



ADMISSIONS ARRANGEMENTS SEPTEMBER 2025-2026

“To provide a community that cherishes childhood equally for all children. Ensuring that the love and support of friends, teachers and God gives children strength to achieve their full potential. Nurturing the creativity in each child, enabling them to put Christian values into action for positive change.”

Saltwood Voluntary Aided Church of England Primary School was established in 1852 with a mission to educate local children in the knowledge and practice of the Christian religion. As a church school, we maintain strong links with our local church, St Peter and St Paul, and welcome people of all faiths or none. The Christian faith is evident in the life of the school in symbols, celebrations and ethos.

Parents wishing to send their children to Saltwood Voluntary Aided Church of England Primary School are warmly invited to visit the school. For our Reception intake each year, open events are arranged and are displayed on the school website. Please telephone the School Office on 01303 266058 to make an appointment.

The Governing Body of Saltwood Voluntary Aided Church of England Primary School admits children within the following framework:

Children are admitted into Saltwood Voluntary Aided Church of England Primary School on completion of a Reception Common Application Form from the Local Education Authority, who administer the admissions procedure. The school has a Published Admission Number for pupils in each new year group at Saltwood Voluntary Aided Church of England Primary School of 30 at Reception and Key Stage 1 and 33 at Key Stage 2. All children are offered a place from September.

As a Voluntary Aided Church of England Primary School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own oversubscription criteria.

The over-subscription criteria for Saltwood Voluntary Aided Church of England Primary School are listed below:

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. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

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.

2. Current Family Association

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and 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 Saltwood Voluntary Aided Church of England Primary School in preference to other schools. 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 Saltwood Voluntary Aided Church of England Primary 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 Saltwood Voluntary Aided Church of England Primary School.

4. Children of Members of Staff

The school will give priority to children of staff employed at Saltwood Church of England Primary School in the following circumstances:

- *where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or*
- *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.

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 parent, 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.

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.

If siblings from multiple births (twins, triplets, etc) apply and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school 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 School Admissions Code.

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

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 by the designated deadline in the offer letter; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent.

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 of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and 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 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.

Agreed by Governing Body