

GRAVENEY PRIMARY SCHOOL

Admissions Policy – 2025-26



Graveney Primary became an academy school on 1st February 2012 and has adopted the following admission arrangements as set out by Kent County Council in respect of the admission of pupils to the school.

The Published Admissions Number (PAN) to the Reception Year in September 2025 will be 15. Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year.

Children with an Education, Health and Care Plan which names Graveney Primary School will be admitted. As a result of this, the published admission number (15) will be reduced accordingly.

In the event of over subscription (more applications than places), the following criteria will be applied, in the order set out below:

1. Looked After Children and previously Looked After Children

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. Sibling / Current Family Association

A brother or sister attending Graveney Primary School when the child starts; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Medical / 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 Graveney 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 Graveney 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 Graveney Primary School.

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4. Children of Staff at the School

Priority will be given to children of Graveney School staff when the school is over-subscribed in either of the following circumstances:

- a) 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;
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Distance / Nearness of Child’s Home to the School

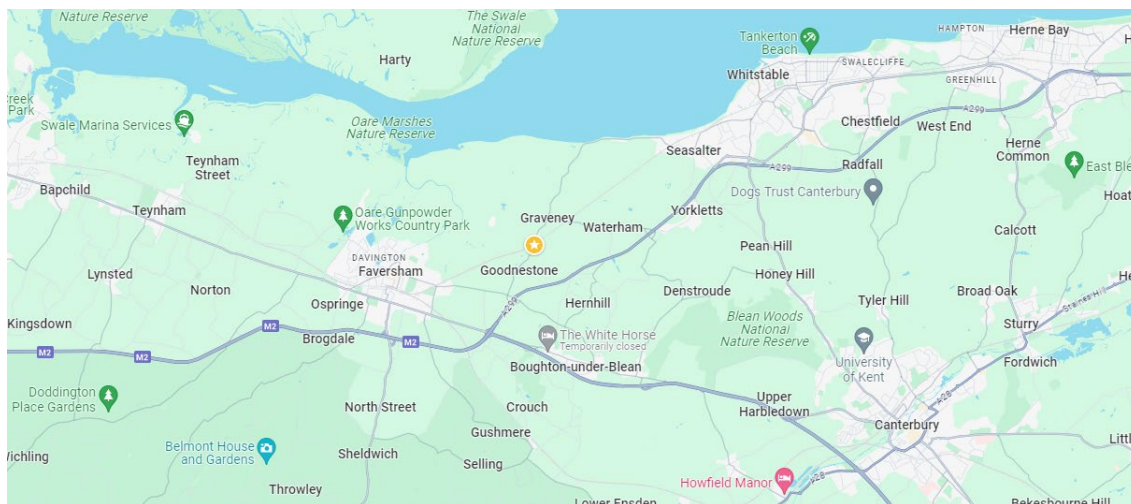
We use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by 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 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.

A child’s home is considered to be a residential property that is the child’s only or main residence (not an address at which the child may sometimes stay or sleep) and which is either –

- owned by the child’s parent, parents or guardian or leased or
- rented to them under a lease or written rental agreement.

Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.



Map showing current catchment area

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Applications

Applications for entrance into Graveney Primary School should be made through Kent Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website www.kent.gov.uk/ola or by completing a paper form. The application process will open in early November.

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, this process will be independently supervised.

Appeals

Parents have the right to appeal any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at Graveney School. The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the LA date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents
- The school will acknowledge an appeal within seven working days of it being lodged.
- Appeals relating to other admissions can be made at any time.

Right to Withdraw a Place

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

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

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Looked after children, previously looked after children, and those allocated a place under the Fair Access Protocol will take precedence over those children already on the list. The list will be ranked again in line with the published oversubscription criteria each time a child is added.

Parental right to defer entry to school for Reception age children

Every child is entitled to a full-time place in the September following their fourth birthday. Parents of Reception age children also have the right to defer entry or to take the place up part time, until the term in which the child reaches compulsory school age. Children must secure the

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place by starting on the prescribed day following his or her fifth birthday (or on his/her fifth birthday if falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31st December, 31st March and 31st August. This means that children born between the 1st April and 31st August (also known as “summer born”) must start school at the beginning of the April term if they wish to keep their place. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process. These applications should be made during the last month of the Reception Year.

Admission outside of the normal age group

Requests for admission 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 should make an application for their child’s normal age group at the usual time, in case their request is not agreed
- Graveney Primary School will ensure that parents receive a response to their request in writing before national offer day.
- If the request is agreed, the application for the normal age group should be withdrawn.
- Parents should then make a new application as part of the main admissions round the following year. Parents must apply using a paper application sent directly to the LA and include a copy of the agreement letter from the school.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about the admission authority’s decision not to admit their child outside of the normal age group through the school complaints procedure.

In-Year (Casual) Admissions

Applicants for a place at Graveney Primary School, in any other year group except Reception Class, will need to complete the standard In-Year Casual Admission Form (IYCAF). Parents may obtain information regarding the process and the [IYCAF form](#) from KCC’s website or the school office. IYCAFs for Kent schools must be returned to the school.

Review

This Policy will be reviewed annually; the school will complete a public consultation on this policy every 7 years or earlier if changes are to be made to the policy.