



# ADMISSION POLICY AND PROCEDURES 2027/2028

Date Policy was renewed: December 2025

Date Policy is due to renew:

Chantry Community Primary School is a nursery provision and school for 3 – 11 year old children. The main principle of admission to Chantry Community Primary School is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities. There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution.

## **Admission into Primary School (Reception Classes)**

An academic year runs from September in one calendar year to August of the following calendar year. Children who are born between 1 September 2022 and 31 August 2023 will reach compulsory school age during the school year 2027 to 2028. Parents do not legally have to send their child to school until the term in which their child reaches compulsory school age - the term when they have their 5th birthday.

However, to give as many children as possible at least eight terms in infant education, Chantry Community Primary School provides for the admission of children from the September following their fourth birthday. Parents can request that their child's entry into Reception is deferred or to take a place up part-time, until the term in which their child reaches compulsory school age.

Parents should be aware, that if they are offered a place and accept it, the child must be in school before the end of the academic year as the deferment cannot be continued into the next academic year from when the child was first offered the place. In cases where the child has a birthday between the end of Summer Term 2 and 31 August, waiting until they reach compulsory school age will mean the child misses reception year completely. As the reception place cannot be held open, parents would need to reapply through the In Year admissions process (see more information regarding this further on in this Policy). Parents have the right to start their child at school on a full-time basis from the September following their fourth birthday. Parents can also request that their child takes up the place part time until the child reaches compulsory school age.

Admission outside of the normal age group: The Department for Education have confirmed that there is no legal barrier to children being admitted out of their normal age group, but also states that parents do not have a right to insist that their child is admitted to a particular year. Request for admissions outside the normal age group should be made to the Head Teacher as soon as possible in the admission round associated with that child's date of birth.

Every school in Kent has an admission authority which is responsible for its admission arrangements. For Chantry Community Primary School, the Beyond Trust are responsible for admission arrangements. These are the same as the Kent County Council arrangements for primary schools.

Kent County Council coordinates the admission process of all primary schools in the County. This means that instead of applying separately to different schools, parents apply to Kent County Council naming up to three school preferences.

**Chantry Community Primary School has a Published Admissions Number (PAN) of 60 pupils for Reception Class.** These pupils will be taught in 2 classes, each with their own qualified class teacher and support staff.

## **To apply for a place at Chantry Community Primary School**

Parents are asked to complete application forms for Reception class places by the date to be published by KCC for Admissions, for the following academic year. Places in schools will be allocated on an Equal Preference Scheme. If the school is over-subscribed, places will be allocated based on the following criteria.

Before the application of oversubscription criteria, children with a Health and Care Plans (EHCP) where, following consultation with the Local Authority that the child's individual needs can be met, the school is named. As a result of this the published admissions number will be reduced accordingly.

Where the number of applications received by Kent exceeds 60 (the school PAN), places will be allocated in the following priority order:

- Children in Local Authority Care (CiC), previously looked after children who have been adopted from Care or become subject to a residency order or special guardianship order or Children previously in Care outside of UK
- Current Family Association (a sibling in the school at the time of application in Reception to Year 6 and still attending in September 2027)
- Children of a member of staff working at Chantry Community Primary School, where the member of staff has been employed for two or more years
- Health and Special Access Reasons (e.g. Special Education Needs)
- Nearness of children's homes to school

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 would be independently supervised.

**Please see appendices for explanations of these criteria.**

Dates for submission of application forms are set by Kent each year.

## **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:

1. when a parent has failed to respond to an offer within a reasonable time; or
2. when a parent has failed to notify the school of important changes to the application information; or
3. the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

## **Process of applying to schools for a Reception Place**

1. Apply online via Kent County Council primary school places

2. If you need further assistance or have any questions, please contact Kent County Council, using the following link- <https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Parents should name up to 3 schools on the application form, in order of preference. This is to allow the Equal Preference Scheme.

Kent County Council will inform parents when school places have been allocated, from the date to be published by KCC for Admissions either by email or by letter.

Parents must then accept or decline the places, by the date to be published by KCC for Admissions 2027/2028 returning the relevant forms to the school. Parents must return the waiting list request form to KCC if they wish to join the waiting list of any school that they named on their application form and were not offered.

From the date to be published by KCC for Admissions 2027/2028 parents can apply direct to Chantry Community Primary School (CCPS) for a place for September in the Reception class. Chantry will keep its own Waiting List and places will then be offered, as a space becomes available. The School's Waiting List will be re-ranked, in line with the over subscription criteria, every time a child is added.

## **Appeals Process**

If it has not been possible to for parents to obtain a place at a school of their choice through this process, then they can appeal against the decision to an Independent Appeals Panel. Chantry Community Primary School have an agreement with Kent whereby the KCC Independent Appeals Panel will hear the appeals on their behalf.

Parents should contact the Primary Admissions Team for further information on the appeal process, including how to start the appeal process.

## **In Year Casual Admissions**

In Year Casual Admissions take place outside of the normal dates of entry into primary school. Chantry Community Primary School arranges In Year Casual Admissions itself. Parents can apply for a casual admission at any time during the school year. Parents will need to contact the school directly for an IYAF (In Year Casual Application Form). Alternatively, this form can also be obtained via the Kent County Council website and our school website. Once the form has been completed, please return it to the school office, along with your child's original Birth Certificate, Passport and Proof of your address (dated within the last three months) for parents (i.e. Tenancy agreement, Utility bill, Bank statement etc.) and child (i.e. Savings account statement, Child benefit letter or NHS letter).

If there are places in the year group available, then your child will be offered a place immediately. If the year group is full, then parents can request for their child to be added to the waiting list. As soon a place becomes available, it will be offered to the first child who fits the over-subscription criteria **(see appendix 1 for details)**.

If a family have been offered a school place for their child, the family will complete admission form.

## **Admissions for Children with Statements of Special Education Needs or an Education Health and Care Plan (EHCP)**

The admissions arrangements for children with Education, Health and Care Plans are the responsibility of Kent County Council. For advice on arrangements to admit your child into school, you should contact your local SEN Officer or SEND team.

### **Admission to Nursery**

Nursery application forms can be collected from the school office or downloaded from the school website (<https://chantryprimary.co.uk/>). Once completed they need to be returned to the school office with the following original documents – child's birth certificate, passport and proof of address for both parent and child (i.e. Tenancy agreement, Utility bill (dated with last 3 months), Bank statement, NHS appointment letter, Child benefit statement etc).

Children will be admitted into nursery once they become three years old and there is a space available.

Children attend nursery for 15 hours per week, attending either a morning or afternoon session.

If a child is admitted into nursery, this does not mean your child will automatically get a school place in Reception at Chantry Community Primary School. You will still need to apply for a Reception place via Kent County Council (as previously explained in this Policy).

If your child is admitted to nursery, and they have a sibling requiring a school place in Reception, up to Year 6, unfortunately you cannot use sibling link criteria for the admission.

If your child is successfully admitted to Nursery they must also ensure their attendance does not fall below 75%. If attendance does fall below 75%, there is a possibility they could lose their nursery place.

***The Admissions Policy will be reviewed annually by the Governing Body before the determination by the Trust Board.***

# Appendix 1 - Over-subscription Criteria for Admission

- **Children in Local Authority Care, Previously in Local Authority Care or Children previously in Care outside of England**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of 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) at the time of making an application to a school. Children who appear 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 a state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- **Current Family Association**

Current Family Association means that the child who wants a place will have a sibling in the school at the time of application, in Reception to Year 6 and they are still attending in September 2027 and live at the same address.

We count linked infant and junior schools as one school. Brothers and sisters mean, children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. Extended family, for example cousins, living in the same house do not qualify as siblings.

The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, OR

- If the family have moved, and they have moved to within 2 miles of the school, OR
- If the family have moved nearer to the school from where they were living previously.

If siblings from multiple births (e.g., twins, triplets etc) apply for a school and the school reaches its published admission number after admitting one or more, (but not all) of the children, Kent County Council will offer a place at that school to all of the multiple birth siblings. This is in line with the School Admission Code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils. Unfortunately, if your older sibling is currently attending school in Year 6, you cannot claim a sibling link for your younger child, as the older sibling will be transferring to secondary school in September.

- **Children of a member of staff working at Chantry Community Primary School**

Children of a member of staff working at Chantry Community Primary School, where the member of staff has been employed for two or more years

- **Health, Social 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 under Health and Special Access reasons 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 that they have a demonstrable and significant need for their child 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 these needs. This must be sent directly to the school before the end of January for the school to consider the evidence. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child's needs.

- **Nearness of Children's Homes to the School**

We use the distance between the child's permanent home address 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 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.