



PHOENIX

PRIMARY SCHOOL

Admissions Procedure

To be read with Trust Policy

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Admissions Policy

This will apply to all admissions from 1 September 2025, including in-year admissions. It will be used during 2025/26 for allocating places for September 2025 as part of the main admission rounds for Year R.

The main principle of admission to Phoenix Primary School is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities.

We have strong curriculum links with Balfour Juniors, Hilltop, Chantry and Warran Wood and the five secondary schools within the Beyond Trust: Fort Pitt Grammar School, The Thomas Aveling School, The Robert Napier School and Walderslade and Greenacre Partnership.

The school participates in the Local Authority co-ordinated admissions scheme and all deadlines within that should be adhered to by applicants.

As required by the Regulations of 2005 (Admissions Code 2014) the school will give first priority in their over-subscription criteria to applications made on behalf of Looked After Children (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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to the school) and previously Looked After Children. A previously looked after child is one who was looked after, but has ceased to be so because he/she was adopted (or became subject to a child arrangement orders or special guardianship order).

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week.

Home address: Proof of residence is required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution. School visits and activities for which parental contribution is required are not compulsory. Further information regarding voluntary contributions is set out in the school's Charging and Remissions Policy.

ADMISSIONS PROCESS

Detailed information and guidance will be published in the Medway Local Authority booklet: *Admission to Primary School: A Guide for Parents*. Admissions should be made using the Medway Primary Common Application Form (RCAF).

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school where we are appropriately equipped to manage the needs of the child.

The Planned Admission Number (PAN) for the year commencing September 2025 will be 60 in EYFS, KS1 and Year 3. 60 in Years 4 to 6.

OVERSUBSCRIPTION CRITERIA

Where the number of applications received via the Medway co-ordinated scheme exceeds the school PAN, places will be allocated in the following priority order following admission of children with an EHCP or Statement of SEN that names the school as a suitable provision:

- A looked after or previously looked after child

- A child with current family association (a brother or sister in the school at the time of application and still attending in September 2023, or any of the other Trust schools) ¹ Fort Pitt Grammar School, The Thomas Aveling School, The Robert Napier School and Balfour Junior School.
- A child with health needs. Medical evidence must be provided by a social worker or medical professional that demonstrates a specific health reason which requires the child to attend the preferred school
- A child of a member of staff of the Beyond Schools Trust (where the member of staff has been employed for two years or more within the Trust at the time when the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage)
- Nearness of the child's home ² (In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.) Evidence of residence may be required.
- In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. The process will be independently verified.

Please note for children of multiple birth:

In the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple birth, the school will give multiple birth applications a higher priority for a place than other applications with the exception of looked after and previously looked after children. Parents/carers/carer must tick the appropriate box on the application form to indicate the children are of multiple birth.

In cases of over-subscription, parents can ask for the child's names to be placed on a waiting list held by the Local Authority for a place at Phoenix Primary School. Children on the waiting list will be ranked according to the school's over-subscription criteria and the co-ordinated scheme and not according to the date when a child's name was added to the list.

Should there be an over-subscription an Admissions Committee comprising of representatives of the Local Governing Body, with the Headteacher in attendance, will meet to review each case independently.

CASUAL ADMISSIONS

The casual admission process will follow Local Authority (L.A.) guidelines that aim to make a casual admission placement within 10 school days.

- Parents can apply for a casual admission at any time during the school year
- If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the school's over-subscription criteria and not according to how long a child's name has been on the list
- Any place that becomes available will be offered to the child at the top of the list
- All vacancies will be allocated as they arise
- Year R admissions will be determined by the Local authority until 31st December

Casual Admissions when transferring schools without moving home

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the child's current school to ascertain the situation so that our School is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child, when appropriate, visit our School and meet with the Headteacher before any place will be offered.

RIGHT OF APPEAL

If, having applied the over-subscription criteria, the school is unable to offer a place parents/carers will be contacted in writing and advised of the reason why a place could not be offered and giving information regarding the right of appeal. Parents wishing to appeal should write to the Clerk to the Appeal Panel at the school and appeal papers will be forwarded on request. The completed forms should be returned to the Clerk to the Appeal Panel at the school. The

¹ 'Sibling' means an older brother or sister, step-brother or sister, foster brother or sister, or those who live as brother or sister in the same house. In all cases, children must reside in the same household.

² Distances and routes calculated will represent the shortest route to the school from the child's home (as defined by the Ordinance Survey). The start point is the centre point of the nearest road or footpath of the child's home. The end point is centre point of the road adjacent to the school site (as defined by the Medway Council Primary Admissions Policy 2022/23).

closing date on the forms must be adhered to. Any final Appeal following a Governors Appeal Panel will be heard by an independent appeal panel.

REVIEW

The Admissions Policy will be reviewed annually by the schools Local Governing Body.