ADMISSION ARRANGEMENTS FOR TWYDALL PRIMARY SCHOOL FOR THE ACADEMIC YEAR 2028/2029

1 Admission Arrangements into Year R

Children reach compulsory school age at the start of the term following their fifth birthday. Twydall Primary School will admit 4-year-olds into its Foundation Stage class, i.e. those children born between 1 September 2023 and 31 August 2024.

Parents/Carers need to complete the Medway Common Application Form in accordance with the co-ordinated scheme. For further information and an application form please contact Medway Council's School Services Admissions Team on 01634 331110 or the following website:

http://www.medway.gov.uk/schoolsandeducation/applyforaschoolplace

Parents/Carers are not obliged to start their child at school until the beginning of the term after the child is 5.

Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.

Parents/Carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/Carers of children with summer term birthdays (1 April to 31 August 2024) may ask to start their child in Year 1 in September 2029 but the Reception place will not be saved. Parents/Carers will have to reapply for a Year 1 place. Parents/Carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

The Published Admission Number for Twydall Primary School is 30

2. Oversubscription Criteria

Following receipt of parental/carer preferences, places will be offered to those children with an Educational Health Care Plan (EHCP) where Twydall Primary School is named. Then, if the number of requests received via the coordinated scheme is more than the number of places available, places will be allocated in the following priority order (multiple birth children would be given priority for the last available place(s) to be offered should they be potentially split):

1. Children in public care -as defined in the Medway co-ordinated admission scheme, including previously looked after children, who are now adopted
2. Children with a current family association (a brother or sister, including adopted, foster and step siblings living in the same house) in the school at the time of application and still attending in September 2028).
3. Children with health, medical and special access reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Twydall Primary School.
4. 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 continuously employed for three years or more at the time at which the application is made and /or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).

5. Nearness of child's home to school measured using Medway Council's criteria. Where criteria involve measuring distance to a child's home, the Local Authority's procedures for ascertaining the shortest available route between home and the school will be used.

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 Admissions.

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.

3. Tie-breaker

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.

4. Casual Admissions

Parents/Carers need to complete the Casual In-Year Admission Form and send direct to Twydall Primary School. Places will be offered in accordance with the co-ordinated scheme and Medway Fair Access protocol. Parents can apply for a casual admission at any time during the school year.

- If no places are available at the time of application, the school will maintain a waiting list. 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.

5. Casual Admissions when transferring schools without moving home:

If a parent/carer wishes to transfer their child from another school without moving home, the Head teacher 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 when appropriate, visit our school and meet with the Head Teacher before any place will be offered.

6. Appeals

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

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