St Peter's Admissions Policy

(Reviewed July 2026

Updated October 2026 due to the introduction of an online digital In Year Admissions form)

Vision Statement

'Faith, Family, Future'

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

'Each of you should use whatever gift you have received to serve others'

1 Peter 4 v10

Introduction

It is the policy at St Peter's C of E Primary School to admit pupils in the September of the academic year in which they are 5 years old. We are an inclusive school, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice. The only restriction on entry is number, where there is an excess demand on school places available.

Legislation

As a Voluntary Controlled primary school, our admissions arrangements are determined by the LEA (Local Education Authority) in line with the current legislation:

Schools Standards and Framework Act 1998 and the Education Act 2011.

The current determined arrangements for the coordinated scheme for primary Admissions are available for view at www.kent.gov.uk

Published Admissions Number (PAN)

The current PAN for our school is 15 children to be admitted in the academic year that they are 5 years old.

Admissions scheme – Reception Class

The school takes part in the admissions scheme using the Common Application Form (RCAF) of Kent LEA. This can be found on line at www.kent.gov.uk and the application can be made online, however Parents can collect the application form from school and fill it in, expressing their preferences. The forms are sent to the LEA, who allocates places at schools according to the relevant admissions criteria.

Oversubscription Admissions criteria

In the case of the school being oversubscribed the following criteria for oversubscription are used:

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.

2. **Current Family Association**

A Current Family Association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address. Brothers and sisters means children who live as brother and

sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, OR

• If the family have moved, and they have moved to within 2 miles of the school, OR

• If the family have moved nearer to the school from where they were living previously.

Health, Social and Special Access Reasons

3. **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 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 a particular school. Equally, this priority will apply to children whose parents/guardians physical or mental health or social needs means that they have 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate these needs.

4. **Nearness of Children's Homes to the School**

For most children applying for school, this last criterion is the most important one, as those children who are living nearer to the school usually get a higher priority for school places than children who live further away. It is therefore very important that when you complete your RCAF/IYCAF, you give your exact address.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can chose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age. Where a child is a Summer Born Child and parents wish to delay entry until the

following year, this needs to be discussed with the headteacher and the Local Authority Primary Admissions team.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school. This also applies to delayed applications for Summer Born Children.

Notification and Appeal (Reception Class)

Parents are advised of the school allocated to them by the LEA. They can then accept the offer or request their child be reallocated to another school. Parents have the right to appeal against a decision to the LEA if they wish. This will then go to a School Admission Appeal panel, whose decision is binding for all parties.

Visits

We encourage all parents and children to visit the school prior to starting and to placing their name on a list of future entrants. Children are invited to make visits to the school before starting to ease transition to school.

In-Year Admissions (Years R – 6)

St Peter's C of E Primary School is responsible for its own In Year Admissions.

The LA has produced an online digital form for applying for an In Year place, which all schools must use. The form can be found here https://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school

Once completed the form will be sent directly to the school.

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Oversubscription Criteria above also applies to in year applications

<u>If a place is available</u>

- Parents fill in digital In Year Admission form which is sent directly to school
- School produces an offer letter and sends to parent within 10-15 school days
- Parents accept or refuse the place to the school within 10 school days
- If a place is accepted the child should start as soon as possible.
- The school will notify the In Year Admissions Team about the decision using the decision form
- If the child subsequently doesn't start (after accepting the place), CME (Child missing in Education) processes will be initiated by school
- If the place is refused by the parent, the In year admission team will be notified of this decision
- If the parent does not reply to the offer letter within 10 school days a chaser letter will be sent out – **If the place is then accepted the child should start as soon as possible and the In Year Admissions Team notified of the decision.**
- If there is no reply to the chaser letter after a further 5 school days, school can withdraw the offer. **The In Year Admission Team will be notified.**

<u>If a place is not available</u>

- Parents fill in digital In Year Admission form which is sent directly to school
- School produces a refusal letter and sends to parent within 10-15 school days
- School waits for 5 school days to see if parent requests to join waiting list and then sends the decision form to the In Year Admissions Team

<u>GENERAL INFORMATION</u>

- **Every applicant will be given either an offer or refusal letter to explain the outcome of their application.**
- **School will keep a copy of all correspondence in case of appeal or parental enquiry**
- **The school will process each application in order of the date they are received.**
- **If the school receives more applications than places available, offers will be made to applications that were received first. If more applications were**

received in one day than places available, these applications will be put into the schools oversubscription criteria order to decide who gets an offer.

- **The school's waiting list will be maintained in oversubscription criteria order. The school will inform the LA that an offer from the waiting list has been made.**
- **The school can be flexible when receiving acceptances or waiting list requests. Letters will all have tear off slips that can be returned to the school, but the school will accept these responses via telephone/email/and in person.**
- **Withdrawal of an offer is the only part of the process that cannot be fast tracked. The school must allow 10 school days before chasing and ensure a chaser letter is completed and sent to the parent's address. Chasing by telephone or email is not acceptable on their own. If no response is received for a further 5 school days, the offer can be withdrawn.**
- **The school requires refusals by parents to be given in writing, to safeguard against parents changing their mind and requesting a place that has since been offered to someone else.**
- **The school will keep a copy of all correspondence in case of appeal or parental enquiry**

How the LA will support parents

The LA will continue to provide advice to parents in their yearly admissions book and on their website.

If parents have applied to schools in their area and have not been offered a space, they can request information about school space availability from the admissions team by emailing Kentinyearadmissions@kent.gov.uk

Parents can then approach those schools to secure the place. The LA will continue to collect information about places from schools in the same way they have through the co-ordinated In Year process. Where a parent continues to be unsuccessful in finding a place, the LA may refer cases to Fair Access Panels