



ADMISSIONS POLICY 2025-26

REVIEWING AND UPDATING THE POLICY

Date	Version	Notes/Changes Made	Reviewed By	Approved By
28/02/20	1.0	Policy reviewed	Principal	Board of Trustees
24/02/21	2.0	Policy reviewed	Principal	Board of Trustees
31/01/22	3.0	Policy reviewed	Principal	Board of Trustees
31.01.23	4.0	Policy reviewed	Principal	Board of Trustees
February 2024	5.0	Policy reviewed	Principal	Board of Trustees

This policy will be reviewed annually or before if significant changes take place and amended as necessary



ADMISSIONS POLICY 2025-26

Type of School: Primary, Wide Ability, Mixed
Age Range: 4-11

1. INFORMATION TO PARENTS

Folkestone Primary is a primary school which caters for boys and girls of all abilities from ages 4-11.

To access general information about the school, please contact the school or visit the school's website: turnerfolkestoneprimary.com

2. APPLICATION PROCESS

Applications for admission to Reception at Folkestone Primary for September 2025 will need to be made on the "Common Application Form" provided and administered by Kent County Council. More information and detail can be found in the Primary Admissions Booklet available from Kent County Council. Use the contact link on the <http://www.kent.gov.uk/education-and-children/schools/school-places> website.

The school will follow the Local Education Authority's timetable for applications.

For applications to other year groups, or if you are applying after the beginning of the school year, this is classed as an 'In year admission' and you will need to complete an In year application form available on Kent County Council's website. The school cannot guarantee a place will be available for your child.

3. ADMISSION ARRANGEMENTS

The Published Admission Number is **60** for pupils in the Foundation Year (Year R).

Although a child's entry to the Folkestone Primary may be deferred (at the parent's request) until the term in which the child reaches compulsory school age, children will usually enter the Foundation Year at the start of the academic year within which they have their fifth birthday. A child becomes of compulsory school age if his or her birthday falls on one of the Prescribed Dates or on the first Prescribed Date after he or she turns 5. The Prescribed Dates are 31 August, 31 December or 31 March. However, if you wish to take up a place in the Foundation Year, you may not defer the place beyond the beginning of the final term of the school year for which the offer was made.

There is no priority for children of any associated Folkestone Primary Kindergarten.

Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with an Education, Health and Social Care Plan (which will reduce the number of available places under the published admission number accordingly) where Folkestone Primary is named on the Plan, the criteria will

be applied in the order in which they are set out below:

- a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- b) Children with a sibling of school age living at the same address, including step and foster siblings, for whom a place has been awarded.
- c) Children eligible for the service premium. Evidence of eligibility will need to be submitted with the application (see Appendix 2).
- d) Children whose parents work as permanent staff members at the school being applied to, in either or both of the following circumstances:
 - i) 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
 - ii) the member of staff is recruited to the Trust to fill a vacant post for which there is a demonstrable skill shortage.
- e) Proximity – the applicant living closest to school will have priority (in the event of one or more applicants tying after application of criteria (a-d) and measurement will be on the same basis as set out in the tie-break information below.

Tie-break

If we reach our admission number in any of the above criteria, we will apply the following tie-break to determine who is admitted:

- (a) 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.

- (b) Where it is not possible to determine priority due to children living the same distance from Folkestone Primary as measured using the NLPG address point data, a process of random allocation will then be used as a tie-break to decide who has highest priority for admission. This process will be overseen by someone who is independent of Folkestone Primary and the Academy Trust. However, if children of multiple birth (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Please see notes in Appendix 1 for more details about the oversubscription criteria.

Folkestone Primary works on the basis of a total roll of 420 children. Year groups run at a capacity of 60 children for Foundation, Key Stages 1 and 2. In accepting a place for one child, it must be understood by the family that there is no place for the sibling in a year group that is already full.

4. ADMISSION OF PUPILS TO OTHER YEAR GROUPS (EXCEPT YEARS R)

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

If you want to move your child to a different school, you will need to complete an [In Year Application](#) form available via this link on Kent County Council's website. The application form should be sent to the following address:

The Admissions Officer, Folkestone Primary, Academy Lane, Folkestone, Kent CT19 5FP
Email: fapadmin@turnerschools.com

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

Folkestone Primary cannot guarantee a place will be available for your child.

5. RIGHT TO APPEAL

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission to Folkestone Primary. Please contact the Admissions Officer for further details.

6. FOLKESTONE PRIMARY'S RIGHT TO WITHDRAW A PLACE

Folkestone Primary reserves the right to withdraw a place offered to a pupil in the following circumstances:

- a) when a parent/pupil has failed to respond to an offer within a reasonable time; or
- b) when a parent/pupil has failed to notify the school of important changes to the application information; or
- c) where an offer has been made in error.

7. WAITING LIST

Where Folkestone Primary receives more applications for admission to a year group than there are places available, Folkestone Primary will operate a waiting list kept open until December 2025 for each year group. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application at any time in the year.

Children's position on the waiting list will be determined solely in accordance with the relevant oversubscription criteria above. As and when a place becomes vacant, it will be allocated to the highest ranking child on the waiting list based on circumstances at the time the place becomes available. It is the sole responsibility of parents/carers to keep Folkestone Primary updated regarding any changes of circumstances, including those that may affect the current ranking position on the waiting list e.g. change of address.

Folkestone Primary reserves the right to contact parents at any time to confirm if they wish to remain on the waiting list operated by the school.

8. ADMISSIONS OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

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. In addition, in primary age, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they be admitted out of their normal age group – to Reception rather than Year 1.

The process for requesting admission outside of your child's normal age group is as follows:

- Complete the Common Application form or In-year Admission form as appropriate.
- Attach a letter outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The Folkestone Primary Admission Committee must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of 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. The Folkestone Primary Admission Committee must also take into account the views of the Principal.

9. 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.

10. Fair Access Protocol

We participate in Kent County Council'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.

11. DEFINITIONS

11.1 Children in Local Authority Care or previously in Local Authority Care

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.

11.2 Children in receipt of the Service Pupil Premium (Years R-6)

A child:

- Who has one or both of their parents serving the regular armed forces
- Who has been registered as a 'service child' in the school census at any point in the last four years
- Whose parent(s) died (or in certain cases injured) while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)
- Pupils with a parent who is on full commitment as part of the full-time reserve service (FTRS FC).

11.3 Parent

By parent, we mean any individual:

- Who is a parent of the child, or
- Who is not a parent of the child but who has parental responsibility for the child, or
- Who has care of the child

11.4 Sibling

By sibling, we mean:

- A full brother or full sister living at the same address or living at separate addresses
- A half-brother or half-sister living at the same address or living at separate addresses
- An adoptive brother or adoptive sister living at the same address or living at separate addresses
- A foster brother or foster sister living at the same address
- A step-brother or step-sister living at the same address
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending

11.5 Permanent Home Address

Where a child lives part of the week with one parent/carer and part with another member of the family, the permanent home address will be considered to be the residence where the child spends at least three school nights of the week during term-time, i.e. Sunday to Thursday.

12. MONITORING ARRANGEMENTS

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

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

APPENDIX 1

- i) 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.

- a) Current Family Association - this refers to a brother or sister attending the school when the child starts where the family:

- continue to live at the same address as when the older sibling was admitted; or
- have moved to a new home within 2 miles (straight line distance) of the school

If the family has moved more than 2 miles from the school since the sibling was admitted, the sibling link is broken. Unfortunately, a sibling link claim for a child applying for a Reception place intake cannot be made if the sibling is currently attending Year 6 as the older sibling will be transferring to secondary school when they enter.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, half-brother or half-sister, adopted siblings, step-brothers or sisters, foster brothers or sisters.

APPENDIX 2

SUPPLEMENTARY INFORMATION FORM

This form should be completed if you have stated a preference for Folkestone Primary and you wish your application to be considered under the criteria - eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the pupil is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form **in addition to the Supplementary Information Form.**

Pupil details:

Forename: _____	Home address: _____
Middle name: _____	_____
Surname: _____	_____
Pupil's date of birth: _____	Postcode: _____

Details of person with legal parental responsibility submitting application:	
Name: _____	
Address: _____	

Postcode: _____	
Home No: _____	Mobile No: _____
Email address: _____	

<p>Please read the following declaration carefully and then sign and return the form to: The Admissions Officer Folkestone Primary Academy Lane Folkestone Kent CT19 5FP</p>

Forms must be returned to the Folkestone Primary as soon as possible. Any delay in returning this form could affect the processing of your application.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

Signed: _____

Print name: _____

Date: _____