



# Admissions Policy 2018

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## 1. Background

Martello Primary is a single form entry primary academy school ('the school'), able to admit a total roll limit of 210 pupils. The published admission number (PAN) is 30.

Applications for Reception ('Year R') places at Martello Primary will be processed via Kent County Council. Please follow the link below for details.

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

All prospective parents and pupils are welcome to visit the school by appointment. The school office should be contacted to make arrangements.

## 2. Children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP):

Parents of children with statements of Special Educational Needs or Educational, Health and Care Plans wishing to attend the school should ask the Local Authority to name our school in the statement or Plan.

If the school is named in the statement or Plan, the child will be admitted before the application of oversubscription criteria. As a result of this, the published admissions number will be reduced accordingly.

## 3. Admissions to Year R:

Where an offer has been made for Year R, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose 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 it, children may attend part-time until later in the school year, but not beyond the point at which the child reaches compulsory school age.

#### 4. Oversubscription

In the event of oversubscription, pupil applications will be prioritised as follows:

- Looked after children and previously looked after children.
- Children with siblings at the academy;
- Children eligible for the service pupil premium (parents applying under this criteria will need to complete the Supplementary Information form);
- Children of teaching staff employed in the academy for two or more years or where there is a demonstrable skill shortage;
- Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined on the basis of straight-line distance from the home to the school, those living nearest having highest priority. Distances are measured between the child's permanent home address and the school, measured in a straight line using the computerised Geographical Information System (GIS). A centroid (centre point) supplied by Ordnance Survey determines the start point of the home address. The same address point on the school site is used for everybody.

- Children living in blocks of flats will be deemed to reside at the same address and equidistant from the Academy.

#### 5. Tie Breaker

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 allocated the place. This will be supervised by someone independent of the School.

However, if children of multiple birth (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN.



## 6. Appeals

If a place at our Academy is not offered, parents have the right to appeal to an independent panel. Appeal papers should be obtained from and returned to the Clerk of the Appeal Panel, c/o Turner Schools. The closing date on the appeal application form must be adhered to. If you are in any doubt, please contact the Academy and we will send you appeal forms.

## 7. Appeals Timetable

In line with the policy of appeals at Kent County Council, if your child is due to start primary school in September 2018 and was refused a place at Martello Primary you can appeal this decision.

Appeals can be made between 18 April 2018 and 17 May 2018 to guarantee that your appeal will be heard by 19 July 2018. Please submit your appeal to the school office at [officemartello@turnerschools.com](mailto:officemartello@turnerschools.com).

If the school application was made in the normal round of applications, appeals must be heard within 40 school days of the appeal deadline.

If it was a late application, appeals should be heard within 40 schools days of the deadline where possible, or within 30 school days of making the appeal.

More details of the appeals process can be found on the Kent County Council website.

<http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer#tab-1>

## 8. Waiting Lists

The academy will maintain a waiting list after the 1st September for all 'full' year groups. If you want to put your child on a waiting list, applications must be made on the Turner Schools appropriate form and returned to the office.

The waiting list is maintained in order of the oversubscription criteria. This means that names can move down the list if, for example someone moves into the area and is higher placed under the oversubscription criteria.



#### 9. Admissions of children outside their normal age group:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a. Complete the LA common application form or the in-year admission form as appropriate;
- b. Attach a letter outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Martello Primary will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

The parent's views;

Any available information about the child's academic, social and emotional development;

Where relevant; their medical history and the views of a medical professional;

Whether they have previously been educated out of their normal age group;

Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;

The views of the Executive Principal, Primary.

#### 10. In-year Admissions

Applications for in-year admissions should be made to Turner Schools via the school office.



## 11. Definitions:

### 11.1 Looked after children and previously looked after children.

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

### 11.2 Children in receipt of the Service Pupil Premium

#### A child

- who has one or both of their parents serving in the regular armed forces
- who has been registered as a 'service child' in the [school census](#) at any point since 2011
- whose parent(s) died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)

### 11.3 Parent

By parent we mean any individual:

- who is parent of the child, or
- who is not a parent of the child but who has parental responsibility for the child, or
- who has care of the child



#### 11.4 Sibling

By sibling we mean:

- A full brother or full sister living as one family unit at the same address or living at separate addresses;
- A half-brother or half-sister living as one family unit at the same address or living at separate addresses;
- An adoptive brother or adoptive sister living as one family at the same address or living at separate addresses;
- A foster brother or foster sister living as one family unit at the same address;
- A step brother or step sister living as one family unit at the same address.
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending

#### 11.5 Home address

Where a child lives part of the week with one parent/carer 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 school nights of the week during term time.



## Supplementary Information Form

This form should be completed if you have stated a preference for Martello Primary School and you wish your application to be considered under criteria 3, eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the pupil is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form in addition to the Supplementary Information Form.

PUPIL DETAILS
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Forename: _____	Home Address: _____
Middle name: _____	_____
Surname: _____	_____
Pupils Date of Birth: _____	_____
	Postcode: _____



Details of person with Legal Parental Responsibility submitting application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please read the following declaration carefully and then sign and return the form to:

The Admissions Officer  
Martello Primary  
Warren Way  
Folkestone  
Kent, CT19 6DT

By [application date for Primary School places to be confirmed by LA each year]

Forms received after this date may not be able to be taken into account when processing your application for Primary National Offer day.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence. (Please see below list for acceptable documents)

Signed \_\_\_\_\_



Print Name \_\_\_\_\_

Date \_\_\_\_\_