

## Westgate Primary School

- A Place of Excellence –

### Admissions Policy

2014-2015



The Local Authority (LA) is responsible for the control of admissions to the school and this will be coordinated by them using a common application form and timetable.

By law, children have to start school by the beginning of the school term after their fifth birthday (this is when they reach compulsory school age). The local authority's policy is to encourage schools to admit four year olds so that as many children as possible will have at least eight terms in Key Stage 1. The decision on whether or not to admit four year olds is made and reviewed annually by the Head of School and in consultation with the Governors.

The number of places available is determined by the physical capacity of the school and is called the 'Agreed Admissions number'. Our published admissions number is 30. The LA, in consultation with the Executive Head and Head of School, may set a higher figure for a particular year group. The law gives parents the right to state a preference for any school, but not automatic choice. If your preference is Westgate Primary School, a place will be offered if there are vacancies. In 2014 / 2015 if the school is over-subscribed, the following criteria will be taken into account in the order listed below:

- Children in the care of Kent County Council.
- Current Family Association (sibling link)
- Health and Special Access Reasons
- Nearness of children's homes and ease of access to schools 'using the distance between the child's permanent address and the school, measured in a straight line using ordnance survey address point data.

### **How old your child should be when they start school**

A school year runs from 1st September in one calendar year to 31st August in the next, so children who will reach compulsory school age during the school year 2014/2015 are those born between 1 September 2009 and 31 August 2010.

### **Primary School Applications**

All parents wishing to apply for their child to start school in September 2014 can do so from 12th November 2013. You can apply online or fill out a paper application form - these are available from Kent primary schools or by using a standard paper form known as the Reception Common Application Form (RCAF) Primary Admissions Booklet 2014 (Kent)

The deadline for all applications is 15th January 2014.

All parents who have applied will be sent a letter posted first class on 16th April 2014, to tell them which school they have been offered. If a parent has applied online they will also receive an email after 4pm on the same day.

### **Applying for an In Year admission**

If your child is already at school and you wish to apply for a school place outside the year of entry (for example, a year 1 or 2 place) please refer to Kent's In Year admission page for information.

### **Registering your interest with primary schools**

If your child isn't old enough to start school yet, you may register an interest at any school you want by contacting the school office. When your child is old enough, the school will get in touch with you so that you can collect a booklet and admissions form for that year.

Registering an interest at a school does not give your child priority for a place just because their name has been down longer than any other child