



# The Gateway Primary Academy

## Admissions Policy

### 2025 - 2026

Written by: Mr Cassem

Approved by: Governors on:

Last reviewed: February 2024

Next review due by: January 2025

#### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

#### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

#### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. How to apply**

For applications in the normal admissions round you should use the Common Application Form (CAF) provided by their home local authority (regardless of which local authority the schools are in). Parents can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Parents will receive an offer for a school place directly from their local authority.

Please use the following link for more information:

<https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

#### **5. Requests for admission outside the normal age group - see admission arrangements**

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.

#### **6. Allocation of places**

## **6.1 Admission number**

The school has an agreed admission number of 30 pupils for entry in Reception.

## **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

### **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, Social 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'/carers' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the 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 school.

### **4. Children of staff**

Priority will next be given to children of staff at the school, in either of the following circumstances:  
a) 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, 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.

A child's home 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 due to your own domestic or special arrangements).

The address must be the pupil's home address on the day the application form was completed and which is either owned by the child's parent, parents or guardian, or leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your 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 weekdays.

### **6.3 Waiting List for Reception Places**

After the allocation of school places by the Local Authority, parents whose children were not allocated a place may be put on a waiting list. The waiting list is kept and follows the oversubscription criteria order detailed in paragraph 6.2. The child will remain on the waiting list until parents request the child be removed from the list or until the end of August of the following year whichever is the sooner. Applications received by the school after the reallocation date of school places by the Local Authority are classed as "in-year applications" and are dealt with as detailed in paragraph 7.

### **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school as defined by the National Land and Property Gazetteer (NLPG) address point as in paragraph 6.2. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **6.5 Multiple Births**

If siblings from multiple births (twins, triplets etc) apply for a school place and the school has reached its Published Admission Number after admitting one or more but before admitting all siblings, the school will offer a place to each of the siblings even if it takes the school above the Published Admission Number. If these admissions are to Reception Class and would result in a breach of the infant class size legislation, the additional

children would be treated as "excepted" for the time they are in the infant class or until pupil numbers decrease to the current infant class size limit as defined within the School Admissions Code.

### **6.6 Children below compulsory school age**

The school is required to provide for the admission of all children in the September following their fourth birthday, but children do not reach compulsory school age until or after their fifth birthday. For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the school term). These arrangements should be discussed with the school.

### **6.7 Withdrawing an offer or a place**

The Local Authority or school cannot withdraw an offer unless it has been offered in error, a parent has not responded within the initial timeframe of 10 school days, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the school gives the parent a further opportunity of 5 school days to respond and to explain that the offer may be withdrawn if they do not. The school will confirm in writing if the offer is withdrawn. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

### **6.8 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.

### **6.9 Fair Access Protocol**

We participate in Local Authority'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.

## **7. 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 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

The child will remain on the waiting list until parents request the child be removed from the list or for one calendar year whichever is the sooner.

Applications for in-year admissions should be submitted to the school office using the In-Year application form which is available on the school's website <https://www.gateway-pri.kent.sch.uk/admissions/>

Parents will be notified of the outcome of in-year application in writing within 15 school days detailing any reason for refusal and information about the right to appeal.

## **8. Appeals**

If a child's application for a place at the school is unsuccessful, parents will be informed why admission was refused and given information about the process for hearing appeals.

If parents are unhappy with the school place they have been offered, they can appeal for any of the schools named in their application. The Local Authority recommends parents accept the school place their child has been offered. This does not affect any appeal and will guarantee the child has a school place if the appeal is unsuccessful. If the appeal is successful parents must notify the school they were originally offered that they no longer want the place.

If parents wish to appeal, they

- a) Must set out the grounds for their appeal in writing and email to: [appeals@kent.gov.uk](mailto:appeals@kent.gov.uk) or
- b) Can use the Primary Education Appeals Form online using the following link:

<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

Parents can only make one appeal per school in a single academic year unless there is a significant change in circumstances.

You can find details of the school's appeals timetable on the school's website:

<https://www.gateway-pri.kent.sch.uk/admissions/>

Parents can also telephone the Local Authority for advice on 03000 414222 and further information is available from Kent County Council on the following website:

<https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Governors annually.

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

The Governors will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

Further information can be found in the academy's Admission Arrangements <https://www.gateway-pri.kent.sch.uk/admissions/>