



**Shatterlocks**  
Infant & Nursery School

# Admissions Arrangements 2026-2027

Reviewed:	January 2025
Review date:	December 2025 (or legislative change)
Statutory Policy:	Yes

Version Control			
Date	Changes	By	Approved
February 2022	Revised in line with national updates	Headteacher	M. O'Dell
February 2023	Revised in line with national updates	Headteacher	M. O'Dell
February 2024	Revised in line with national updates	Headteacher	M. O'Dell
July 2024	New policy template, amendment from SSET to Trust full name.	CS	Board of Trustees 03/09/2024
January 2025	New Arrangements Year	Headteacher	Board of Trustees 27/02/2025

Shatterlocks Infant and Nursery School	
Shatterlocks Infant School Heathfield Avenue Dover Kent CT162PB	
Headteacher: Melanie O'Dell Admissions Contact Name: Katherine Moloney E-mail: <a href="mailto:contact@shatterlocks.com">contact@shatterlocks.com</a>	
Type of School: Infant, Academy, All ability, Mixed	
Age Range: 4-7 Day Pupils	
Published Admission No: 60	LA No: 886 DfE No: 2316
Expected number on roll: 180	

To access general information about the school, including annual achievement and attainment tables, recent inspection reports and uniform policy, please contact the school or visit our website.

### **Oversubscription Criteria**

Before applying the oversubscription criteria, children with a statement of Special Education Need or an 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 places available, places will be allocated in the following priority order:

#### **Looked After Children and previously Looked After Children**

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.

#### **Current Family Association**

A brother or sister **attending this school or Barton Junior School when the child starts**. 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 and foster brothers and sisters. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

## **Health and Special Access Reasons**

Medical/Health 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'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular 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 particular school.

## **Nearness of children's homes to school**

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.

## **Tie-breaker**

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.

## **Admission of children below compulsory school age and deferred entry to school**

The following applies:

- a child is entitled to a full-time place in the September following their fourth birthday;
- the child's parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

**Delayed Admission into the Reception Year** - 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. Parents may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group. Samphire Star Education Trust will ensure the circumstances of each case are 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. Samphire Star Education Trust will also take into account the views of the Headteacher of the school concerned with whom the decision rests.

When informing a parent of the decision on the year group the child will be admitted to the Trust will set out clearly the reasons for their decision.

Where we have agreed 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 school) Samphire Star Education Trust will 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 their determined admission arrangements only, including the application of oversubscription criteria where applicable. We 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 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. Samphire Star Education Trust will always refer to the most current LA guidance and advice.

### **Supplementary Form Required: No**

Waiting lists will be maintained and will be ranked according to the above oversubscription criteria because of this, children may move up or down the waiting list if others join who meet the criteria.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When the parent or learner has failed to respond to an offer within a reasonable time; or
- When a parent or learner has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.
- Parents have the right to take up the place part-time, until the term in which the child reaches compulsory school age.

### **Transport**

Please note, schools no longer have a designated area from which transport will be provided. In most instances KCC will only fund transport to the nearest school where this school is more than 3 miles from the child's home. Further information about exceptions to this rule can be found at [School transport - Kent County Council](#)

Kent County Council Fair Access Protocol can be found at:

[Secondary school places - Kent County Council](#)

### **Appendix A: School Admissions Code for children with Special Educational Needs (SEN)**

(This appendix complies with "The School Admissions Code 2014)

[School admissions code 2021 \(publishing.service.gov.uk\)](#)[School admissions code 2021 \(publishing.service.gov.uk\)](#)

## **Pupils with statements and Educational Health Care (EHC) plans**

The School Admissions Code sets out certain provisions relating to the admission of pupils with special educational needs (SEN). For example, paragraph 1.6 on pages 9-10 says:

All children whose statement of SEN or education, health and care (EHC) plan names the school must be admitted.

Samphire Star Education Trust will admit a pupil from the moment a school is named on the EHC plan. Any specific arrangements to cater for the pupil's needs will be put in place as soon as possible. The named school will not delay admitting the pupil in order to make these arrangements.

The school must be consulted before it is named on a pupil's plan: if the school has any concerns about accommodating the pupil's needs or preparing for his or her transfer to the school, it will raise these during the consultation period.

## **Other pupils with SEN**

Samphire Star Education Trust Admission criteria does not discriminate against (or disadvantage) children with disabilities or those with SEN. The criteria is clearly outlined in our Admissions Statement.

We comply with Paragraph 1.27 of the DfE's SEN and Disability (SEND) Code of Practice which states that admission authorities:

- Must not refuse to admit a child who has SEN but does not have an EHC plan on the grounds that they do not think they are able to cater for the child's needs
- Must not refuse to accept a child simply because he or she does not have an EHC plan

## **Priority for children with social and medical need**

Samphire Star Education Trust Admission criteria does not discriminate against pupils with social or medical needs in accordance with Paragraph 1.16 on page 13 of the DfE's Admissions Code.

## **Part-time admission of pupils with SEN**

Samphire Star Education Trust is under no obligation to admit the pupil on a part-time basis unless it has been named on the pupil's EHC plan.

However, Samphire Star Education Trust can consider part-time admission if it is deemed to be an effective way of helping a child to transition from a special school to mainstream education. The Trust will ensure that all decisions regarding admission are made in the best interests of the child.

Samphire Star Education Trust will not refuse to admit a child who has SEN but who does not have an EHC plan on the basis that we do not think that we can cater for the child's needs.

## **Admission above the infant class size limit**

Legislation governing infant class sizes prevents schools from admitting more than 30 pupils between the ages of five and seven to a class with a single teacher.

However, certain pupils will be considered - 'excepted pupils' - for the purpose of the limit, and can be admitted even where this would mean exceeding the 30-pupil maximum.

Those with statements of SEN or EHC plans which name a Samphire Star Education Trust school can be admitted outside the normal admissions criteria. In any such case the school would always liaise with the Local Authority Area Education Officer.

### **Pupils with parents who have SEN**

Samphire Star Education Trust is not required to consider the SEN of parents during the admissions process, under the School Admissions Code. Furthermore, paragraph 1.9 (f) of the code states that admission authorities must not give priority to applicants on the basis of the educational status of their parents.

Section 2 of the code, on page 21, lists information about parents that admission authorities must not ask for during the application process. This includes details of any:

- Disabilities
- SEN
- Medical conditions

Reviewed:

Next Review Date:

Approved By:

Statutory: Yes