



DELCE ACADEMY 2021/22 ADMISSIONS COVER SHEET

School Name	Delce Academy
Address	The Tideway, Rochester, Kent. ME1 2NJ
Telephone Number	01634 845242
Status	Academy

The following document forms the school's determined admission arrangements for 2021/22

DELCE ACADEMY
DETERMINED ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2021/2022

The Local Advisory Committee is the admissions authority for Delce Academy.

The determined admission arrangements are:

The published admission number for the reception class is 30

The published admission number for Year 3 is 160 (30 places for children in year 2 at Delce Academy and 130 external places).

APPLICATION PROCEDURE

Places will be offered according to Medway Council's co-ordinated scheme for primary admissions. For further information and an application form parents/carers should contact Medway Council's School Services Admissions Team on 01634 331110.

ADMISSION POLICY

Admission arrangements for disabled children are the same as for any other pupils and the school will do everything possible to ensure all children are treated fairly and have the same opportunities.

The academy will offer places to those pupils with a statement of special educational need or an Education, Health and Care plan where Delce Academy is the named school.

In the case of oversubscription, Delce Academy will allocate places using the criteria below.

OVERSUBSCRIPTION CRITERIA

If the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

- Children in Public Care – looked after children and previously looked after children;
- Children attending paired infant schools; Crest Infants and St Peters Infants **N.B. this criteria applies to admissions to year 3 only;**
- Children who, at the time of application have a brother or sister (including children living as siblings in the same family unit) on the school roll and who will still be attending in September 2021;
- Children from schools within the Trust;
- Child's health reasons which require the child to attend this school where this can be supported by medical evidence;
- Children who at the time of application have a parent who is a member of staff at the school (where the member of staff has been employed for three years or more at the time at which the application for admission 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 to the school measured using Medway Council's procedures for ascertaining the shortest available safe route between home and the school.

TIEBREAKER

In the event of a tie within any criterion above, e.g. if two or more children have the same priority in any criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.

ADMISSION OF PUPILS OUT OF THEIR NORMAL YEAR GROUP

In general, the school follows the Department of Education advice that children should be educated in their normal age group with an appropriately differentiated curriculum and that they should only be educated out of their normal year group in very limited circumstances. Parents considering an out-of-year-group place should contact the school at the earliest opportunity to discuss their concerns. All requests will be considered on their merits, taking into account the individual circumstances of the request and the child's best interests and either agreed or refused. Parents will be made aware of the outcome of the application. If a request is refused, the child will still be considered for admission to their normal year group.

CASUAL ADMISSIONS

Parents/Carers need to apply directly to the school. They should complete the Casual In-Year Admission Form and places will be offered in accordance with the co-ordinated scheme.

- 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 oversubscription 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.

CASUAL ADMISSIONS WHEN TRANSFERRING SCHOOLS WITHOUT MOVING HOME

If a parent/carer wishes to transfer their child from another school without moving home, the Heads of School 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 themselves visit our school when appropriate to meet the Heads of School before any place is offered.

APPEALS

Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the school's Admissions Appeals Code. The Office of the Schools Adjudicator will take complaints about the schools' admissions arrangements.

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>