



Fawkham CE Primary School

Policy for Admissions

November 2024

Fawkham CE Primary School

Admissions Policy 2024/25

Church of England Vision for Education:

Deeply Christian, Serving the Common Good.

John Chapter 10 Verse 10 – I came that you may have life; life in all its fullness

Our Fawkham Family helps everyone to:-

- Follow in the footsteps of God, with God's love, help and guidance,
- Know that we are all special and different and that God has created us in this unique way
- Feel safe, happy and confident in our loving caring Christian family
- Work together through the living out day by day of our Core Christian Values
- Try our best, with the light of Jesus inspiring us to be the best that we can be ensuring that we flourish

DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL

We value diversity and promote equal opportunities for all.

Introduction

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation.

Fawkham CE Primary is a Voluntary Controlled school and our admissions policy is set by Kent County Council in accordance with its 'Primary determined Admissions Arrangements for Community and Voluntary Controlled Schools'.

Admission Numbers and Intake Times

The school's published admission number (PAN) is 15.

The school has one intake per year.

Application Procedure

- Fawkham CE Primary School follows the procedures, timetable and deadlines set by Kent County Council.
- Parents will have the opportunity to visit the school; we will contact people who have registered an interest in the school.
- An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council.
- Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:-
 - Children in Local Authority Care
 - Current Family Association (sibling)
 - Health and Special Access Reasons
 - Nearness of Children's Home to School

Oversubscription Criteria

The over-subscription criteria for all Voluntary Controlled Primary schools, of which Fawkham CEP School is one, are as follows.

Before the application of oversubscription criteria, children with an 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:

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.

Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). If sibling priority is lost, it will not be reinstated for any reason.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

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 mean that 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 who can demonstrate a special connection between these needs and the particular school.

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 data. 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 an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference. 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. This will be supervised by someone independent from the school.

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. This will be supervised by someone independent from the school.

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 and will be re-ranked each time a child is added or before an offer is made.

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.

Requests for admission to Reception 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 school and 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 Reception Common Application Form (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

Appeals

Fawkham CE Primary School is a Good and therefore very popular school. If it has not been possible for you to be offered a place at school, you may have the right to appeal against this decision to an Independent Appeal Panel.

To obtain a Primary Appeal Pack, you can download and print off the pack from www.kent.gov.uk or contact Kent County Council on 01622 696565. Once completed please return to:

The Appeals Administrator
Democratic Services
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

Admission Arrangements for Year R

At Fawkham CE Primary School children have the opportunity to have eighteen full terms in school across the Early Years Foundation Stage and Key Stage 1. We admit all children in the September after their fourth birthday.

In order that all pupils and parents feel confident and comfortable within our school surroundings, we invite all pre-schoolers to pre-school sessions during the summer term prior to admission. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. Here at Fawkham CEP School we are responsible for offering places to children in any year groups.

Parents apply for an In Year admission if their child has already started school and they wish to move them to another school. They can apply to our school even if we are full. Parents complete the In Year Casual Application form and send it to us. There needs to be a separate form for each child. We will offer places within 5 days if we have all the information, have a place, the child meets the entry requirements and no other child has a higher priority. If a child has been permanently excluded from more than two schools, we may refuse to offer a place. If a child is turned down for a place at Fawkham CEP school, parents can request to join our waiting list. Parents have the right to appeal against the refusal of a place.

Any child admitted to Fawkham during the school year will be given an opportunity to spend time in their new class prior to starting full-time at the school.

This policy will be reviewed regularly and updates given to Governors, in line with any new information and guidance that becomes available.

Written by: Miss Mandy Bridges (Headteacher)

To be reviewed: November 2025

Signed
(Chair of Governors)



Date 25th November 2024

Signed
(Headteacher)



Date 25th November 2024