



## **HARTLEY PRIMARY ACADEMY**

Hartley Primary Academy, DfE number: 886/2511

### **Admission Procedure – Hartley Primary Academy follows KCC Admissions Policy.**

If you wish to be considered for a new Reception place at Hartley Primary Academy you will need to complete a KCC 'Reception Common Application Form' ensuring you name Hartley Primary Academy as one of your preferences. KCC operate an equal preference scheme and will always offer the highest available preference. It is therefore important for you to consider the order of your school preference naming them in order of preference.

Before deciding on your order of preference you may wish to take a preliminary look at the Academy; you and your children are very welcome to visit us. We hold Open Mornings in October/November so you can have a look around the Academy and we can answer any questions you may have. Please contact us to make an appointment.

Pupils are admitted to the Academy in accordance with the Kent County Council Admissions Policy. Applications are made online at <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>. The application period is between November and mid January of the following year.

If you have any difficulty completing the online process please do not hesitate to contact the Academy office, where help will be given. Alternatively you may email the KCC admissions Team on [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk)

### **Allocation of Places, School Admission Policy and Planned Admission Limit**

Hartley Primary Academy has a Published Admission Number of 60 children per year group. After the admission of pupils with a statement of Statement of Special Education Need – SEN – or Health and Care Plan – EHCP which names Hartley Primary Academy remaining places will be allocated in priority order of the oversubscription criteria below:

#### **Oversubscription Criteria**

If the number of preferences for the school is more than the number of places available, places will be allocated in the following priority order –

- a) Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with



their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.)

- b) Admission of students whose siblings currently attend the school and who will continue to do so at the time of entry.

(Note: the term 'sibling' includes full-, half-, and step-siblings and those living as siblings in the same family unit on the roll of Hartley Primary Academy.)

- c) Health and Special Access Reasons – medical, health, social and special access reasons will be applied in accordance with Hartley Primary Academy'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 Hartley Primary Academy. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and Hartley Primary Academy.
- d) Nearness of children's homes to school. We use the distance between the child's permanent home address and the Academy, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody.

The school's waiting list will be re-ranked in line with published oversubscription criteria, every time a child is added.

### **Joining Hartley Primary Academy**

Research has shown that children do far better if they start school earlier and children are entitled to full time education from the September after their 4<sup>th</sup> birthday. We welcome children into the school from the September after their 4<sup>th</sup> birthday, but if you have any concerns about your child's transition to school we would be happy to discuss with you a phased entry or later start.

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority



sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the Academy's ability to agree to a request for admission outside of the normal age group.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the Academy agrees to accept a deferred application for entry into Reception the following year. Deferred applications must be made via paper Casual Admission Form (CAF) to the Local Authority, with written confirmation from the Academy Principal. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the Academy's oversubscription criteria.