



SANDHURST  
— PRIMARY SCHOOL —

'Aim High Be Happy'

## Admissions Policy



Policy Control	
Responsible Person:	Amanda Norman
Responsible Governors:	George Parkin
Approved by Governors:	May 2021
Date due for review:	May 2022

**Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:**

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

### Our School Values

Sandhurst Primary School values

**Enjoyment Challenge Independence Confidence Resilience**

and all our stakeholders are encouraged to *reflect* upon their learning and their actions.

## Introduction

The governing body of Sandhurst Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school follows the Kent Admissions procedures.

At Sandhurst Primary School Reception children are admitted to the Foundation Stage in September on a full-time basis. Children with specific needs may have a staggered entry into school by arrangement with the Headteacher.

## Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

## Application Procedure for Year R places.

The school will follow the procedures, timetable and deadlines applicable to KCC's Co-ordinated Scheme for Primary Admissions.

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.

Once the PAN for the year group has been reached no other children can be offered a place. Any remaining children will automatically be entered onto a waiting list.

Any parent whose child has been refused admission has the right to appeal against this decision. For appeals for admission in September 2019, parents should write to: -

Admissions and Transport Office  
Room 2.20  
Sessions House  
County Hall  
Maidstone  
Kent, ME14 1XQ

Tel: 03000 412121

Appeal online: <https://kentcc.firmstep.com/default.aspx/RenderForm/?F.Name=FxRCtwe78m1&HideAll=1>

Print a primary appeal form (PDF, 22.4KB)

[http://www.kent.gov.uk/\\_data/assets/pdf\\_file/0017/11807/primary-appeal-form.pdf](http://www.kent.gov.uk/_data/assets/pdf_file/0017/11807/primary-appeal-form.pdf)

Email details to [appeals@kent.gov.uk](mailto:appeals@kent.gov.uk) including your child's name, address, date of birth, the name of the school you are appealing for along with reasons for wanting a place at the school.

Or call 0300 041 42 22 for further advice

From September 2021 onwards, the school administrative officer would give advice and an appeal form.

For applications for September 2021 onwards and for casual admissions during the academic year 2021/22 parents can arrange to visit the school and/or receive advice on the admissions process by contacting the school office. The school follows the Kent In Year Casual Admission procedures. Please download an application form [here](#), complete and return to the school for an In Year Admission

## KCC Co-ordinated Scheme for Primary Admissions

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2021.

- Year R applications are for children born between 1 September 2016 and 31 August 2017.
- Year 3 applications are for children born between 1 September 2013 and 31 August 2014.

### The Key Scheme dates are:

<b>Key Action</b>	<b>Scheme Date</b>
<b>Application for Primary Intake/Junior Transfer opens</b>	<b><i>Friday 5 November 2021</i></b>
<b>National closing date for application forms</b>	<b><i>Monday 17 January 2022</i></b>
<b>Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools</b>	<b><i>By Friday 11 February 2022</i></b>
<b>Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their over-subscription criteria</b>	<b><i>By Wednesday 16 February 2022 (In half term)</i></b>
<b>Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN</b>	<b><i>By Friday 4 March 2022</i></b>
<b>Primary, Infant and Junior schools sent list of allocated pupils</b>	<b><i>Friday 1 April 2022</i></b>
<b>National Offer Day: e-mails sent after 4pm and letters sent 1<sup>st</sup> class post</b>	<b><i>Tuesday 19 April 2022</i></b>
<b>Schools send out welcome letters no earlier than</b>	<b><i>Thursday 21 April 2022</i></b>
<b>Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools</b>	<b><i>By Wednesday 4 May 2022</i></b>
<b>Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria</b>	<b><i>Monday 9 May 2022</i></b>
<b>Deadline for lodging of appeals</b>	<b><i>Tuesday 17 May 2022</i></b>
<b>Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC</b>	<b><i>Monday 16 May 2022</i></b>
<b><i>Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.</i></b>	<b><i>Wednesday 8 June 2022</i></b>

### Key Scheme Dates

#### More Information on the KCC Scheme

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.

To read the full Kent County Council Co-ordinated Scheme for Primary Admission Academic Year 2021/2022 please follow this link:

[Primary-determined-scheme-for-2021-22.pdf \(kent.gov.uk\)](#)

To log on to Kent County Council Primary Admissions website please follow this link:

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

## How Parents Can Apply for their Child to be Admitted to Our School

Our school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date at the beginning of the academic year. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by 17<sup>th</sup> January 2022. The date is specified by the LA (please refer to KCC co-ordinated scheme dates above).

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. In such cases, **it is highly recommended that parents make an appointment with the headteacher to discuss any individual admission arrangements for their child.**

## Summer Born Applications (April-August)

Kent will process applications for Summer Born children outside the normal age taking account of the needs of the child. A decision as to whether an application will be accepted outside of the admissions round is a decision for the admissions authority, which will normally be guided by the Headteachers of the schools in question.

Parents are advised to talk to schools no later than **15 November 2021**; they are required to complete an application for the normal point of entry at the same time, **by 17<sup>th</sup> January 2022** 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)

## The Standard Number

We are a one form entry school and therefore our PAN (Planned Admission Number) is 30 for each year group. Class sizes in Key Stage 1 will not exceed the recommended maximum of 30 pupils in any one class. However, there may be circumstances when this is reviewed for junior aged children.

# Children with Statements of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)

Pupils with a Statement of Special Educational Need or Education, Health and Care Plan do not apply to schools for a place through the main round admissions process. Any application received for a child with an SEN or EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

## Oversubscription Criteria

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan 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:

- a) Children in Local Authority Care or Previously in Local Authority Care as defined by Section 22 of the Children Act 1989.
- b) Current Family Association
- c) Health and Special Access Reasons.
- d) Nearness of children's homes to school.

## Definitions

The following definitions shall apply to the admissions procedure and oversubscription criteria.

**Children in Local Authority Care or Previously in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

## Current Family Association

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 a child's home address and the school, measured in a straight line using Ordnance Survey Address point data. 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.

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.

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.

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

## **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
- when a parent/carer has failed to notify the school of important changes to the application information
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.