

CHRIST CHURCH CEP ACADEMY FOLKESTONE



## **Admissions Policy 2025/2026**

**Striving to be the best version of ourselves  
everyday**

### **Our Academy Vision**

At Christ Church CEP Academy, inspired by God's love, we humbly strive to be the best version of ourselves, every day in every way. We cherish the dignity of each precious person; thankfulness, friendship, forgiveness and hope are at the heart of our inclusive community.

It is the policy at Christ Church Academy to admit pupils in the September of the academic year in which they are 5 years old. We are an inclusive Academy, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice. The only restriction on entry is number, where there is an excess demand on Academy places available.

As an academy Christ Church is operationally independent of KCC but as a provider of state education it works in collaboration with KCC because the latter is responsible for the strategic planning of services including Academy places. Reference to KCC in this policy must be understood in the context of this working relationship.

The standard admissions number for each year group is 60. Since September 2001, the law has said that an infant class (Reception, year 1 and year 2) cannot have more than 30 children with one qualified teacher in a classroom

## **ADMISSIONS SCHEME**

The Academy takes part in the admissions scheme using the IN YEAR APPLICATION FORM (IYCAF) for pupils in Year 1 to 6. Parents collect the form from the Academy, complete it and return it to the Academy. The Academy co-ordinates the admissions scheme whilst liaising with the Local Education Authority.

## **ADMISSIONS AND OVERSUBSCRIPTION CRITERIA**

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Before the application of oversubscription criteria, children with an Education, Health and Care Plan, which names the Academy, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

The oversubscription criteria in priority order for this academy is –

1. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' – LAC, 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) a child who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted - IAPLAC

2. Current family association – where a brother or sister is in the Academy at the time of entry and lives at the same address as when the sibling was admitted. For parents who live separately but share responsibility for their child we will regard the home address as the one at which the child sleeps for the majority of the week
3. Health and special access reasons – In exceptional circumstances a child who, due to health or physical impairment, needs to attend a particular School. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care worker or other care professional. The evidence must set out the reasons why this Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.
4. Nearness of children's homes to the Academy - 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 Academy as specified by NLPG. The same address point on the Academy site is used for everybody. When we apply the distance criterion for the Academy, these straight-line measurements are used to determine how close each applicant's address is to the Academy. 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.

## **SUCCESSFUL APPLICANTS**

Successful applicants are informed early in the Summer Term and sent details of preschool visits to prepare each child for Academy.

## **UNSUCCESSFUL APPLICANTS**

Unsuccessful applicants are notified in writing and may lodge an appeal. Applicants who wish to appeal should therefore contact the Academy where they will be advised of the next steps they should take in order to lodge an appeal.

Any applications received after places have been allocated are put on a waiting list and considered according to the same criteria when a place becomes available.

## **NOTIFICATION AND APPEAL**

In Reception Year parents are advised of the school allocated to them by the Local Education Authority. In years 1 to 6 as parents apply directly to the Academy for a place, the Academy will inform them.

Parents have a right to appeal against a decision not to allocate a place. This will then go to an admission appeal panel, whose decision is binding for all parties.

## **PUPIL/PARENT/ACADEMY LIASON**

Parents are encouraged to come and see the Academy in operation, before applying for a place. The Academy holds open days or parents may contact the Academy office to make an appointment to visit. The Head Teacher or a senior member of staff will give a guided tour of the Academy followed by an informal meeting to provide them with the opportunity to ask any questions which they may have regarding their child's admission into Academy life.

Children joining in Reception Year will be offered an opportunity to visit Academy prior to admission so that they are familiar with their surroundings and their prospective teaching staff and classroom. These familiarization visits take place during the summer term and parents will receive lots of valuable advice about Academy life.

## **ADDITIONAL INFORMATION**

The waiting list will be kept in the order determined by our admissions criteria listed above. It will not take into account the length of time a child has been on the list.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which child should be given the place.

Where an offer has been made, the Academy 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 Academy until later in the academic 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 Academy year. Where parents wish, children may attend part-time until later in the Academy year, but not beyond the start of the term after their child reaches compulsory Academy age.

Parents may seek 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, the parents of a summer born child may choose not to send that child to the Academy until the 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 Academy will make a decision on the basis of 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. The Academy must also take into account the views of the Head Teacher. When informing the parents of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

Where the Academy agrees 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 Academy) the local authority and the Academy 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 our determined admission arrangements only, including the application of oversubscription criteria where applicable. The Academy will not give the application 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 an Academy for which they have applied. This right does not apply if they are offered a place at the Academy but it is not in their preferred age group.

The Academy reserves the right to withdraw the offer of a place in the following circumstances

- When a parent has failed to respond to an offer within the given time
- Where a parent has failed to notify the Academy of important changes relevant to the application process
- The parent has supplied information that is fraudulent or intentionally misleading

This policy will be reviewed annually in term 3 of each academic year.