



# Eastchurch CE Primary School

## Admissions Policy 2024-2025

*"I can do all things through Christ who strengthens me."*  
*Philippians 4.13*

Through a journey of faith and exploration, we strive to enable all to grow as resilient life-long learners who value themselves and others. Rooted in God's love and our Christian values, we are a nurturing, inclusive community where all can flourish and achieve their full potential.

Governing Body Ratification Date:
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Written by: N Morgan
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Eastchurch CE Primary School became a member of Aquila the Diocese of Canterbury Academies Trust on the 1st September 2020. Our ethos and our values are based upon our school Bible verse. "I can do all things through Christ who strengthens me" Philippians 4:13.

As an Academy, we are responsible for our admissions and can set our oversubscription criteria as a result. For the purpose of admission to the in year 24/25, we will retain the same criteria adopted by the Local Authority. Our Published Admissions Number (PAN) for the academic year 2024-25 is 60.

### 1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
  - Being provided with accommodation by a local authority in exercise of its social services functions
- Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### 3. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note, applications are made to Eastchurch CE Primary School and places will be allocated according to the admissions criteria.

### 4. Requests for admission outside the normal age group including for 'summer-born' children.

The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is the intention of the Governors that children who are admitted to the Foundation Stage will do so before their fifth birthday. Usually, children will enter the Foundation Stage at the start of the academic year (September 2022-August 2023) that they have their fifth birthday. The School's Published Admission Number is 60. *Parental requests for a place for their child outside of their normal age group, should be made in writing to the Headteacher at the address below, as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date.*

Headteacher, Eastchurch CEP School, Warden Rd, Eastchurch, Sheerness ME12 4EJ Tel: [01795 880279](tel:01795880279)  
email: [office@eastchurch.school](mailto:office@eastchurch.school)

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should apply during the normal admissions round setting out the year group in which they wish their child to be allocated a place and the reasons for the request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

We may require professional assessments such as educational psychologist reports and will use all relevant considerations, including the factors set out in the Admissions Code. Parents will be asked to provide evidence from an appropriate medical or educational professional to support the request for deferral. While there is no legal requirement for parents to provide this evidence, failure to do so may impede our ability to assess whether it is in the child's interest to defer admission.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **5. Allocation of places**

### **5.1 Admission number**

The school has an agreed admission number of 30 pupils for entry in Reception class through to Year 6. We also admit up to 52 Nursery aged pupils.

### **5.2 Selection and banding (optional)**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

#### **1. Children in Local Authority Care or previously in Local Authority Care**

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. Children of staff in either or both of the following circumstances: i) 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 ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.

#### **2. Current family association**

Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

Priority will not be given to children with siblings who are former pupils of the school.

#### **3. Health and Special Access Reasons**

Priority will next be given to children on the basis of social or medical need. 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.

#### 4. Nearness of children's homes to school

We use the distance between the child's permanent home address and the School site and this is measured in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a defined point of the school, the same coordinate for the equidistant point is used for everybody. These straight-line measurements are used to determine how close each applicant's address is to the point and children will be ranked in order of shortest distance first.

#### 5.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

#### 6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: [office@eastchurch.school](mailto:office@eastchurch.school)

#### 7. Appeals

If your child is due to start primary, infant or junior school in 2022 you can appeal **between 16 April and 14 May 2022** to guarantee that your appeal will be heard by **16 July 2022**. For applications made in the normal admission round, appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 schools days from the deadline for lodging appeals where possible, or within 30 schools days of the appeals being lodged.

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it C/O the Clerk to the Governors at the School:

[office@eastchurch.school](mailto:office@eastchurch.school)

You can find details of the school's appeals timetable on the following webpage:

<https://www.eastchurch.kent.sch.uk/admissions/>

#### 8. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

