



THE PRIMARY  
FIRST TRUST



**DETERMINED ADMISSION ARRANGEMENTS FOR WAYFIELD PRIMARY SCHOOL FOR THE ACADEMIC  
YEAR 2018/2019**

**ADMISSION POLICY 2018**

**For the process of Admission and Definitions of all Terms Used we will follow Medway Council's  
Coordinated Scheme for Primary Admission**

**Appeals will be managed by The Primary First Trust.**

1. Children reach compulsory school age at the start of the term following their fifth birthday. Children born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014 will be admitted in September 2018. Wayfield Primary School will also admit 2 year-olds into its Early Years class.
2. Parents/carers need to complete the Common Application Form in accordance with the co-ordinated scheme.

<http://www.medway.gov.uk/schoolsandeducation/applyforaschoolplace/2018admissionarrangements.aspx>

3. Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5. Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents/carers of children with summer term birthdays (1 April to 31 August) may ask to start their child in Year 1 in September but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.
4. The Published Admission Number for Wayfield Primary School is 30.

**OVERSUBSCRIPTION CRITERIA**

Following receipt of parental/carer preferences, places will be offered to those children with statements of special educational needs where Wayfield Primary School is named. Then, if the number of requests received via the coordinated scheme is more than the number of places available, places will be allocated in the following priority order:

1. Children in public care -as defined in the Medway co-ordinated admission scheme.

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2. Current family association (a brother or sister in the school). A brother or sister attending the named school at the time of application and who will still be attending at the time of admission.
3. Medical, Health and special access reasons. Using the criteria laid out in Medway's co-ordinated scheme for Primary admissions.
4. Children of Teaching Staff.
5. Nearness of child's home to school measured using Medway Council's criteria.

Where criteria involves measuring distance to a child's home, the Local Authority's procedures for ascertaining the shortest available safe route between home and the school will be used.

In the event of a tie within any criterion before the last, places will be allocated to those living the closest distance to the school as mentioned above.

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.

## **MULTIPLE BIRTHS**

In the event of the school being over-subscribed where the parent/carer for the final qualifying place available is the parent/carer of twins/triplets or other multiple births, The Primary First Trust will give multiple birth applications a higher priority for place than other applications with the exception of children in public care. To qualify, parents/carers must tick the appropriate box on the application to indicate the children are of multiple births.

## **CASUAL ADMISSIONS**

Parents/carers need to complete the Casual In-Year Admission Form and places will be offered in accordance with the co-ordinated scheme.

1. Parents can apply for a casual admission at any time during the school year.
2. If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
3. Any place that becomes available will be offered to the child at the top of the list.
4. All vacancies will be allocated as they arise.

### **Casual Admissions when transferring schools without moving home**

If a parent/carer wishes to transfer their child from another school without moving home, the Headteacher will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place.

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APPEALS Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the School Admissions Appeals Code.