



The Gateway Primary Academy

Admission Arrangements

2026 - 2027

The Governing Body of The Gateway Primary Academy is the admissions authority. However, the Governors of The Gateway Primary Academy will comply with national admissions legislation and work in line with Kent County Council in order to operate within the Local Authority's Co-ordinated Scheme for Primary Admissions:

Our published admission number is 30.

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named on the plan, priority for admission will be given to those children who meet the criteria set out below, in priority order. In the event of more applications than places available the following oversubscription criteria apply:

1. Children in Local authority Care and Children who have been adopted from Care
2. Current family association
3. Health and special access reasons
4. A child of staff at the school
5. Nearness of children's homes to school

What do these criteria mean?

1. Looked after Children and previously Looked After Children

A Looked After Child is a child 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 organization, or any other provider of care whose sole or main purpose is to benefit society.

2. Current family association

A brother or sister in the Academy at the time of entry where the family continue to live at the same address as when the sibling was admitted. If they have moved they must live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion (below).

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. 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 The Gateway Primary Academy. 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 this particular Academy. 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 Gateway Primary Academy.

4. A child of staff at the school

- a. The member of staff has been employed at the school on a permanent contract 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. 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.

Admissions Procedure

The school follows the admissions procedure established by the Local Authority (LA). Applications for Year R children are made on the Kent LA Common Application Form (RCAF) details can be found at <http://www.kent.gov.uk/education-and-children/schools/school-places> The LA will notify parents of the outcome of their application.

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

- (a) When a parent has failed to respond to an offer within a reasonable time.
- (b) When a parent has failed to notify the school of important changes to the application information.
- (c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event 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.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child may choose not to send that child to school until September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1. The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

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.

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 6.2. 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. Although 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.

Admission of children below compulsory school age and deferred entry to school

a) Parents have the right for the date their child is admitted to school to be deferred until later in the academic year or until the term in which the child reaches compulsory school age and not beyond the beginning of the final term of the school year the offer was made for.

b) Children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer.

c) 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 Admissions process. Application should be made during the last month of Reception Year.

d) Parents have the right for their child to take up the place part-time until their child reaches compulsory school age.

Waiting list for reception places

After the initial allocation of places in April 2027, parents whose children were not allocated a place may be put on a waiting list. The waiting list is kept in over-subscription criteria order. The child will remain on the waiting list until parents/carers request the child be removed from the list or until the end of August 2027 whichever is the sooner.

In year casual admissions

Applications for the admission of children to other year groups and late applications to Reception will need to be made using the LA 'In Year Casual Application Form'.

Waiting list for casual admissions

The school does operate a waiting list for available places. For a child to remain on the waiting list and to renew interest, parents need to return any correspondence sent from the school. If a place becomes available the school will contact the parents/carers by letter and they are asked to accept or refuse the place within 10 days. The school will notify the LA of the outcome of every application.