



## Admission Policy

September 2025 – September 2026

Policy lead	Business Director
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Review date	Sept 26

# **GREATSTONE PRIMARY SCHOOL ADMISSION POLICY**

## **27/28**

### **Introduction**

The admissions process should be simple, fair and easy for parents to use in selecting the preferred school for their children. This policy aims to achieve this and complies with current admissions legislation.

Greatstone Primary School is a Foundation School and so the Governing Body is the admissions authority. However, the Greatstone Primary School will work in co-operation with Kent County Council in order to operate within the local authority's Co-ordinated Scheme for Primary Admissions.

Prospective parents are invited to view the school in the autumn before their child is due to start the following September. These visits are by appointment only and would usually take place between October and the end of December.

Applications for school admissions usually have to be submitted to the Local Authority in early January for entry in September. If you would like to visit the school please contact the school office on 01797 363916 for further details.

### **ADMISSIONS – GREATSTONE SCHOOL NURSERY**

Greatstone School Nursery is a 40 place nursery.

In the event that the nursery is over-subscribed the following criteria will be applied in priority order as follows:

- 3-year old children.
- Current family association - where a brother or sister is already on roll at
- Greatstone Primary School and the family continues to live at the same address as when the sibling was admitted or has moved to a property within two miles.
- Health reasons - the evidence for this must be strong and the Governors will require written evidence from a qualified person. Parental health is not a criterion.
- Nearness of a child's home and ease of access to school as measured by a straight line
- from home to school.

Birth certificates must be shown prior to admission

On admission we will:

- Provide parents and carers with information: Regular newsletter and dates for their diary etc.
- Inform parents and carers where our Policies and Procedures are displayed and we advise all to refer to these documents regularly, as these are updated throughout the year.
- Ensure parents and carers are aware of the Equal Opportunities Policy in place.
- Consult with families about the opening times/session availability, to avoid excluding anyone.
- Ensure that only persons named on the child's registration document by parent/carer will be allowed to collect them, unless prior consent has been given.

## **ADMISSIONS – GREATSTONE PRIMARY SCHOOL**

### **1. Admission Numbers and Intake Times**

- For Reception aged children the school's published admission number (PAN) is 30.
- Greatstone Primary School has one intake per year in September.
- 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.
- Although parents may wish to defer their child's school place until the start of the term following their fifth birthday we do have the facilities to admit these children at the beginning of the academic year in which their birthday falls.
- Applications for admission must be received in line with deadlines set by the LA and children will be 4 plus years of age on entry.

### **2. Application Procedure – for Year R places.**

- a) The school will follow the procedures, timetable and deadlines applicable to KCC's Coordinated Scheme for Primary Admissions.
- b) If there are more applicants than places, the Governors' Admissions Committee will meet to agree on the allocation of places based on the Oversubscription Criteria below.
- c) Once the PAN for the year group has been reached no other children can be offered a place.
- d) The school will hold a waiting list, this waiting list will be re-ranked in line with the published oversubscription criteria every time a child is added.
- e) Any parent whose child has been refused admission has the right to appeal against this decision. In these circumstances the school administrative officer will give advice and an appeal form.
- f) For applications for September 2026 onwards parents can arrange to visit the school and/or receive advice on the admissions process by contacting the school office.

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the 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

<https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

### **3. Oversubscription Criteria**

Before the application of Oversubscription Criteria children with statements of Special Educational Needs which name the school will be admitted. As a result of this the PAN will be reduced accordingly.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- a) Children in, or previously in, the care of a Local Authority.
- b) Children with siblings in school at the time of entry.
- c) Health and special access reasons.
- d) Children of staff at the school;
  - 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, and/or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) Proximity of the child's home address to the school, with those living nearer having 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.

### **4. Withdrawal of an offer of a place**

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

- when a parent/carer has failed to respond to an offer within a reasonable time; or
- when a parent/carer has failed to notify the school of important changes to the application information; or
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

### **5. Admission for Year Groups Other than Reception**

Parents seeking admission of children in years other than Reception should contact the school office for an in year casual application form.

Once the published PAN for the year group has been reached no other children can be offered a Place.

## **6. Appeals**

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Greatstone Primary School uses the services of KCC to set up the Appeal Panel Hearing. Parents should contact the school office in the first instance.

## **7. Notes**

### ***Looked After Children and previously Looked After Children***

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) at the time of making an application to a school.

A previously looked after child means 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 is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### ***Siblings***

This includes:

- natural or adopted siblings;
- step or foster siblings;
- those who live as siblings in the same house.

The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.

### ***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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate their child's needs. This must be sent to the Primary Admissions Team with the application form.

### ***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 address 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) and which is either owned by the child's parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Where parents live apart but share responsibility for the 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 week days.

Parents should consult the most recent Admissions guidance, published by KCC, for further information about how home to school distances are measured and defined including details about how blocks of flats will be treated and what constitutes a permanent or main residence.

This policy is reviewed annually by the Governing Body.

Valid for 2027/28 Admissions