



<b>Policy Title</b>	<b>Admissions Policy</b>
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<b>Policy Reference</b>	<b>KCC model</b>
<b>Linked Policies</b>	
<b>Function</b>	For Information and Guidance
<b>Status</b>	Statutory
<b>Audience</b>	Parents, Governors, Headteacher, Teachers, Support Staff, the Department for Education
<b>Ownership / Implementation</b>	The Headteacher and the Governing Body have overall responsibility for ensuring that this policy is implemented.
<b>Staff Member responsible</b>	Lisa Doleman
<b>Review Frequency</b>	Annual
<b>Date Approved by Full Governing Body</b>	L & D meeting December 2020 - remaining members of FGB approved via email.
<b>Date of next Review</b>	December 2021



# SEVENOAKS PRIMARY SCHOOL

Kent Local Authority (LA) co-ordinates the admission arrangements of all primary schools in the County. This means that instead of applying separately to different schools a CAF (common application form) can be used to name up to 3 schools which can be submitted online or by post.

The number of places available is determined by the physical capacity of the school, our 'Published Admissions number (PAN)'. Our PAN is 90 although the school reserves the right to amend this in conjunction with KCC requirements. Parents have the right to state a preference for any school. If your preference is Sevenoaks Primary School (SPS), a place will be offered if there are places available. Children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names SPS will be admitted. As a result of this the PAN will be reduced accordingly. If SPS is oversubscribed and the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order listed below. Ranking children against our oversubscription criteria ensures that the places are offered in a fair way.

- Children in local authority care or previously in local authority care. Looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- Current family association sibling -where a brother or a sister, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters are attending SPS at the time of entry and the family continues to live at the same address as when the sibling was admitted or has moved to a new property within 2 miles (straight line distance) of the school. If the older sibling is currently attending SPS in Year 6, you cannot claim a sibling link for the younger child as the older sibling will be transferring to secondary school in September.
- Health and special access reasons medical, health, social and special access reasons will be applied in accordance with SPS's legal obligations, in particular those under the Equality Act 2010. Priority under health and special access reasons will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Sevenoaks Primary School. This also applies to children whose parent's/guardian's physical or mental health or social needs means that they have a demonstrable and significant need for their child to attend SPS. This evidence (letter from a doctor/social worker) must be sent to SPS by **Friday 15<sup>th</sup> January 2021**
- Nearness of children's home A child's home address is defined as a residential property that is the child's main or only address. The address must be the residence of the parent(s) guardian(s) and the child (i.e. where child and parent are living). KCC's measuring software uses address point data provided by Ordnance Survey. The address point reference KCC have for your property is taken as one end of a straight line, with the address point reference for SPS as the other. When KCC apply the distance criterion for an oversubscribed school, these straight line measurements are used to determine how close each applicant's address is to the school.

Depending on your circumstances, if you own a property near to SPS that you may express preference for, but live elsewhere please be aware that you should not use this address unless you are actually living in it, and it is your main residence as defined above. If you are buying or renting a property that you have exchanged contracts on, or for which you have a lease/rental agreement, you must have the appropriate documentation showing you have exchanged contracts or have a signed rental agreement (of not less than 12 months duration) by **Tuesday 9<sup>th</sup> February 2021** and

have moved into the property before the offer day of **Friday 16<sup>th</sup> April 2021**. If you are unable to provide sufficient evidence or documentation, the offer of a school place may be withdrawn. If a child lives at two different addresses during the week because of personal circumstances, KCC will regard the child's home address as the one at which they sleep for the majority of school nights.

If siblings from multiple births (twins, triplets, etc) apply for SPS and SPS would reach its 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. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "expected" for the time they are in an infant class or until the numbers fall back to the current infant class size limit.

If, in the unlikely event that two or more children live in the same block of flats or have equal eligibility for the last available place at SPS, each name will be issued a number and drawn randomly to decide which child should be allocated the place.

A school year runs from 1st September in one calendar year to 31st August in the next, so children who will reach compulsory school age during the school year 2021/2022 are those born between 1 September 2016 and 31 August 2017.

### **Primary school applications**

Sevenoaks Primary School encourages all parents to attend a tour of the school prior to their application which are bookable through our website [www.sevenoaksprimary.co.uk](http://www.sevenoaksprimary.co.uk)

All parents wishing to apply for their child to start school in September 2021 can do so from 5<sup>th</sup> November 2020 until 15<sup>th</sup> January 2021. Parents/carers who already have a child at the school MUST apply for a place for their younger child. They will not automatically receive a place because of the sibling link. You can [apply online](#) or fill out a paper application form which can be requested from the school office- known as the Reception Common Application Form (RCAF). The application closing date is 15<sup>th</sup> January 2021.

All parents who have applied will be sent a letter on Friday 16<sup>th</sup> April 2021, to tell them which school they have been offered. If a parent has applied online they will also receive an email after 4pm on the same day.

For reception aged children it is a parents right to request deferment of entry or to take the place up part-time, until the term in which the child reaches compulsory school age.

Please also refer to [Kent County Education Website](#) for further information on primary school applications.

### **In Year casual admissions**

If your child has already started school or you have recently moved into the area, and you wish to apply for a place at SPS you will need to complete the **In Year Casual Application form** and send it to us. Please also refer to [Kent's In Year admission page](#) for further information. We will offer you a place within 5 days if we have all the information, have a place, your child meets the entry requirements and no other child has a higher priority.

### **Appeals / Waiting lists**

If we are unable to offer your child a place as the school is full in the required year group, you can request to join our waiting list by contacting Admissions, which will be re ranked in accordance with our published oversubscription criteria every time a child is added.

You have the right to appeal against the refusal of a place. If you are not happy with the decision, you can appeal to an independent appeal panel for a place. Please contact the LA for details about the appeals process. An appeal hearing will be arranged and you can attend this in person and/or contact your local County Councillor for support.

If you have any further questions relating to admissions please contact Lisa Doleman Admissions Officer at Sevenoaks Primary School on 01732 453952. Or alternatively please refer to [KCC guidelines](#).

**The Admissions and Transport Office is based at:**

Sessions House  
County Hall  
Maidstone  
Kent  
ME14 1XJ

Tel: 01622 696565

You can e-mail the Admissions team on: [kent.admissions@kent.gov.uk](mailto:kent.admissions@kent.gov.uk)

The admissions arrangements for children with statements of Special Educational Needs or Education (SEN), Health and Care Plan (EHCP) are the responsibility of the LA and for advice on these arrangements please contact your local SEN Locality Officer through your local Additional Educational Needs and Resources office:

**Districts of Dartford, Gravesham, Sevenoaks and Tunbridge Wells**

West Kent Education Office  
17 Kings Hill Avenue  
Kings Hill  
West Malling, ME19 4UL  
Telephone 01732 525000