



The Gateway Primary Academy

Admission Arrangements

2025 - 2026

The Governing Body of The Gateway Primary Academy is the admissions authority. However, the Governors of The Gateway Primary Academy will comply with national admissions legislation and work in line with Kent County Council in order to operate within the Local Authority's Co-ordinated Scheme for Primary Admissions:

Our published admission number is 30.

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named on the plan, priority for admission will be given to those children who meet the criteria set out below, in priority order. In the event of more applications than places available the following oversubscription criteria apply:

1. Children in Local authority Care and Children who have been adopted from Care
2. Current family association
3. Health and special access reasons
4. A child of staff at the school
5. Nearness of children's homes to school

What do these criteria mean?

1. Children in Local Authority Care and previously looked after children

Children in Local Authority Care or Previously in Local Authority Care - 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. 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).

2. Current family association

A brother or sister in the Academy at the time of entry where the family continue to live at the same address as when the sibling was admitted. If they have moved they must live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion (below).

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. Health and special access reasons

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend The Gateway Primary Academy. Equally this priority will apply to children whose parents/guardians physical or mental health or social needs mean that they have a demonstrable and significant need to attend this particular Academy. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and The Gateway Primary Academy.

4. A child of staff at the school

- a. The member of staff has been employed at the school on a permanent contract for two or more years at the time at which the application for admission to the school is made and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Nearness of children's homes to school

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

A child's home is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep due to your own domestic or special arrangements).

The address must be the pupil's home address on the day the application form was completed and which is either owned by the child's parent, parents or guardian, or leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

Admissions Procedure

The school follows the admissions procedure established by the Local Authority (LA). Applications for Year R children are made on the Kent Common Application Form (CAF) details

can be found at <http://www.kent.gov.uk/education-and-children/schools/school-places> The Local Authority (LA) will notify parents of the outcome of their application.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- (a) When a parent has failed to respond to an offer within a reasonable time.
- (b) When a parent has failed to notify the school of important changes to the application information.
- (c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

Admission of children below compulsory school age and deferred entry to school

- a) Parents have the right for the date their child is admitted to school to be deferred until later in the academic year or until the term in 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.
- b) Children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer.
- c) Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year Admissions process. Application should be made during the last month of Reception Year.
- d) Parents have the right for their child to take up the place part-time until their child reaches compulsory school age.

Tie Breaker

In a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

Waiting list for reception places

After the initial allocation of places in April, parents whose children were not allocated a place may be put on a waiting list. The waiting list is kept in over-subscription criteria order. The child will remain on the waiting list until parents/carers request the child be removed from the list or until the end of August of the following year whichever is the sooner. Late applications to Reception will need to be made using the Local Authority 'In-Year Casual Application Form'.

In year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

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 this policy. Priority will not be given to the children on the basis that they have been on the list the longest.

Applications for in-year admissions should be submitted to the school office. office@gateway-pri.kent.sch.uk