

# Admissions Policy

## Arrangements 2026-27



<b>Approved by Trust Board</b>	
<b>Last Review Date</b>	November 2024
<b>Consultation to Change</b>	Previous update November 2022- January 2023
<b>Next Review Date</b>	January 2026

## **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

Veritas MAT underwent a statutory consultation process to make a change to its Admission Criteria (November 2022- January 2023). Acting upon that feedback, the criteria has been clarified and is included in Oversubscription 6.3.4 below.

## **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

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As part of the Veritas Multi Academy Trust, 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 the Trust's 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.

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

## **4 How to apply: Applications**

Applications for entrance into any school within Veritas Multi Academy Trust should be made to your home local authority. If you live in Kent, applications can be made online through the Kent Primary Admissions Scheme at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). Where a parent cannot access the online form, we can provide an alternative format upon request for accessibility reasons. The application process for 2026 entry will open November 2025.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending a Trust nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

## **5 Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. If you would like to request a place for your child outside their normal age group, please book an appointment with the headteacher to discuss your request.

Decisions on requests for admission outside the normal age group will be made based on 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 based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. 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. Parents do not have a right to appeal 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**

Each school within the Trust has an agreed admission number.

- Mundella Primary School 30 pupils
- Pilgrims' Way Primary School 60 pupils
- Warden House Primary School 60 pupils

### **6.2 Selection**

As an inclusive Trust, our schools do not have any selective requirements or entrance tests.

### **6.3 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated. As a result of this, the published admissions number will be reduced accordingly.

If the school is not oversubscribed, all applicants will be offered a place.

If 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, to ensure all places are filled.

Highest priority will be given to looked-after children and all previously looked after children who apply for a place at the school.

- 6.3.1 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.

- 6.3.2 A brother or sister attending the school when the child starts. In this context, 'brother or sister', means a child who lives as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers and sisters and foster brothers and sisters.
- 6.3.3 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 the school. 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 this 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 school.
- 6.3.4 Children whose parents work as permanent staff members at the School being applied to, in either or both of the following circumstances:
- where the member of staff has been employed at the school at the time at which the application for admission to the school is made, and/or
  - the member of staff is recruited to the Trust to fill a vacant post for which there is a demonstrable skill shortage.
- 6.3.5 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.
- 6.3.6 Tie break: In a tie breaker situation, the proximity of an applicant's home to the school will be the decider. If in the event that more than one applicant lives the same distance from home to the academy (as measured by the local authority), then a random selection will be applied and independently supervised.

## **7 Late Applications**

Late applications will be placed on a waiting list and places allocated based on the above criteria.

## **8 Schools' Right to Withdraw**

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 within a reasonable time.
- When a parent has failed to notify the school of important changes to the application information.

- The admission offered the place based on a fraudulent or intentionally misleading application from a parent.
- If you have not been offered a place you can request to be placed on the school's waiting list. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

## **9 Children below compulsory school age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish to, their children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Our expectation would be that all children start in September. Our preference is to have children in school as soon as possible. Should parents desire this to be different for their child, they should consult with the school.

## **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 is not 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 LA'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.

[Fair Access Protocol](#)

## **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 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Mundella Primary School, Black Bull Road, Folkestone, Kent, CT19 5QX

e. [office@mundella.kent.sch.uk](mailto:office@mundella.kent.sch.uk)

Pilgrims' Way Primary School, Pilgrims' Way, Canterbury, Kent CT1 1XU

e. [office@pilgrims-way.kent.sch.uk](mailto:office@pilgrims-way.kent.sch.uk)

Warden House Primary School, Birdwood Avenue, Deal, Kent CT14 9SF

e. [office@warden-house.kent.sch.uk](mailto:office@warden-house.kent.sch.uk)

Parents will be notified of the outcome of your in-year application in writing within 10 school days.

### **13 Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. All appeals are managed according to Kent County Council agreed procedures and timelines as outlined in the link below.

[Appeal a school offer - Kent County Council](#)

### **14 Monitoring arrangements**

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.