



The Flourish Federation

Admissions Policy

Ratified	11 th July 2023	Review	July 2024
----------	----------------------------	--------	-----------

Admissions Policy

Introduction

The governing body of the Flourish Federation applies the regulations on admissions fairly and equally to all those who wish to attend the schools.

This policy conforms to the regulations that are set out in The School Standards and Framework Act 1998, the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and Objectives

The Flourish Federation are inclusive schools that welcome children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible if there is an excess demand on the school places available.

Application procedure for admission to the junior school at the beginning of Year 3 and for the infant school at the beginning of Year R

As the schools are Community Schools, the admission arrangements are in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA.

For 2023 - 2024 the admission criteria, in priority order, are as follows:-

- 1. Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.
- 2. Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 5 miles of the



The Flourish Federation

Admissions Policy

Ratified	11 th July 2023	Review	July 2024
----------	----------------------------	--------	-----------

school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

- Brookfield Infant School and Brookfield Junior School are linked for the purposes of school admissions and are known as the Flourish Federation and considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an Infant school to the linked Junior school.

- Where a child is transferring from Year 2 and would not be attending the Infant school from the start of the next academic year, but applied for the linked Junior school, the sibling link would not be broken for a child applying for the Infant school.

- In this context, brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the schools' 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 the school. 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 school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

4. Children of staff at school where:

- 1) The member of staff has been employed at the school for two or more years at the time at which the application for admission is made or:
- 2) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Nearness of children's homes to school - we use the distance between the child's permanent home address and the schools, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point on the school site is used for everybody. When we apply address point. Distances are measured from a point defined as within the child's home to a point defined as within the schools as specified by NLPG. The same the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight-line measurements are used to determine how close each applicant's address is to the schools.



The Flourish Federation

Admissions Policy

Ratified	11 th July 2023	Review	July 2024
----------	----------------------------	--------	-----------

The LA publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they are required to state 3 schools in order of preference on the application form (JCAF juniors or RCAF - infants). This form can be downloaded from www.kent.gov.uk/ola or a paper copy can be obtained by contacting Primary Admissions (03000 412121 or email at kentonlineadmissions@kent.gov.uk). Expressing a preference does not, in itself, guarantee a place school.

Parents can make **either** an online application **or** a paper application, not both.

If a paper application form is being used, then this should be returned to Kent County Council. All forms should be returned by the date stipulated.

The LA notifies the schools and then notifies parents about their child's place as soon as all the applications have been considered. Parents are then required, by a given date, to inform the school in writing whether they wish to accept or turn down the place offered.

Returned acceptance forms must be accompanied by proof of address.

Examples include:-

- utility bills,
- bank or credit card statements with personal finance details blacked out,
- a bank statement of a savings account in the child's name,
- child tax and working tax credit letter (TC602),
- child's medical card or a letter from a Medical Centre, or GP surgery.

Documents should not be more than 3 months old showing residence at closing date, not application date.

If the Governing Body considers that the original address was used to fraudulently secure a school place it may withdraw the school place, even after the child has started at school.

Admission Appeals

If parents opted to send their child to one of the schools in The Flourish Federation, but were not offered a place, they can ask to be put on a waiting list, and they will be informed if there are any vacancies. In the case of vacancies, the schools will adhere to the priority order of admission criteria stated earlier.



The Flourish Federation

Admissions Policy

Ratified	11 th July 2023	Review	July 2024
----------	----------------------------	--------	-----------

If parents wish to appeal against a decision to refuse entry, they can do so by contacting the Primary Admissions Team after offer day. An independent Appeal Panel then meets to consider all appeals by parents who have been refused a place at one of the schools and who wish to appeal against this decision. The Panel may request the evidence that was provided for each school place (see examples above). An Appeal Panel's decision is binding for all parties concerned. If the Appeal Panel decides that we should admit a child to one of the schools, then we will accept this and continue to do all we can to provide the best education for all the children at our schools. (Details of appeal arrangements are available from the Primary Admissions Team.)

Published Admission Number

Our current PAN is 60 per year group for admissions to the Infant School, and 64 per year group for admissions to the Junior School.

We keep this number under review and the governors will apply to change the number if circumstances allow.

Application procedure for admission to our school during an academic year

If a family has already moved in to the area and wishes to send their child/children to one of our schools they should complete an In-Year Casual Admission Form (IYCAF).

Once parents have completed the IYCAF, there must be a response from the schools.

If there is a place in the appropriate year an offer letter should be sent within 5 school days. Parents must then accept or refuse the place, in writing, within 10 school days.

If the place is accepted the child should start as soon as possible.

If the place is refused, the IYCAF is sent to the LA.

If the parent doesn't reply, a 'chaser letter' is sent after 10 school days. If no reply after a further 5 school days, the schools will withdraw the offer and send the IYCAF to the LA.

If there is not a place at the schools then the schools should send a refusal letter within 5 school days. Parents may then request to join a waiting list. Completed IYCAF is sent to the LA.

Our schools will process each application in the order they are received.

A waiting list will be maintained in admission criteria order.

Copies of all correspondence are kept in case of appeal or parental enquiry.



The Flourish Federation

Admissions Policy

Ratioed	11 th July 2023	Review	July 2024
---------	----------------------------	--------	-----------

Review

This policy will be reviewed annually so as to ensure complete compatibility with the LA's Admissions Policy.