



SANDHURST
— PRIMARY SCHOOL —

'Aim High Be Happy'

Admissions Policy



Policy Control	
Responsible Person:	Amanda Norman
Responsible Governors:	Frances Holland
Approved by Governors:	June 2025
Date due for review:	June 2026

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 learning and teaching, 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 children are challenged 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

Kindness Enjoyment Challenge

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 EYFS 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, parents should write to: -

Fair Access – Admissions
4th Floor
Invicta House
Maidstone
Kent, ME14 1XX
Tel: 03000 412121
E-mail: primaryadmissions@kent.gov.uk

Email details to 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 2026, the school administrative officer will give advice and an appeal form.

For applications for September 2025 onwards and for casual admissions during the academic year 2025/6 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 2026.

Year R applications are normally for children born between 1 September 2021 and 31 August 2022. Year 3 applications are normally for children born between 1 September 2018 and 31 August 2019.

The Key Scheme dates are outlined below. All deadlines end at 23:59:59 on the specified date.

The Key Scheme dates are:

Key Action	Scheme Date
Application for Primary Intake/Junior Transfer opens	Friday 7 November 2025
National closing date for application forms	Thursday 15 January 2026
Final date for acceptance of on time changes to application details	Thursday 12 February 2026
Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools	Tuesday 17 February 2026
Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their oversubscription criteria	Thursday 19 February 2026
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	Thursday 5 March 2026
Primary, Infant and Junior schools sent list of allocated pupils	Tuesday 31 March 2026
National Offer Day: e-mails sent after 4pm	Thursday 16 April 2026
Schools send out welcome letters no earlier than	Monday 20 April 2026
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	Thursday 30 April 2026
Kent County Council will send schools reallocation waiting lists for ranking against their oversubscription criteria	Wednesday 6 May 2026
Deadline for lodging of appeals	Tuesday 19 May 2026
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Wednesday 13 May 2026
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.	Thursday 21 May 2026

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 2024/2025 please follow this link:

[Admissions criteria 2025/26 - Kent County Council](#)

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

<https://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 15th January 2025. The date is specified by the LA (please refer to KCC coordinated 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 **7th November 2025**; they are required to complete an application for the normal point of entry at the same time, **by 15th January 2026** 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

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 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"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states: "A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

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.

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. From September 2021, this includes 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

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.

A child can only be ranked as a SIBLING if they qualify under the above statements.

If a child is in Year 2 and they intend to leave before their younger sibling starts, they cannot be ranked as a Sibling.

If a child is in Year 6 they cannot be ranked as a Sibling as they would have left before the younger one starts.

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.