

## OVERSUBSCRIPTION CRITERIA 2025/26

### Published admission number for 2025/26 is 60

Ashford St Mary's Church of England Primary School admits 60 pupils into each year group. In the event of oversubscription in any year group, the following criteria will be applied:

Before the application of the oversubscription criteria, children with a **statement of special education or Education (SSEN), Health Care Plan (EHCP)**, which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

1. Any Looked After Children and previously Looked After Children.
2. Children of families who regularly attend either Ashford St. Mary the Virgin Church or another Church belonging to Churches Together in Ashford or the Evangelical Alliance within the Ashford Parish.
3. Children living at the same address as siblings, natural or adopted, attending St. Mary's School at the time of entry.
4. Children of a member of staff at Ashford St. Mary's School.
5. Families with medical, health, social and special access reasons, supported by an appropriate professional.
6. Places will be allocated on the distance from home to the school measured in a straight line. Allocations within each category will be based on distance from home to school, with those living nearest, measured in a straight line, taking priority.

The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added to the list.

Where a parent wishes for their child to be admitted to school outside of their normal age group (ie, if the child is gifted & talented, ill health problems or summer born) parents may choose not to send their child to school until the September following their fifth birthday. In this case parents are encouraged to visit the school and will be asked to provide in writing to the head teacher reasons & evidence to support their case. A decision will then be made by the school admission authority.

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 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 Reception Common Application Form (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](http://www.kent.gov.uk/primaryadmissions)

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. This process will be independently supervised

## Definitions

**Any Looked After Children and previously Looked After Children:** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.

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. Children in Local Authority Care who meet the faith criterion will be given the highest priority within the faith related criterion.

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.

**Church Affiliation:** If a parent has applied for their child to be admitted to Ashford St Mary's Church of England Primary School on denominational grounds, applications should be supported by the completion of the school's supplementary form.

In order for the Church Affiliation to be considered, the child, along with their parents or guardians, must regularly attend either Ashford St Mary the Virgin Church or another church belonging to Churches Together in Ashford or the Evangelical Alliance within the Ashford Parish. Regular attendance is defined as at least monthly for at least a year prior to the LA closing date for foundation stage pupils and at least a year before the date of application for casual admissions and will need to be confirmed by your Minister, who should complete the relevant section on the school's supplementary form.

NB. "In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

For casual (in year) admissions, i.e. families moving into the area, evidence of regular attendance at an Anglican church in the family's previous home area will be required. This evidence will need to be confirmed by your Minister, who should complete the relevant section of the school's supplementary form.

**Siblings/ Current Family Association:** A brother or sister is attending the school when the child starts and will continue to do so when the sibling is admitted. 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.

The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/ criterion.

**Children of staff at the school:**

- a) Where a 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.

**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 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.

**Distance: 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.

A child's home address 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 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. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.



**SUPPLEMENTARY FORM 2025/26**

**Please give your child's details:**

Surname:	Forename(s):
Date of Birth:	Contact Telephone Number:
Address: _____ _____	
Post code: _____	

(Following an offer of a place, the school will seek proof of address and will also need to see your child's birth certificate).

**Please give details of the person(s) with parental responsibility:**

1)	Surname:	Forename:
2)	Surname:	Forename:

**As a church school we would appreciate the following additional information:**

Religion:	<b>Regular family attendance is required to be CONFIRMED BY YOUR MINISTER</b> (See oversubscription criteria - Monthly for at least a year prior to application)
Church Attended:	<b>Signature</b> _____ <b>Print</b> _____

**The information on this form is correct to the best of my knowledge and belief.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**NB:** Applications **must** also be made to the Local Authority

