



## Admissions Policy

<b>Last Reviewed</b>	<b>January 2025</b>
<b>Next review</b>	<b>January 2026</b>
<b>Persons responsible</b>	<b>SLT/Gilly Francis</b>
<b>Governor committee</b>	<b>S&amp;C</b>

### Reception Class Admissions

The school admissions policy follows the standard admissions policy for all Kent LEA community schools. Priority will be given to applicants for places in the following order:

1. Children in local authority care
2. Pupils who have siblings currently attending the school at the time of admission (September)
3. Specific health and special access reasons ( whose healthcare plan or statement indicates a need to attend a particular school)
4. Pupils who live nearest to the school, according to KCC distance checks.

If a reception place is available, an offer will be made subject to proof of residence at the time of entry for the parents and child. Any residential move which takes place between 16th April and the end of the first school term will be investigated to establish if a short term let has been taken for the purpose of securing a school place outside the families intended residential area.

Commented [GF1]: 16<sup>th</sup> April 2024

### In year Admissions

Parents wishing to enroll their child after the initial admission time in Reception, should complete an **In Year Admission Form (IYAF)** that can be found on the KCC website or from any primary school.

Commented [GF2]: IYAF

[https://www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0012/3522/in-year-application-form.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0012/3522/in-year-application-form.pdf)

Parents should complete a separate form for each child and forms should be returned directly to the school they are applying for. Under

normal circumstances parents should be informed of the outcome of their application within 5 schools days with a formal offer or refusal letter.

Parents will be offered the option of placing a child on the schools waiting list if a place is not available at the time of application, schools hold their own waiting lists.

If a place is available, an offer of a place will be made subject to proof of residence at the time of entry for the parents and child. If it is accepted, an appointment for a taster day for the pupil will be arranged and parents will have the opportunity to meet the class teacher and Headteacher to discuss the following and answer any other questions.

**Prior to admission:**

- The parent and pupil (if attending) will be shown around the school and, if possible, introduced to the pupil's teacher and class.
- Information about the organisation of the school will be given.
- The school's policy on homework, attendance and punctuality and bringing items from home will be explained.
- The parent will be requested to ensure that their pupil has a uniform and a book bag before they start.
- Procedures for making complaints will be explained.
- The parent will be asked about their pupil's needs, interests and skills.

Pupils will usually be given a starting date following the admissions meeting. Online admissions form should be completed, which will be sent directly to the school. A copy of the pupil's birth certificate and evidence of address should be handed into the school office for checking. Class teachers will be informed by the Headteacher, Deputy Headteacher or School Office of any new pupils starting in their class.

The school's Pupil Admission Number (PAN) is 210. This means that the school is legally obliged to admit all applicants for places up to 30 pupils in any year group from Reception to Year 6.