Cheriton Primary School – Admissions Policy 2027-2028

The Governing Body is the admissions authority for Cheriton Primary School, The Governing Body plan to admit 60 children per year group in September 2027. Children are admitted without reference to ability or aptitude.

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 applications exceed the number of places available, the oversubscription criteria will be applied in the following order of priority which will also be used if applications within any of the categories exceed places available and it is necessary to decide between them:

a) **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.

b) **Children with a Current Family Association** - A brother or sister attending Cheriton Primary School when the child starts or, after giving priority for such children, at the time at which application is made defined as a natural brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters. When we are able within the school's Published Admission Number (PAN) to offer a place to a child of multiple birth (twins, triplets etc) we will offer places to all the children of that birth even if doing so takes the school above its PAN.

c) **Children of Service Personnel or Crown Servants and British Council** employees with a confirmed posting to the Cheriton area again as an "excepted pupil" we will offer places to a child from these families even if doing so takes the school above its PAN.

d) **Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs**. Priority will be given to children under this criterion, which applies equally to such needs of the child's parents or carers, where there is on any of these grounds a demonstrable and significant need to attend Cheriton Primary School.

The school will comply with its legal obligations in particular those under the Equality Act 2010. The application must be supported by written evidence from an appropriately qualified person who where there are health or impairment issues must be a qualified medical practitioner. The evidence must demonstrate strong reasons why Cheriton Primary School is the most suitable school and the difficulties that would be caused if the child had to attend another school.

e) **Children of Staff at the School** – Priority will be given to children of a member of staff who has been employed at the school for two or more years at the time at which the application is made and children of a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

f) **Distance/Nearness of Children's Home to School** - Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority.

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. 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 the 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.

In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

When we are able within the school's Published Admission Number (PAN) to offer a place to a child of multiple birth (twins, triplets etc) we will offer places to all the children of that birth even if doing so takes the school above its PAN.

The same oversubscription criteria will be applied for In Year Casual Admissions.

Please note the following additional important procedure where it applies:

a) Late Applications - The school will use the process set out in the Local Authority's Admission Booklets.

b) Withdrawal of places - After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

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

When a parent or carer has failed to notify the school of important changes to the application information;

or

The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or carer.

c) Appeals – If parents/ carers are unhappy with the school place that has been offered, they have the right to appeal. This process is accessed through KCC's online portal:

Primary Appeals: https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer#tab-1

d) Waiting List - If a child is unsuccessful in obtaining a place because of oversubscription, the parent or carer may ask for the child's name to be placed on the school's waiting list.

Waiting lists will be maintained until the end of the relevant academic year of admission. Placing a child's name on the waiting list does not affect the parent's or carers right of appeal against a refusal to offer the child a place at the school.

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 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

Admissions Process

Reception September 2027

Pupils usually start primary school in the September following their fourth birthday. If your child was born between 1 September 2022 and 31 August 2023 this will be from September 2027. You must make an online application for a Reception place.

You must apply via the Kent County Council: https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places

In Year Admissions

In-year admissions take place outside the normal admission period and can be managed by both the KCC School Admission team and Cheriton school directly. This will apply if a child is new to the area, or wishes to transfer from one school to another. The admissions form must be completed and either sent to the school directly via the email: headteacher@cheriton.kent.sch.uk or taken into the school office, or can be submitted to KCC through their online admissions portal.