Proud to be part of Coppice Primary Partnership

Admissions Policy and In Year Admissions Arrangements for 2028/29

Approved: Term 3 2027

Next Review: Term 3 2028

Admission of Pupils – Staplehurst Primary School

Staplehurst Primary School is a member of the Coppice Primary Partnership, a Multi-Academy Trust that was established on 1st September 2018. As an academy trust, we are our own admissions authority and we comply with The School Admissions Code.

The number of pupils admitted in the last year was 55.

The Published Admissions Number for the 2028 annual intake of pupils is 60.

The number of pupils on roll in September 2026 was 391.

Pupils will be admitted without reference to ability or aptitude during the academic year that they reach the age of 5 years.

Key dates for 2028 Reception intake:

Please refer to Kent County Council's admissions arrangements for further information regarding key dates for the 2028 reception intake.
https://www.kent.gov.uk/education-and-children/schools/school-places

Our over subscription policy for the September 2028 intake is:

In accordance with legislation, where a child's **Education Health and Care Plan (EHCP)** names Staplehurst Primary School as the most appropriate school, priority will be given to that child. Before the application of our oversubscription criteria children with an EHCP which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly. Where there are more applications than the number of remaining places, pupils will be prioritised in accordance with the oversubscription criteria as set out below:-

1. **Children in Local Authority Care or Previously in Local Authority Care**

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.

2. Where the child has a sibling attending the school at the time of entry.
In this context a sibling is a brother or sister who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters. 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.

3. Where there are medical/health or social grounds for admitting the child.
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 only Staplehurst Primary 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 to attend only Staplehurst Primary 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 Staplehurst Primary School.

4. Children of Staff
Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. **Proximity of the child's home address to the school, with those living nearer being accorded the higher priority.**

A child's home address is considered to be a residential property that is the child's only or main residence 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. Proof of a child's main residence will be required.

The distance is measured 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 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. 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.

In the unlikely event of a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. This will be independently supervised.

If siblings from multiple births (twins, triplets, etc) apply and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school 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.

Withdrawing places:

After a place has been offered the school reserves the right to withdraw the place in the following circumstance:

1. When a parent has failed to respond to an offer within a reasonable time; or

2. When the 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 the parent.

Deferring admission

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 chose 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.

Admission of children outside their normal age group:

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced significant problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose to agree a deferred entry or to request that the school considers that the child is not admitted to school until the September following their fifth birthday. Parents may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Parents should contact the Headteacher to discuss and submit a request for admission out of the normal age group, but should continue to make an application for their child's normal age group at the usual time. The decision on their request will be made prior to any offers of admission. If a request is agreed the application for admission to their normal age group will be withdrawn and a new application must be made the following year.

Waiting Lists

Waiting lists will be maintained in order of priority and in accordance with the school's oversubscription criteria. These will be reviewed at the end of the reception year. Waiting Lists will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

In-Year Casual Admissions

A standard form, known as the In-Year Casual Admission Form (IYCAF), which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round is available online or from the school office.

Enquiries can be made directly with the school or via e-mail (kentinyearadmissions@kent.gov.uk).
Information and IYCAFs will also be available on the Kent County Council's website to read and print.

IYCAFs must be returned to the school and these will be processed no later than 5 school days from receipt.

Children with an Education, Health and Care Plan (EHCP)

Pupils with an 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

Children in Local Authority Care (CiC) and Children Adopted from Care

Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child).

Determining Offers in Response to the IYCAF

The school will notify applicants resident in the Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

a) the starting date if a place is available;
b) the reasons why the child is not being offered a place if a place is unavailable;

c) information about the statutory right of appeal against the decisions to refuse places;
d) information on how to apply for a place on the waiting list;

The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days. If a place is offered, the child must then start at the school within 10 schools days of accepting the place. The school may consider extending this period slightly if there are justifiable reasons to do so.

If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further five school days and point out that the place will be withdrawn if no response is received.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria.