



Admissions Policy

2025-2026

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Determined Arrangements for Admission to the School in September 2025

Introduction

Rosherville Church of England Primary Academy has a published admission number (PAN) for 2025 of 60 children per year. To gain a place in Reception for the start of a new school year (September) you should apply through the local authority process based on where you live.

To apply for a place at any other time (for all year groups) then please contact the school to discuss your needs. Applications are made using the application form available from the office.

At Rosherville Church of England Primary Academy the Local Authority is the admission authority and is responsible for school admissions.

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. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. As a result of this, the published admissions number will be reduced accordingly.

Further information

If there are more applications to Rosherville Church of England Academy than there are places the following oversubscription criteria will be applied by the Governors.





Children in Local Authority Care, Previously in Local Authority Care or internationally adopted previously looked after children (IAPLAC)

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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), or (c) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Current family association

A brother or sister in the same school at the time of entry and the family continues to live at the same address as when the sibling was admitted or has moved to a new property nearer to the school as defined by the "Nearness Criterion" (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters, foster brothers or sisters.

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.



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Children of staff in either or both 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;
- b. and/ or 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.

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.

Note – if siblings from multiple births (twins, triplets etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the Schools Admissions Code.

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.



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Tiebreaker:

If any category is oversubscribed, applicants will be ranked according to nearness of their home to the school. If, in the event that more than one applicant has the same distance from home to school (as measured by the Local Authority), then a random selection will be applied. Since a block of flats has a single address point of reference, 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. This process will be independently supervised.

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.

Admission of children outside their normal age group:

Parents may seek a place for their child outside of their normal age group. The decision to offer a place will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking 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 a 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. Admission panels **must** also take into account the views of the Head Teacher. Parents will be informed in writing of the decision that has been made.



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Where there is agreement to a parent's request for their 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 admission authority **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. The application must not be given 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.

Waiting List, Appeals and Late Applications:

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications. Further details are printed in the 'Admissions to Primary Schools in Kent' booklet, and are available from the school on request.

When an application for a place in our school is made through the 'in year' process we will reply with a letter which offers or refuses a place. Offers should be accepted within 10 school days of being made. Following refusal, children will be placed on our waiting list which is ranked according to the oversubscription criteria listed above. Parents are entitled to appeal any school refusal and the details of how to do this are available at <http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>



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