

LONG MEAD COMMUNITY PRIMARY SCHOOL POLICY



Policy name	Attendance Policy – 2025 to 2026
Date written	26th February 2024
Date agreed by Governing Body	27th February 2024
Date of renewal	January 2025
Senior member of staff with oversight	Karen Follows
Governor with oversight	Terri Daters

Please note that within these criteria the term parent is used to refer to parents or legal guardians.

The following arrangements with respect to the admission of pupils to the school will be adopted.

Children will be admitted without reference to ability or aptitude in the school year during which they become five. The Published Admissions Number (PAN) for the year commencing September 2025 will be 30. Admission to the reception class occurs at the beginning of the Autumn Term. Although parents may wish to defer their child's school place until the start of the term following their fifth birthday we do have facilities to admit these children at the beginning of the Autumn Term. Applications for admission must be received in line with deadlines set by the LA; and children will be 4 plus years of age on entry.

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the PAN will be reduced accordingly.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit.

1. Children in Local Authority Care

Children in Local Authority Care or Previously in Local Authority Care – A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Sibling / Current Family Association

A brother or sister attending Long Mead CP School when the child starts; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an

address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

3. Health and Special Access Reasons

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 Long Mead CP School.

4. Distance / Nearness of children's home to school

Child's home address

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its PAN after admitting one or more, but before admitting all of those siblings, the school will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are into the Reception Class, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Where applications are received after the deadline set by Kent County Council an Enquiry List will be maintained. Priority of admission will be determined by the above criteria.

In the event of a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order. Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

General

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- i) when a parent has failed to respond to an offer within a reasonable time or
- ii) when a parent has failed to notify the school of important changes to the application information; or
- iii) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

The school will establish arrangements for appeals against non-admission which will include an independent element. Details of the arrangements for admissions and appeals will be published each year.

Admissions to the school will be based on the above criteria. Initially admissions in any year will be dealt with by an admissions panel consisting of Governors and teachers. Any appeals will be dealt with by the Appeals Committee.

Admission of children outside their normal age group

Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

Requests for admission outside of the normal age group should be made to the Head of School as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however, where it is provided it must be specific to the child in question. This might 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 a school's ability to agree to deferral.

Parents are required to complete an application for the normal point of entry, in case their request is declined. Deferred applications must be made via paper Common Application Form to the Local Authority, with written confirmation from each named school attached. 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 each school's oversubscription criteria.

Admission to Bright Stars Preschool

The current School Admission code relates only to statutory education i.e. children of Reception Age who will be five during the academic year; it does not apply to children under this age. Places offered under this Policy will be available to the child from the date the place is offered until 31st August following their fourth birthday. The maximum capacity at Bright Stars Preschool is 30 spaces split between a morning session or an afternoon session. 26 spaces are for those three and four year olds and 4 spaces for two year olds, as detailed below.

From the term after a child's third birthday they are entitled to up to 15 hours of free childcare per week, at Bright Stars Preschool we offer this as a morning or afternoon place (8.30 to 11.30 – 12.30 to 3.30) 5 days a week. The free entitlement can be taken at more than one setting within the guidelines set out by DfE i.e. taken over a minimum of 2 days of not less than 2.5 hours per day or no more than 10 hours per day, between the hours of 7am and 7pm, for 38 weeks each year.

Parents must complete the funding declaration form each term to enable the school to claim the funding.

A child is eligible for the free entitlement in the term after their third birthday i.e.:

- 1 January to 31 March - Start of term beginning in April
- 1 April to 31 August - Start of term beginning in September
- 1 September to 31 December - Start of term beginning in January

Where more applications are received than places are available, places will be prioritised in order of:

- Children Looked After (CLA) or were previously in care and are now adopted
- Children referred by outside agencies with Special Needs
- Date of Birth – older children having priority
- Siblings currently attending Bright Stars Preschool
- Siblings of children currently attending Long Mead CP School.
- Distance measured in a straight line (as Primary admissions)

However there is no statutory right of appeal for a Preschool place. If the preschool is full, except in cases of need, children should have had their names on the waiting list for at least one term before entry can be considered. Entry will be as close as possible to the term following the third birthday and will be in order of age –within the criteria listed above.

Children will usually be admitted the term after their third birthday but if parents would prefer and space allows they may be admitted ON their third birthday, even though they will not be funded.

It should be noted that admission to the preschool does not in any way guarantee admission to the Long Mead Primary school. Parents will need to apply for a primary school place via the KCC admissions process.

Admission of 2 year olds to Bright Stars Preschool.

Under a government initiative Bright Stars Preschool is now able to offer up to 4 places for 2 year olds who meet the following criteria:

The parents of the child with whom the child lives come within the earnings and benefits criteria used to determine eligibility for Free School Meals.

The child will be admitted in the term that they turn three.

An eligible child whose 3rd birthday is between:	Will be able to start at Bright Stars Preschool subject to space being available:
1 st Jan to 31 st March	Start of term 3
1 st April to 31 st Aug	Start of term 5
1 st Sept to 31 st Dec	Start of term 1

To be able to take up a place for a two year old an Eligibility Check must be carried out, by completing the FF2 application form. Once the school has received confirmation of eligibility from the KCC EY team the school will then be able to offer the place.

Free Entitlement to an early education place does not offer a guarantee of a place at any one provider or a particular pattern of provision, i.e. parents cannot insist on a space if the preschool or a particular session is full.

Two-year-olds who have met the eligibility criteria can continue to receive a place once they have taken it up even if there is change in the child's circumstances, until the child reaches the term after their third birthday when they would then be able to take up a normal funded 3 year old place.