kent County Council has the right to withdraw an offered place in the following circumstances.

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way. A fraudulently obtained place can be withdrawn up to the end of the first term.

**Appeals**

Palace Wood Primary School is a popular school. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If it has not been possible for you to be offered a place at Palace Wood Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel.

To obtain a Primary Appeal Pack, you can download and print off the pack from [www.kent.gov.uk](http://www.kent.gov.uk) or contact Kent County Council on 01622 696565. Once completed please return to:

The Appeals Administrator  
Democratic Services  
Sessions House  
County Hall  
Maidstone  
Kent  
ME14 1XQ

An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

#### **Admission Arrangements for Reception**

At Palace Wood Primary School children have the opportunity to have nine full terms in the Foundation Stage and KS1. We admit all children in the September after their fourth birthday.

#### **Admission for Year Groups other than Reception**

In Year Casual Admissions are admissions which take place outside of the normal entry to school. Please contact the school for further information on available places.

#### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.