



## Maritime Academy Trust Admission Arrangements for Entry for 2027/28

### Admission Arrangements:

#### **Legislation and statutory requirements**

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

- [School Admissions Code](#)
- [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.

#### **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.

As required in The School Admissions Code 2021, all schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in the code, to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

### **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 preference for a minimum of 3 state-funded schools, in rank order.

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.

Please note, pupils attending Featherby Infant and Nursery School and Bligh Infant School will not transfer automatically into Featherby or Bligh Junior Schools. A separate application must be made for a place for entry to year 3.

### **Nursery Classes**

If there are more applicants than places available, the school will give priority in the following order:

- (1) Looked after children and previously looked after children who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after.

'Looked after children' are: (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 definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.

- (2) Children who have a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission.

'Siblings' are defined as [definition lifted as a quotation from the Local Authority's admissions information for maintained schools]. The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain – Maritime schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

- (3) Children or their immediate family members with an acute medical or social need for a place in a particular nursery school.

The application must be supported by a letter written by a hospital consultant, GP or

social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place at the school.

- (4) Children of staff members who have 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This option is only available for staff with a permanent contract to work at the school (and not employees in the Maritime central team); it will be subject to confirmation by a Maritime Trust Board non-executive that on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code.

- (5) Children ranked according to home to school distance.

If two or more applicants have equal right to a place under any of the above criteria, priority will be given to the child that lives nearest to the school. Where a child has not received any early years' provision and is nearing reception class age, the school may prioritise this child over a younger child.

Measurement will be according to a straight line from the centre of the child's home to the centre of the school site. The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required.

If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child (if applicable), the address of the parent named on the child's passport and the address at which the child is registered with a GP. For children who reside with a relative or carer other than a parent, a court order will be required.

## **Admissions Process**

The universal 15 hours early years free entitlement for 3 and 4 year olds includes an extended entitlement of up to 30 hours for eligible working families. Families that do not qualify for the 30 hours will still be eligible for the existing universal 15 hours.

Applications to nursery schools or classes are made direct to the school.

Free early learning provision is provided for eligible two year olds at participating settings including some schools, from the term after a child's second birthday. Maritime Academy Trust primary schools admit all children to reception classes in September.

This may mean some nursery classes will also fill their places in September. Children will not be admitted to a nursery class or nursery school before their third birthday, unless the school is providing places for eligible two year olds.

If it is not possible to offer a child a place, a request can be made for the child's name to be placed on the waiting list. However, there is no formal appeals process.

## Primary Schools

After the admission of pupils with a statement of special educational needs or an education, health and care plan naming the school, if there are more applicants than places available priority will be given in the following order to:

- (1) Looked after children and previously looked after children who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after. '

Looked after children' are (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 definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.

- (2) Children who have a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission.

This does not include siblings attending a school's nursery provision. 'Siblings' are defined as [definition lifted as a quotation from the Local Authority's admissions information for maintained schools]. The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain – Maritime schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

- (3) Bligh and Featherby Junior Schools only. Priority for the Junior School will be given to those who already attend their corresponding Infant School.
- (4) Children or their immediate family members with an acute medical or social need for a particular school.

The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place at the school.

- (5) Children of staff members who have 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, the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Children of staff members who have 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This option is only available for staff with a permanent contract to work at the school (and not employees in the Maritime central team); it will be subject to confirmation by a

Maritime Trust Board non-executive that on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code.

#### (6) Other children based on home to school difference

It is important to note that admissions to a Maritime School could be within one of four Local Authorities. Please note how each of these calculate 'Home to School' distance.

**Bexley Local Authority:** Bexley measures the distance from the child's home to the school in a straight line ("as the crow flies"). This measurement is taken from the address point of the child's home to a designated point at the school. The home address is defined as where the child lives with the parent or registered guardian who is their main carer and eligible for Child Benefit or Child Tax Credit at the time of application.

**Kent Local Authority:** Priority will next be given to children living within the catchment area set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area. Kent measures the distance between the child's home and the school using a straight-line measurement ("as the crow flies"). This measurement is calculated from the child's home address to the centre point at the school. The home address is defined as the child's permanent residence, where they live for the majority of the school week.

**Medway Local Authority:** Medway calculates the distance from the child's home to the school using the shortest available route. This measurement is determined by Medway Council's Geographical Information System and is taken from the nearest point outside the pupil's home address to a point opposite the nearest approved access point on the school property that is for the use of pupils.

**Royal Borough of Greenwich Local Authority:** Greenwich also uses a straight-line measurement to determine the distance between the child's home and the school. The measurement is taken from the centre of the home address to the centre point at the school. The home address is considered to be where the child normally resides as their only or principal residence.

If more than one applicant lives in a multi occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

If the last child to be offered a place is a twin or sibling from a multiple birth, the twin or multiple birth siblings will also be offered a place(s) as an excepted pupil.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending 5 early years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or

Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a court order will be required. In establishing the principal home address we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given and an offer of a school place is made on the basis of that address, we reserve the right to withdraw the offer of a school place at any stage during the primary admissions process.

Applicants applying under the distance criterion will not be considered for places at the site furthest from their home address.

### **Point of Admission**

All Maritime Academy Trust Schools have a single point of entry and admit children in September.

Parents and carers may defer entry until the term following the child's fifth birthday. If the child's entry is deferred, the school must hold the reception place and not offer it to another child.

### **Co-ordinated Admissions**

All Maritime Academy Trust Schools will participate in the Co-ordinated Admissions Scheme.

### **Waiting Lists**

Waiting lists are maintained by the Local Authority in the same order as the published admission criteria. Priority is not given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted. Waiting lists are maintained for the entire academic year, each time a child is added to the list it will be ranked again in line with the published oversubscription criteria'.

### **Late Applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

### **Deferred entry for Reception places**

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made. Applications for deferred entry must be made in writing

via email for the attention of the headteacher of the school. Please note the school's email address in the 'contact us' section of that school's website.

### **Admission of Children Outside their Normal Age Group, including for 'summer born' children**

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [local authority] for information on how to appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

**Published Admission Number (PAN)**

| <b>Primary School</b> | <b>Published Admission Number</b> |
|-----------------------|-----------------------------------|
| Barnsole              | 90                                |
| Bligh Infants         | 90                                |
| Brooklands            | 30                                |
| Ebbsfleet Green       | 60                                |
| Featherby Infants     | 90                                |
| Greenacres            | 30                                |
| Hook Lane             | 60                                |
| Millennium            | 60                                |
| Nightingale           | 30                                |
| Timbercroft           | 60                                |

| <b>Junior School</b> | <b>Published Admission Number</b> |
|----------------------|-----------------------------------|
| Bligh Juniors        | 90                                |
| Featherby Juniors    | 90                                |

Appendix A - LOCAL AREA DEFINITION FOR EBBSFLEET GREEN PRIMARY SCHOOL ONLY

