



Admissions Policy

Sellindge Primary School

School Name	Sellindge Primary School
Adopted by Governing body date	6th May 2026
Latest Review	6th May 2026
Review date	May 2027

Sellindge Primary School

This policy should be read in conjunction with other related school policies and complies with 'The Equality Act 2010 and the Public Sector Equality Duty

ADMISSIONS POLICY 2026

To a large degree this is determined by Government legislation and by the admissions criteria published by Kent County Council (The Admissions and Transport office 01622 696665). The Local Authority is responsible for our admissions arrangements and for allocating us with a standard admission number of 30.

Please see KCC website for further details.

Rising 5 Pupils Commencing School

These are pupils who have yet to attain their fifth birthday. We admit all 'Reception' pupils in September. Pupils will start on a full time basis. However, pupils may remain part-time, if this is felt appropriate to their needs.

It is our aim to make each child's entry to school a pleasurable and rewarding experience. Every attempt is made to help individual children feel secure and valued.

Parents interested in accepting a place at Sellindge for their child should contact the school to arrange a visit. Parents and children will have an opportunity to tour the school, ask questions and receive, if available, 'Admissions to Primary School in Kent' booklet published by KCC and a Reception Common Application (RCAF). You will fill in one RCAF or apply on line. All details are in the KCC Admissions booklet.

If parents are unsuccessful in gaining a place for their child, they may lodge an appeal with the local authority. Information regarding appeals can be found in the KCC Admissions Booklet or on the KCC website.

Sellindge Primary School Admissions Criteria

Sellindge Primary School will have an agreed admission number of 30 (Published Admission Number or PAN) pupils to be admitted into Reception each year if sufficient applications are received.

Before the application of over subscription 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 admission 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:

- **Children in Local Authority Care or Previously in Local Authority Care** – a child under the age of 18 years for whom the local authority provided 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** – 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). 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 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 those needs and a particular school.
- **Nearness of children's homes to school** – we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. When the distance criterion is applied these straight line measurements are used to determine how close each applicant's address is to 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.

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 or until the numbers fall back to the current infant class size limit, as defined in the School Admission Code.

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

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 of each preferred school 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 RCAF to the LA, with written confirmation from the school. 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 the school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

We do not take account of:

- How long your child's name has been registered
- Attendance of Little Learners or any other nearby nursery, playgroup etc.
- Any previous association with the school.

Starting School in Reception

In the term prior to starting school, meetings are arranged to provide details about school routines, uniform and any relevant information. Induction Packs will be distributed. These contain all the necessary information you will need. Children will be invited into school for short sessions where they will get to know their class teacher, teaching assistants, classmates, and the layout of their classroom and of the whole school as well as all staff and children. They will also be allocated a Year 6 buddy who will look after them in the playground before school and at break times.

We acknowledge the parents' fundamental role in their child's education and we strive to work with parents so that a partnership is developed.

Admission to School at Other Times

From 1st September 2013 the LA no longer co-ordinates In-Year admissions and parents will apply directly to schools. Schools must process all applications and make offers where places are available in line with their oversubscription criteria. There is no requirement for local authorities to co-ordinate in year applications for the year but they must provide, on request, information to a parent about the places still available in all schools within its area and a suitable form for parents to complete when applying for a place. Any parent can apply for a place for their child at any time to any school outside the normal admissions round. Under the Admissions Code 2012 schools are required to notify the LA of both the application and its outcome. They must also provide the LA with the necessary

information to allow the LA to keep up to date figures on the availability of places in the area. Schools will be required to explain to parents their right to appeal against the refusal of a place.

The In-Year Application Process

The LA has made available a Single In-Year Application Form (IYAF) which all schools must use. This is available from the school or from the KCC website. The back of this form explains the process and inform parents of their legal right. Parents will return the form to the school and will fill in a form for each school they want to apply for. A copy of all correspondence will be retained by the school in case of appeal or parental enquiry.

If a place is available at the school then parents will send an IYAF to the school and the school will produce an offer letter and send to the parents within 5 school days. The parents have 10 school days to accept or refuse the place. If the place is accepted then the child should start as soon as possible and the completed IYAF sent to LA. If a place is refused by a parent the completed IYAF is sent to the LA.

If a parent does not reply then a chaser letter should be sent by the school after 10 school days. If the place is accepted then the child will start as soon as possible and the IYCAF will be sent to the LA. If there is no reply after a further 5 school days then the school can withdraw the offer and the completed IYCAF can be sent to the LA.

If there is no place available the school will produce a refusal letter and send to parents within 5 school days. The school will wait for 5 school days to see if a parent requests to join the waiting list and then will send the completed IYCAF to the LA.

A waiting list is maintained by the school. Any waiting list places are allocated in strict oversubscription criteria order. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. The school will inform the LA if it makes an offer from its waiting list.

All IYAFs submitted to the school will be processed in order of the date that they are received.