



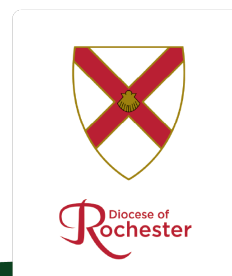
# Policy Document

Shorne Church of England Primary School

## Determined Admissions Arrangements Policy

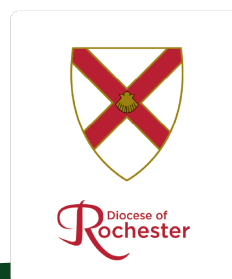
### For September 2026

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# Contents

<b>Criteria for admission.....</b>	<b>3</b>
<b>1) Children in Local Authority Care or Previously in Local Authority Care:.....</b>	<b>3</b>
<b>2) Current Family Association:.....</b>	<b>3</b>
<b>3) Health and Special Access Reasons: .....</b>	<b>4</b>
<b>4) Children of staff in either or both of the following circumstances: .....</b>	<b>4</b>
<b>5) Nearness of children's homes to school: .....</b>	<b>4</b>



Shorne Church of England (VC) Primary School became an academy as part of the Aletheia Academies Trust in December 2014. Our Published Admission Number (PAN) is 30.

Children will be admitted to the Reception Class before their fifth birthday. Usually, children will enter the Reception Class at the start of the academic year when they have their fifth birthday.

Applications for entrance into Shorne Church of England Primary School should be made through Kent Primary Admissions Scheme. You will be required to apply online via your local authority whereby you live, via the Reception Common Application Form (RCAF) and return it to the Local Authority before the county closing date. The application process will open in early November each year for admission in the following September.

### **Criteria for admission**

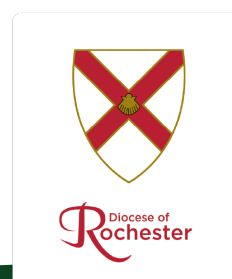
Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order, and the school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added:

#### **1) Children in Local Authority Care or Previously in Local Authority Care:**

'looked after child': a 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). It includes those who appear to the admission authority to have been in state care outside of England and ceased to have been in state care as a result of being adopted.

#### **2) Current Family Association:**

A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted or, if they have moved, 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' (see further below). In this context brother or sister means children who live as brother and 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 a particular school. 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 a particular school. 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 particular school.

### 4) Children of staff in either or both of the following circumstances:

- a.) where 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
- b.) and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post

### 5) 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.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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. This process will be independently supervised in line with the School Admissions Code.



If siblings from multiple births (twins, triplets etc.) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Lead Teacher (Head of School) of each preferred school as early as possible in the admissions round associated with that child’s date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports.

There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined.

This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school’s oversubscription criteria. Further advice is available at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

