



**CEDAR**  
Children's Academy

# ADMISSIONS POLICY

2023-2024

**Cedar Children's Academy**

Part of the Thinking Schools Academy Trust

Date of determination: Feb 2024

Review date: January 2025



THINKING SCHOOLS  
ACADEMY TRUST

[office@cedarchildrensacademy.org.uk](mailto:office@cedarchildrensacademy.org.uk)

CHILD FIRST – ASPIRE – CHALLENGE - ACHIEVE



## Introductory statement

### 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 Primary School, coeducational, non selective 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 of Medway Council.

### Published Admission number (PAN)

The point of entry to the school is Year R. The school has an admission number of **90** for Year R. It will admit this number of pupils if there are sufficient applications. If fewer than **90** applications are received, all applicants will be offered a place. If more than 90 applications are received, the oversubscription criteria below will be used to determine which applicants can be offered a place.

### Application process

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 of Medway Council.

Applications for year R must be submitted via Medway Council by the national closing date of 31 January 2024. Late applications will be processed by Medway Council until the end of term two. In school admissions after term 2 will be dealt with by the school, please complete an in year admission form available on the school website and the school will process the application.

### Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order\* including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.



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).

\*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

The school may require a copy of the adoption order / child arrangements order / special guardianship order to validate the application of this criterion.

2. Children who have an exceptional social or medical need which means they should attend this school rather than any other. Your application must be supported by evidence, for example from a medical specialist or social worker, of the [child's/parent's] need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.
3. 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
4. Siblings of pupils attending the school at the time the application is received. (Siblings will not be prioritised if their sibling is in Year 6)  
A sibling is :
  - A natural brother or sister, or half brother or sister
  - A legally adopted brother or sister, or half brother or sister
  - A step brother or sister
  - Other child living in the same household as part of the same family where they are living at the same address as the applicant on the date of the application.
5. 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 Medway Council's 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 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 concerned.

### **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.

## **Children at the School's Nursery**

Parents should note that children who attend the school's nursery will not automatically transfer to Reception Year at the school. An application for admission to Reception Year must be made in the normal way.

## **Tie-break**

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. This will be verified by someone independent from the school who will conduct the random allocation.

The infant class size rules allow schools to exceed the limit of 30 pupils per teacher when children from a multiple birth are tied for the final place.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

## **Delayed admission to reception**

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

## **Admission of children outside their normal age group (including for 'Summer born' children)**

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

## **Waiting list**

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

The school will maintain a waiting list for all year groups until the end of the academic year. A parent whose application was unsuccessful may ask for their child's name to be added to the waiting list. Where places



become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **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.

## **Appeals**

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Contact the Headteacher at [office@cedarchildrensacademy.org.uk](mailto:office@cedarchildrensacademy.org.uk) for information on how to appeal. The appeals timetable is on our website at

## **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.

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

