



ADMISSIONS POLICY 2025-26

REVIEWING AND UPDATING THE POLICY

| Date | Version | Notes/Changes Made | Reviewed By | Approved By |
|----------|---------|--------------------|-------------------------------------|-------------------|
| 28/02/20 | 1.0 | Policy reviewed | Principal | Board of Trustees |
| 24/02/21 | 2.0 | Policy reviewed | Principal | Board of Trustees |
| 31/01/22 | 3.0 | Policy reviewed | Principal | Board of Trustees |
| Jan 2023 | 4.0 | Policy reviewed | Director of Primary Improvement | Board of Trustees |
| Jan 2024 | 5.0 | Policy reviewed | Director of Primary Improvement/CFO | Board of Trustees |

This policy will be reviewed annually or before if significant changes take place and amended as necessary



ADMISSIONS POLICY 2025-26

1. Background

Martello Primary is a single form entry primary academy school ('the school'), able to admit a total roll limit of 210 pupils. The published admission number (PAN) for 2025 entry is 30.

Applications for Reception ('Year R') places at Martello Primary will be processed via Kent County Council. Please follow the link below for details. <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

All prospective parents and pupils are welcome to visit the school by appointment. Please contact the school or visit the school's website: www.turnermartello.org to make arrangements.

2. Children with an Education, Health and Care (EHC) Plan

Parents of children with an Educational, Health and Care plan wishing to attend the school should ask the Local Authority to name our school in the Plan.

If the school is named in the Plan, the child will be admitted before the application of oversubscription criteria. As a result of this, the published admissions number will be reduced accordingly.

3. Admissions to Year R

Where an offer has been made for Year R, 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 point at which the child reaches compulsory school age. Please contact the Principal or Head of School to arrange an appointment to discuss your concerns around your child's start date.

4. Oversubscription

All children whose EHC plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place. In the event of oversubscription, pupil applications will be prioritised as follows:

- a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. See notes below on eligibility
- b) Children with a sibling of school age living at the same address, including step and foster siblings, for whom a place has been awarded. See notes below on eligibility

- c) Children eligible for the service premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility
- d) Children whose parents work as permanent staff members at the School being applied to, in either or both of the following circumstances:
 - i) 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
 - ii) the member of staff is recruited to the Trust to fill a vacant post for which there is a demonstrable skill shortage
- e) Proximity – the applicant living closest to school will have priority (in the event of one or more applicants tying after application of criteria (a-d) and measurement will be on the same basis as set out in the tie-break information below

5. Tie-break

If we reach our admission number in any of the above criteria, we will apply the following tie-break to determine who is admitted:

- (a) 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.

- (b) Where it is not possible to determine priority due to children living the same distance from the school as measured using the NLPG address point data, a process of random allocation will then be used as a tie-break to decide who has highest priority for admission. This process will be overseen by someone who is independent of the school and the Academy Trust. However, if children of multiple birth (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

6. Appeals

If a place at our school is not offered, parents have the right to appeal to an independent panel. Appeal papers should be obtained from and returned to the Clerk of the Appeal Panel, c/o Turner Schools. The closing date on the appeal application form must be adhered to. If you are in any doubt, please contact the school and we will send you appeal forms.

7. Appeals Timetable

In line with the policy of appeals at Kent County Council, if your child is due to start primary school in September 2025 and was refused a place at Martello Primary you can appeal this decision. The appeals timetable will be published on the school's website from the 28th February in the admission year. Please submit your appeal to the school office at: martellooffice@turnerschools.com.

If the school application was made in the normal round of applications, appeals must be heard within 40 school days of the appeal deadline.

If it was a late application, appeals should be heard within 40 school days of the deadline where possible, or within 30 school days of making the appeal.

More details of the appeals process can be found on the Kent County Council website:
<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

8. Waiting Lists

The school will maintain a waiting list after the 1st September for all 'full' year groups. If you want to put your child on a waiting list, applications must be made on the school's appropriate form and returned to the office.

The waiting list is maintained in order of the oversubscription criteria. This means that names can move down the list if, for example, someone moves into the area and is higher placed under the oversubscription criteria.

9. Admissions of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is academically very able, or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a. Complete the LA common application form or the in-year admission form as appropriate;
- b. Attach a letter addressed to the school outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Martello Primary will make decisions 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
- Any available 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
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Principal

10. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

11. Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

12. In-year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 4 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If you want to move your child to a different school, you will need to complete an [In Year Application](#) form available via this link on Kent County Council's website. The application form should be sent directly to the following address:

The Admissions Officer, Martello Primary, Warren Way, Folkestone, Kent CT19 6DT
Email address: martellooffice@turnerschools.com

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

The school cannot guarantee a place will be available for your child.

13. Definitions

13.1 Children in Local Authority Care or Previously in Local Authority Care

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.

13.2 Children in receipt of the Service Pupil Premium

A child:

- who has one or both of their parents serving in the regular armed forces

- who has been registered as a 'service child' in the [school census](#) at any point in the last four years
- whose parent(s) died (or in certain cases injured) while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)
- Pupils with a parent who is on full commitment as part of the full-time reserve service (FTRS FC)

13.3 Parent

By parent we mean any individual:

- who is parent of the child, or
- who is not a parent of the child but who has parental responsibility for the child, or
- who has care of the child

13.4 Sibling

By sibling we mean:

- A full brother or full sister living at the same address or living at separate addresses
- A half-brother or half-sister living at the same address or living at separate addresses
- An adoptive brother or adoptive sister living at the same address or living at separate addresses
- A foster brother or foster sister living at the same address
- A step brother or step sister living at the same address
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending

13.5 Permanent home address

Where a child lives part of the week with one parent/carer and part with another member of the family, the permanent home address will be considered to be the residence where the child spends at least three school nights of the week during term time, i.e. Sunday to Thursday.

13.6 Nearness to 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.

14. Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admissions arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.

SUPPLEMENTARY INFORMATION FORM

This form should be completed if you have stated a preference for Martello Primary and you wish your application to be considered under criteria - eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the pupil is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form in addition to the Supplementary Information Form.

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|----------------------|
| Pupil details: _____ |
|----------------------|

| | |
|------------------------------|---------------------|
| Forename: _____ | Home address: _____ |
| Middle name: _____ | _____ |
| Surname: _____ | _____ |
| Pupil's date of birth: _____ | Postcode: _____ |

| |
|---|
| Details of person with legal parental responsibility submitting application: |
| Name: _____ |
| Address: _____ |
| _____ |
| Postcode: _____ |
| Home No: _____ |
| Mobile No: _____ |
| Email address: _____ |

Please read the following declaration carefully and then sign and return the form to:

The Admissions Officer
Martello Primary
Warren Way
Folkestone
Kent CT19 6DT

Forms must be returned to the school as soon as possible. Any delay in returning this form could affect the processing of your application.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

Signed: _____

Print name: _____

Date: _____