



Ditton Infant School
Determined Admissions Arrangements for
Admissions September 2025
Consultation (4th October-16th November
2023)

As a Foundation School we are our own admissions authority and are required under the School Admissions Code 2021 to review our admissions policies annually and to consult on our arrangements from time to time.

The code requires consultation in the following circumstances:

1. When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year.
2. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

The school is consulting due to the 7 year rule. We are not proposing any changes to the admission arrangements.

Please find the admissions arrangements attached.

If you wish to comment on the policy please email headteacher@ditton-inf.kent.sch.uk

This consultation will open on 4th October 2023 and any comments relating to the policy will need to be received by 16th November 2023.

The Full Governing Board will meet soon after the closure of the admissions consultation to consider any comments. If no comments are received the policy will be considered at the next available meeting of the Full Governing Board and recommended for determination by the Full Governing Board at their meeting in February 2024.

Published Admission Number (PAN)

Ditton Infant School has a published admissions number of 60 and pupils are admitted into two classes at the beginning of the Autumn Term in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

Oversubscription Criteria

In the event of the school receiving more than 60 applications for places, the oversubscription criteria will be applied. Before this happens, children with an Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where the number of applications exceeds the number of places available (currently 60) the following criteria will be applied in the order set out below.

- **Looked After Children (LAC), previously Looked After Children (PLAC) and internationally adopted previously looked after children (IAPLAC)**

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) 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. (IAPLAC)

- **Current Family Association** - a brother or sister in the same school at the time of entry. Ditton Infant and Ditton Junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- **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 a particular 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 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** - 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. 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.

** 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 parents or guardians 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 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. Where random allocation is used this process will be independently supervised.

Waiting Lists

The school operates a waiting list for prospective pupils.

Parents will notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.

The Office Manager will keep any such list until at least the 31st December of each school year of admission. This list will be ranked again in line with the oversubscription criteria each time a child is added. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at Ditton Infant or Junior School

At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.

As places arise, the school will contact parents, according to the priority on the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the priority list. Parents will not be informed of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.

How to apply for year groups other than Reception, or for in year admissions:

A parent can make an application to Ditton Infant School at any time, however places can only be allocated if the PAN is not full. The PAN is 60 for all year groups.

As with applications to the new intake classes, Ditton Infant School asks parents to complete the Standard Application Form, found online at www.kent.gov.uk and forward it to the school.

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the oversubscription criteria. The school will notify parents of the decision, and if refusing the place, will offer the right of appeal. All appeals must be made in writing to the Governing Body of Ditton Infant School **within fourteen days of receipt of notification.**

For In-year applications, appeals will be heard within 30 school days.

For more information about the appeals process and timelines please visit

<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer#tab-1>

Handling Out of Year Arrangements

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, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1. In this instance, the Headteacher of the school will reach the final decision. This will involve the Headteacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological year group.