



The Governors and Staff of Sissinghurst (VA) Church of England Primary School believe the policies and procedures we write help us to continuously improve the school and develop our pupils to become life-long learners and valuable citizens of the future.

#### Our School Vision

We are a strong 'family', passionate about providing creative and aspirational learning opportunities. We are courageous advocates for the planet, learning to speak out for others' locally, nationally and globally. Rooted in the strength of God, we respect, cherish and nurture the unique abilities of each member of our community.

We are dedicated to providing an education of the highest quality within the context of Christian belief and practice. Our Christian values of: Kindness Forgiveness  
Courage Service

<b>Policy Title:</b>	<b>Admissions Policy for Entry In 2025/6</b>
<b>Date:</b>	<b>September 2023</b>
<b>Review Date:</b>	<b>September 2024</b>
<b>Reviewed by:</b>	Sarah Holman and Liz Garner
<b>Approved by:</b>	<b>FGB</b>

## 1.0- Introduction

This document sets out the admission arrangements of Sissinghurst (VA) Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

We welcome applications from all members of the community, and we ask all parents to respect the Christian ethos of our School and its importance to our community.

### 1.1- PAN (Published Admission Number)

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils per year. This admission number has been agreed between the Governing Body and applies to the year 2025-2026.

If sufficient applications are received, the school will admit at least 30 children per year group. All applicants will be admitted if 30 or less than 30 are made. If more than 30 applications are made, children will be offered places based on our oversubscription criteria.

The school will admit any pupils with an Education, Health and Care plan naming the school. If your child is currently at nursery, pre-school or another school, please contact their SENCO to discuss this. If your child does not attend any setting, visit the [KCC website](#) for advice.

## 2.0- Making an Application

### 2.1- Reception Class Entry

Children are entitled to a full time school place from the September following their 4<sup>th</sup> birthday. Applications can be made between November and January of the year before they are due to start school. Applications must be made to the applicant's home local authority. This may not necessarily be KCC if you do not live in Kent. If you do live KCC you can apply directly via [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions). Applications are not made to the school. You cannot make an application before this.

Applicants who applied on time will receive an offer for a Kent school on National Offer Day via email from KCC. If parents are unhappy with the school they have been allocated, they can join the waiting list for the schools they originally applied for but did not get a place at. There should be instructions within the email from KCC on how to do this.

Applicants can also lodge an appeal for a school they originally applied for but was not allocated a place at. These should be lodged by May. For more information, visit [www.kent.gov.uk/schoolappeals](http://www.kent.gov.uk/schoolappeals)

For advice or to make a late application (before mid-June), call 03000 41 21 21 or email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk)

After mid-June, you can contact the school office directly and apply using the in-year application process.

### 2.2- In Year Applications

In year applications can be made for;

- a) Children who are currently attending another school and wish to move
- b) Children who are of age to be attending school at the time of application but who are not
- c) Children who are due to start school in the following September (from mid-June onwards only)

To apply for a place, parents must complete the In Year Admissions Form (IYAF) and return to the school office. This can be found on our website under admissions at [www.sissinghurst.kent.sch.uk](http://www.sissinghurst.kent.sch.uk)

### **2.3- Applying on Faith Grounds**

Where parents wish that their application be given preference on the grounds of their faith (ranked under criteria 3.6), they should complete the school supplementary information form (Appendix 1). Our supplementary form is available from the school office or the school website. It should be returned to the school directly for consideration.

The form can be used in consideration for both reception and in year applications.

**The supplementary form alone is not an application to the school.**

### **3.0- Oversubscription Criteria**

In line with the Department for Education (DFE) School Admissions Code, before the application of oversubscription criteria, children with a Statement of Special Educational Need or an Education, Health and Care Plan, which names Sissinghurst Primary School, will be admitted. As a result of this, the published admissions number will be reduced accordingly. For example, if two children have a EHCP, the PAN will be reduced accordingly.

Where the number of applications for admission exceeds the places available, applications will be considered in accordance with the oversubscription criteria below:

#### **3.1- Looked After Children, , Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

### **3.2- Vulnerable Children**

Children can be classified as vulnerable if they fall into any of the following groups. Please notify the school directly and note that evidence of eligibility will be requested.

- a) Children of families with confirmed refugee status.
- b) Children with physical or medical needs where supporting evidence in the form of a letter is available from a senior clinical medical officer, doctor, social or specialist showing that it would be detrimental to the child's health not to admit them to our school. Medical, health, social and special access reasons

will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

- c) Children where one or both parents have a disability that would make travel to a different school very challenging. Evidence from a registered health professional such as a doctor or social worker will need to be provided.
- d) Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces

### 3.3- Sibling Link

Siblings of pupils attending the school at the time of application.

A 'sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

The sibling link is maintained as long as

- a) The family live at the same address as when the first child was admitted
- b) The family has moved to an address that is less than 4 miles from the school
- c) The family has moved to an address that is closer to the school than the address used when the first child was admitted

### 3.4- Children of Staff

Children of staff will be considered under this criterion where the parent;

- a) 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
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

### 3.5- Children living within the Parish of Sissinghurst

Children whose home address is within the designated area of the parish of Sissinghurst. A map indicating the Parish of Sissinghurst is enclosed ([Appendix 2](#)).

### 3.6- Faith Based

Children who regularly attend public worship at any Church of England or church which is based on a Trinitarian theology. Those attending Trinity Church in Sissinghurst will be given priority within this criterion, followed by children attending other churches.

For the purposes of these admission arrangements 'regular' means attendance at least sixteen times in the twenty- four months immediately prior to application.

Children cannot be ranked under this category without a completed Supplementary Information Form, co-signed by a member of the clergy or other designated church officer. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in

relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Parents wishing to apply under this criterion will need to complete the Supplementary Information Form, found under Appendix 1.

### **3.7- Children living outside of Sissinghurst**

Children whose home address is outside the designated area of the parish of Sissinghurst.

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.

### **4.0- Home Address – Tie-Breaker**

Where more than one child falls into a criterion, they will be ranked by proximity to the school and priority will be given to children whose home address is closest to school. Distance is measured as a straight line from the home address to the school. We use the distance between the child's permanent home address 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.

A home address is a place where a child lives for at least 50% of their time. If a child lives at two addresses equally, they can apply with the address that is closest to the school.

In the event that two or more children have the same distance from school (as can happen with families living in blocks of flats) they will be ranked randomly. A supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s). This is in accordance with 1.34 and 1.35 of the School Admissions Code.

Three proofs of address are needed in the form of;

- a) Council Tax statement for the current or previous year OR a signed tenancy agreement or contracts with a completion date naming the parent as living at the address
- b) Driving license, utility bill, payslip, child/working tax credit/ disability benefit letter, motor insurance naming the parent as living at the address
- c) Doctor/ Hospital letter, savings account, child benefit statement, nursery/ pre-school letter naming the child as living at the address

If sufficient proof cannot be provided, the school has the right to withdraw their offer.

You cannot apply for a school place with an address you do not currently live at. If you are moving to a new address, you must wait until you are in the new home and reapply if you wish to be considered under the new address.

## 5.0- Multiple Birth Applicants

In the event of two or more siblings applying for the same year group (such as twins), either all or none of the children will be offered a space.

In the event one child is ranked 30<sup>th</sup> (and would be offered the last space in year group), the additional siblings would also be offered a place and the PAN increased in KS2 (permission would be needed for KS1 pupils from the LA).

This **only** applies to children within the same year group.

## 6.0- Requests for Admission Outside of the Normal Age Group

In particular circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group

- for example, if;

- a) the child is gifted and talented
- b) the child has experienced problems such as ill health
- c) the child has been missing in education (not in school)
- d) the child was born prematurely but would have otherwise been in the year below

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision making. 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 our ability to make an informed decision.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to Secondary or any other School/Academy. It will be for the admission authority of that School to decide whether to admit their child out of their normal age group.

If the request is agreed, the application will be considered for the year group sought and ranked alongside any and all other applications.

Parents should complete an application for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be cancelled if the School agrees to accept an application for entry into a different year group. Applications must be made to the Local Authority, with written confirmation from the 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 the oversubscription criteria specified for that round.

**There is no guarantee that a place will be offered following the ranking of applications.**

### 6.1- Deferred Reception Entry

A child is entitled to a full time place in the September following their 4th birthday however you have the right to delay your child's start date (known as deferred entry). This cannot be beyond the beginning of the term after they turn 5 and not beyond the beginning of the final term of the school year in April. Your child may also start part time later in the school year, but not beyond the beginning of the term after they turn 5.

#### 6.1.2- Summer Born Children

Children born between 1 April and 31 August are sometimes referred to as summer born children. They have the same right to defer entry as any other child. This means they must start school at the beginning of the April

term if they wish to keep their offer. 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 process during the last month of reception year.

For your child to start reception year in the following September, a full year after they were first entitled to start, you will need agreement from the admissions authority of the school. This is because a new application for a later admissions round would be needed for your child to be considered for a place to be taught outside of their age group and with a younger group of children (see 7.0 - Requests for Admission Outside of the Normal Age Group)

## **7.0- Waiting Lists**

The school will operate a waiting list for each year group. It will be open for any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **7.1- Reception Places**

If you choose to join the school waiting list following an unsuccessful main round application for a reception place, please follow instructions on your offer email from KCC to join our waiting list. This will be managed by KCC until mid-June (before the reception cohort start in September), whereby the school will then manage it.

At the end of the first term after the beginning of the school year, parents will be contacted to confirm if they wish to remain on the waiting list.

## **8.0- Withdrawal of an Offer**

The School reserve the right to withdraw an offer of placement but only under the following circumstances;

- a) It has been offered in error,
- b) A parent has not responded within a reasonable period of time (10 working days for an in year application and the deadline outlined in your KCC email for reception applications),
- c) It is established that the offer was obtained through a fraudulent or intentionally misleading application.

We will write to parents prior to any potential case for withdrawal. Parents will be offered the opportunity to respond to our concerns.

## **9.0- Appeals Procedure**

In accordance with the requirements of the School Standards and Framework Act 1998, parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a place.

Appeals can be lodged at [www.kent.gov.uk/schoolappeals](http://www.kent.gov.uk/schoolappeals) within 20 days of a refusal letter from the school following an unsuccessful application.

Appeals are heard by an independent panel and the school is only notified of appeals raised and the outcome.

## **10.0- Enquiries**

Questions about admissions should be directed to Mrs L Garner at Sissinghurst Primary School via the school office.

## Appendix 1: Supplementary Information Form



# Sissinghurst VA Church of England Primary School

*Enjoy, Achieve and Celebrate Together in Faith*

This form is only to be completed application to the school and there is no guarantee that a place will be offered if you complete this form. This form is only to be completed if you if you wish your application for admission to be considered on faith grounds. Please note this is not your application for admission to be considered on faith grounds. Please note this is not an application to the school and there is no guarantee that a place will be offered if you complete this form.

Name of Child	
Date of Birth	
Gender	

Name of Guardian(s)	
Address of Guardian(s)	
Main Telephone Number	

The place(s) of Worship attended by at least one parent and the named child.	Name:	
	Address:	
The details of the Worship Leader	Name:	
	Address:	
How frequently do you attend Worship with your child?	Weekly	
	Fortnightly	
	Monthly	
For how long have you been attending?	One Year	
	Two Years	
	Three Years or More (please indicate)	

Please sign to confirm that the details above are correct and that you understand that if any information is found to be falsified, that this may impact any offer of a place.

Parent/Guardian Signature:

Worship Leader Signature:

Date:



## Appendix 2: Map showing the boundary of Sissinghurst Parish

You can use <https://www.achurchnearyou.com/> to check whether your home address is within the Parish of Sissinghurst.

