



# Leeds and Broomfield C.E Primary School

## Admissions Arrangements Procedure

### Document History

Re-approved at CSC meeting	28 June 2016
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Next Review due:	April/May 2019

Leeds & Broomfield CE Primary School is part of the KULB Federation consisting of Kingswood, Ulcombe CE and Leeds & Broomfield CE Primary Schools

This policy will be achieved through strong links made to our Christian values at  
Leeds and Broomfield Church of England School

**Empathy Generosity Selflessness  
Curiosity Forgiveness Honesty**

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### 1. Annual Admissions

The Local Authority (LA) is responsible for the control of annual admissions to Leeds & Broomfield CE Primary School and this will be co-ordinated by them using a common application form and timetable.

The Federation Governing Body and the Local Authority (Kent County Council, KCC) have agreed that the admission limit for Key Stage 1 (Reception Classes and Year 1 and 2) shall be 15 pupils per year.

The School has a total roll limit of 105 children. Wherever possible we aim not to exceed 30 children per class because we believe this is in the best educational and social interest of all our children. However, we are allowed to have up to 35 children per class.

For children entering the school at the start of Reception class there is a Common Application Form (RCAF) produced by KCC (accessed via their website [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)) which has to be returned to the School or directly to KCC by the closing date stipulated for that year, usually six to eight months prior to the September of the school year in which the child turns five.

The procedure for admissions to the Early Years Foundation Stage (EYFS) is arranged by KCC and will follow the timetable set by them. Detailed information can be found in the booklet 'Admission to Primary School' on the website [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions).

The offer of a place at Leeds and Broomfield CE Primary School will be made by KCC as we are a Maintained School and we are required to adhere to KCC admissions procedure. This will be in the form of a letter which is sent on the date set in the timetable for that year.

Decisions on admissions to the School are guided by a Kent-wide policy and places are allocated by KCC. Their criteria are set out at:

For 2018/19 - <http://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-201819>

Admission decisions reached by KCC are binding. A parent refused a place for their child can appeal which, if upheld, requires the school to take in the extra child. Further detailed information is available from the School Office.

There are times when one child from a family can be offered a place in Reception but a sibling in another year group is not. Year groups run at a capacity of 15 children. Vacancies do occur, usually when a family leave the area, but these vacancies may not accommodate sibling links in a year group that is already full.

At Leeds and Broomfield CE Primary School all children start school in the September of the school year (September to August) in which a child turns five. However, in certain cases the Executive Headteacher/Head of School may agree a January start date.

We admit children to our school in a way in which we hope is supportive to building positive attitudes to school and which helps children achieve. We believe it is conducive to a happy

“starting school” experience to bring the children into class gradually when they first start school.

All prospective parents/pupils are welcome to visit the school. The School Office should be contacted to make arrangements. The school holds 2 Open Mornings per year in the Autumn term and visits outside these times may be arranged with the Head of School.

Our arrangements for admitting children to the EYFS Year (Reception) will be explained at our Admissions Meeting with new parents and carers.

\*Please refer to Kent County Council Admission and Transport Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ 01622 696565 or [www.kent.admissions@kent.gov.uk](mailto:www.kent.admissions@kent.gov.uk) for further information.

## 2. In Year Admissions

Applications for all places at Leeds and Broomfield CE Primary School, other than the start of Reception, are made directly to the school using the In Year Common Application Form (IYCAF) accessed via [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions) or directly from the school.

If a place is available at the school:

- Parents should complete the IYCAF and send to school (with SIF if needed). The school will produce an offer letter (if places available) and send to parents within 5 school days. Parents must accept or refuse the place within 10 school days;
- If the place is accepted the child should start school as soon as possible and the completed IYCAF be sent to the LA;
- If the child subsequently doesn't start, CME processes are initiated by the school;
- If the place is refused by the parents the completed IYCAF should be sent to the LA;
- If the parent doesn't reply a chaser letter will be sent by the school after 10 school days;
- If the place is accepted the child should start school as soon as possible and the completed IYCAF sent to the LA;
- If no reply after a further 5 school days, school can withdraw the offer. Completed IYCAF sent to LA.

If a place is not available at the school:

- Parents send IYCAF to school (with SIF if needed);
- School produces a refusal letter and sends to parents within 5 school days;
- School waits for 5 days to see if parent requests to join waiting list and then sends a completed IYCAF to the LA.

Applications will be processed in the order that they are received. If more applications are made than places available offers will be made to those applications received first. If more applications are received in one day than places available these applications will be put into the schools oversubscription criteria order (looked after children, siblings at school, distance from school) to decide who gets an offer. Cases will be reviewed on an individual basis.

If the school makes an offer from the waiting list this will also be maintained in the oversubscription criteria order. The school will inform the LA that an offer from the waiting list has been made.

The school will retain copies of all correspondence.

### **3. New Entrants Induction**

Parents and children are invited to visit the school on making initial contact. They are welcomed to the school by staff and shown around the school by older pupils or an adult. They then have the opportunity to meet the Head of School. New families are also invited to our regular Open Mornings / Evenings.

#### **Year R**

##### **Parents' Meeting**

We hold an evening meeting for parents early in the Summer Term preceding the academic year of entry. This gives us the opportunity to outline the arrangements for admission and the organisation of the school. A governor may attend this meeting with the Head of School, class teacher and other staff as appropriate. This provides the opportunity for parents to ask questions and talk through worries.

##### **Half Day Visit**

The children spend a further two half days (AM/PM) in school with their reception year teacher. They join in class activities and go outside onto the playground, in order for them to gain familiarity with their classmates. They also have the opportunity to join the other children for lunch in the school hall.

##### **Contact with Pre-School Groups**

The Class teacher and / or SENCO meets with local Pre-School Staff to discuss each child. The record of transfer is also passed from pre-school to the class teacher. Pre school staff are invited to join the school on the Autumn term open mornings and are kept informed of events happening at the school so parents and children can be part of the school before they join the school in September.

##### **Individual Consultations**

Parents are invited to meet the class teacher during the first half term of admission to discuss progress and an open morning/helping your child at home session provides opportunities for parents to see the class at work.

##### **Getting to know the school before entry**

Newsletters are sent to families prior to admission so that they can know a little about the school. Families are invited to attend Celebration Worship on Friday afternoons.

##### **Children Transferring From Other Schools**

Wherever possible children spend at least part of a day with the class they will be joining, meeting the teacher and children. Also children can stay for lunch on their visit day.