



LORDSWOOD  
SCHOOL

## Admissions Policy

Date: October 2018  
Review Due: October 2019

Reviewed Annually

Lordswood School is a 4-11 years school with inclusive provision. It also includes a Nursery which admits children during the term after their third birthday.

The main principle of admission to Lordswood School 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.

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 services 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 The offer of a place may be withdrawn if proof of residency is not met.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 he/she 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.

Lordswood School meets the agreed criteria concerning the delivery of the Foundation Stage of Learning in accordance with the Local Authority's policy and will admit four year olds to the Foundation Stage Classes in one intake in September. The children due to be admitted during academic year 2019/2020 are those born between September 2014 and 31st August 2015. However, children reach compulsory school age at the start of the term following their fifth birthday.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until the beginning of the Spring Term without losing the offer of a place. Parents of children with Summer Term birthdays (1st April to 31st August) may ask to start their child in Year 1 in the following academic year but the reception place will not be saved. Parents will have to re-apply for a Year 1 place.

The Planned Admission Number (PAN) for the year commencing September 2019 will be 60.

## Oversubscription Criteria

Where the number of applications received via the Medway co-ordinated scheme exceeds 60, 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;
- Current family association (a brother or sister in the school at the time of application and still attending in September 2019);
- 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 Lordswood School. The children will be ranked according to the school's over subscription criteria and the Local Authority 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 of Lordswood 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 Governing Body.