



VALLEY INVICTA
PRIMARY SCHOOL AT
LEYBOURNE CHASE

Admissions Policy 2025/26

Key document details

Policy number:
SG1

Policy type
School

Colleague responsible:
Headteacher

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September 2025

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Admission Numbers and Intake Times

The school's published admission number (PAN) is 30.

Application Procedure

The 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 regarding Open Mornings.

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 below.

- Children with an Educational Health Care Plan (EHCP);
- Children in Local Authority Care;
- Current Family Association (sibling);
- Health and Special Access Reasons;
- Children of Staff;
- Nearness of Children's Home to School.

Oversubscription Criteria

Where the number of applicants exceeds 30, for a new intake, the following criteria will be applied.

1. Children with an Educational Health Care Plan (EHCP)

Before the application of oversubscription criteria children with an Education Health Care Plan which names the school will be admitted and the admission number reduced accordingly.

2. Child in Local Authority Care

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. A looked after child is a child who is in the care of a local authority in England in the exercise of their social services function.

The 2021 School Admissions Code (the code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children "IAPLAC". It is the responsibility of the adopting parents to prove that the child has previously been in public care and immediately after been adopted.

3. Current Family Association

This refers to a brother or sister attending the same school when they start there and live at the same address. This includes: natural or adopted siblings; half, step or foster brothers or sisters; those

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who live as brothers and sisters in the same house. This does not include cousins. The sibling claim will stand if:

- the family have continued to live at the same house as when the older sibling was admitted into the school, OR
- If the family have moved, and they have moved to within 2 miles of the school, OR
- If the family have moved nearer to the school.

However, if the family have moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken.

If siblings from multiple births apply for a school and the school reaches its published admission number after admitting one or more but not all of the children, the school will offer a place to all of the multiple birth siblings and parents will be informed by KCC. This is in line with school admission code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils.

Unfortunately, if an older sibling is currently attending Year 6, a sibling link claim for a child applying for a Reception place intake cannot be made, as the older sibling will be transferring to secondary school when they enter.

4. 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 health or physical and social needs means they have a demonstrable and significant need to attend a particular school.

Equally, this priority will apply to children whose parents/carers/guardians, physical or mental health or social needs means 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, professional or other practitioner which can demonstrate that a particular school is the only school that can meet the child's needs.

The evidence must be specifically about your child's medical/social condition, the effects of the condition and why your child needs to attend a particular school. The evidence should also include detailed knowledge of the school in terms of resources and organisation which demonstrate that your child can only attend the specific school and why no other school is suitable. Your own medical needs cannot justify a place at a particular school but you can apply if you can demonstrate that your child has a social need arising from your medical needs.

5. Children of Staff

Children of staff who work at the school full-time with at least two years' continuous employment or where the school reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.

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6. Nearness of Children's Homes to 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. 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.

Withdrawal of an Offer of a Place

The school has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within three weeks of the date of the offer letter.
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

If it has not been possible for you to be offered a place at the school, you have the right to appeal against this decision to an independent appeals panel in accordance with the School Admission Appeal Code.

Admission Arrangements for Reception

At our school children have the opportunity to have nine full terms in the Foundation Stage and KS1. 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 3 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.

However, parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. An IYCAF (in year common application form) needs to be completed and returned to the school for process. If a place is not available a refusal letter and a request for going onto the waiting list will be sent out. IYCAF forms are available from the school or online at www.kent.gov.uk

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Waiting List

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of (the first term after the beginning of the school year/the end of the academic year). This will be maintained by the school and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

VIAT, after consulting the Executive Headteacher/Headteacher, will take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of the medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

They must also take into account the views of the Headteacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

If a request for a child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the Trust must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Tie-Breaking Method

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 a place.



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Supplementary information form to support an application for children previously in care outside England

Children who appear to have been on state care outside England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Current legal Surname of child		
Any previous name(s) by which the child was known		
Forename(s)		
Current school (if applicable)		
Year group for which you are applying		
Parent(s)/Carer(s)		
Home address		
Telephone		
Email		
Date of adoption		
Name of Country and local authority where the child was in state care		
Please list documentary evidence provided to support above application (e.g. birth certificate, adoption certificate)		

Signed: _____ Name: _____

Date: _____

Please return the completed form and documentary evidence prior to admission.