

In-Year Admissions Policy
The Pathway Academy Trust



An in-year admission is the admission of a pupil to a school which takes place outside of the normal entry times. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. You can ask to change schools at any time.

In Kent, schools are responsible for their own in-year admissions.

Children with a Statement of Educational Need/Education Health Care Plan with Culverstone Green Primary as the named school will always be offered a place at the school.

The school will offer a place to any child who applies, provided that the number of children in that class will not exceed 30.

The over-subscription criteria are as follows:

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

- **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.
- **Children of Staff** at the school - where a member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a skill shortage.
- **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 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

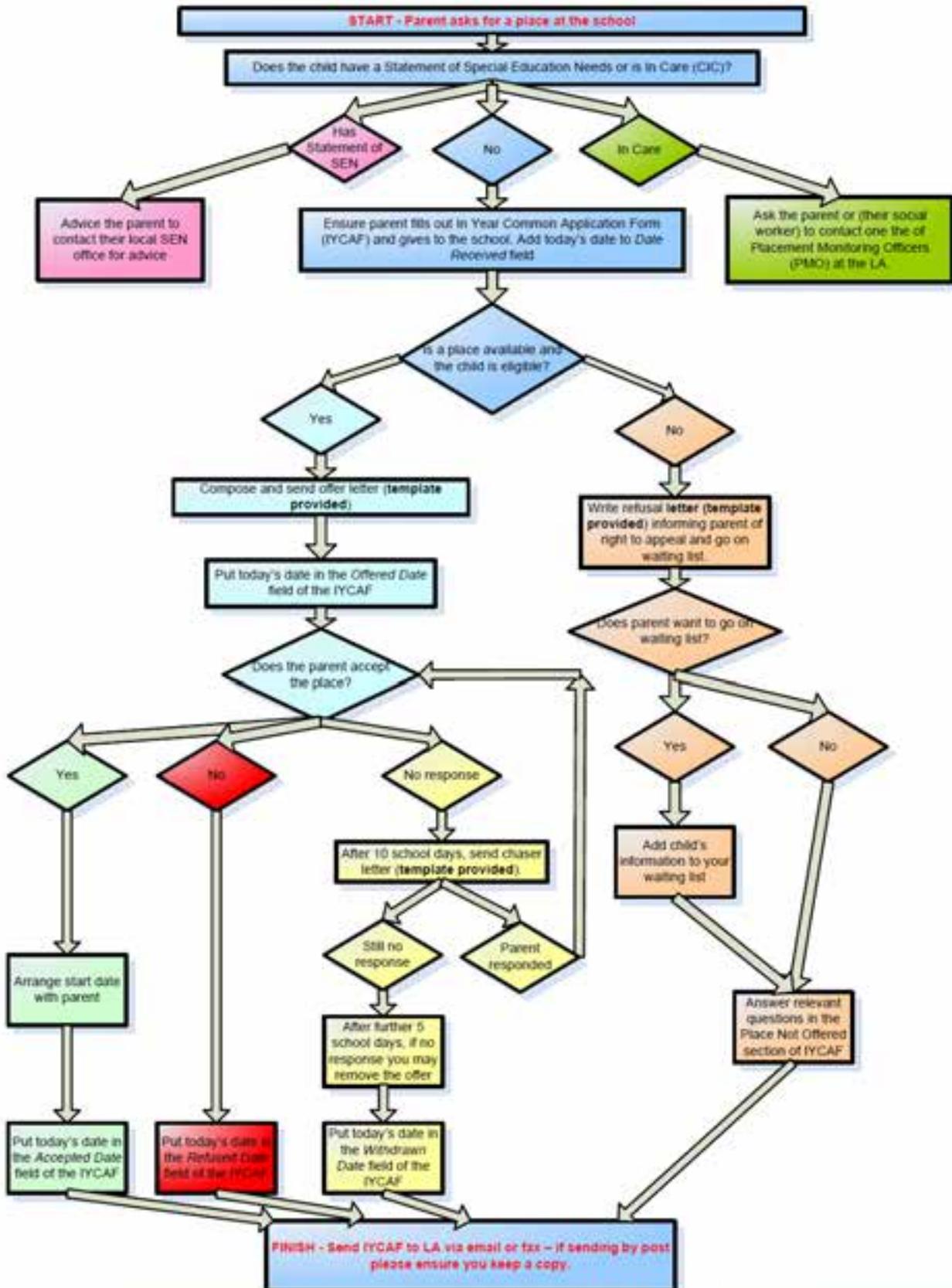
In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school'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 a particular 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 a particular 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 particular school.
- **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, 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 school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply 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 school.

The links below show the application process:

<http://www.kelsi.org.uk/admissions/admissions/in-year-admissions>

<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>



If child subsequently does not attend school please fill in CME 2 form and return to Children Missing Education team