



CEDAR

Children's Academy

ADMISSIONS POLICY

2023-2024

Cedar Children's Academy

Part of the Thinking Schools Academy Trust

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office@cedarchildrensacademy.org.uk

CHILD FIRST – ASPIRE – CHALLENGE – ACHIEVE



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1. Aims

This policy aims to:

- Explain the Published Admissions Number (PAN) with the contact of the Academy (“the School”)
- Explain how to apply for a place at the School
- Set out the School’s arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Academy Context

Cedar Children’s Academy is a 4 – 11 coeducational, Primary Academy.

Our admissions process is in line with the coordinated school admissions scheme as set out in the DfE School Admissions Code 2021. The Trustees of Cedar Children’s Academy are responsible for admissions to the school and for publishing the following admissions policy. Admissions to the School are part of the co-ordinated admissions scheme Medway Council.

Students will be admitted at age 4. The Published Admission Number (PAN) for our school is 630 places has been set with regard to the net capacity of the school.

3. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an Academy, the School is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following their birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.

Measuring Distance:

All distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school.



Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by School Services.

The start point:

The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).

This may not always be the postal address road, in circumstances where an alternative road or footpath is actually nearer to the seed point of the property.

Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New property developments may be subject to this.

The end point:

This will be either a pre-defined point within the School site or the centre point of the road adjacent the School site.

The same end point is used for all distance calculations to the School.

Routes/Footpaths:

The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes).

Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system. Where a route is not known to the GIS system an alternative route will be used.

5. How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preferences for a minimum of 3 state-funded schools, in rank order.

To apply please complete the In-Year Admission Form which can be found here:

<https://www.cedarchildrensacademy.org.uk/our-school/admissions/>

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

6. Requests for Admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Parents are expected to write to the Headteacher to request admission outside the normal age group.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and where appropriate, provide what evidence they have to support this. When we receive a request the school will contact the parents to discuss the content of the application.

There is no requirement for additional information to be presented by parents in order for the request to be considered. However, decisions can only be made based on the information received. The onus is on parents to provide any information they deem to be important. This should relate directly to your child.

Please do not give any general information about summer born children, e.g. research and statistical data and extracts from the DfE Admission Code or guidance on the admission of summer born children.



Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal the decision made following the request for admission outside the normal age group.

7. Allocation of Places

7.1 Admission number

The School has an agreed admission number of 90 pupils for entry in Years Reception – Year 6.

7.2 Oversubscription Criteria

All children whose Education, Health and Care plans (EHCP) name the school will be admitted before any other places are allocated.

If the School is not oversubscribed, all applicants will be offered a place.

In the event that the School receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the School.

1. Priority will next be given to children on the basis of social or medical need. The School will largely be led by the recommendations from medical practitioners in identifying social and medical needs. If you are making an application on the basis of social or medical need the School requires supporting evidence. The application must be fully supported by written confirmation from the professional involved in the case, which states that the School is in their professional opinion the appropriate school for the pupil to attend for specific medical or social reasons.
2. Priority will next be given to children of staff at the School, in either of the following circumstances:
 - a) The member of staff has been employed at the School for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Priority will next be given to children with siblings at the School. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the School.
4. Priority will next be given according to the distance from the School to the home address. The home address is defined as the home where a child spends the majority of their school nights - school nights are defined as Sunday, Monday, Tuesday, Wednesday, Thursday. Distance will be measured using Medway Council's definition located in Section 4 of this Policy.



7.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

Random allocation will be undertaken by drawing name/s from sealed envelopes with the name of one child per envelope. This will be verified by someone independent from the School.

7.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the School, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the School until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents who wish to defer their child's place or for their child to attend part-time, must contact the school to discuss this arrangement by emailing office@cedarchildrensacademy.org.uk, telephoning the school on 0333 360 2105 or in writing via Cedar Children's Academy, Cedar Road, Strood, Rochester, Kent, ME2 2JP for the attention of the Headteacher.

7.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

7.6 Fair Access Protocol

We participate in Medway Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

8. In-year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the School will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Office@cedarchildrensacademy.org.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days.



9. Waiting Lists

Medway Council will be responsible for holding a waiting list for parents who request their child's name be added for Reception until 31st December.

The waiting list will operate until the end of the end of the academic year. This will be maintained by the School and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

10. Appeals

If your child's application for a place at the School is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Office@cedarchildrensacademy.org.uk

You can find details of the School's appeals timetable on the following webpage:

<https://www.cedarchildrensacademy.org.uk/our-school/admissions/>

11. Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board will publicly consult on these changes. If nothing changes, it will publicly consult on the School's admission arrangements at least once every 7 years.