



**DAME JANET PRIMARY ACADEMY**  
**ADMISSIONS POLICY SEPTEMBER 2025 ENTRY**

Arrangements for applications for places in Reception at Dame Janet Primary Academy will be made in accordance with Kent's co-ordinated admission arrangements; parents resident in Kent can apply online [here](#); parents resident in other areas must apply through their home local authority. Dame Janet Primary Academy will use Kent's timetable published online for these applications and Kent will make the offers of places as required by the School Admissions Code.

Attendance at Dame Janet Nursery does not guarantee admission to Dame Janet Primary Academy and a separate application must be made.

**Published Admission Number (PAN)**

The PAN for Reception is 60. If there are fewer applicants than places available all applicants will be admitted.

**Special Educational Needs**

Any child with an Education, Health and Care Plan that names the academy will be admitted.

**Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those 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.
2. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
3. Children with medical or social needs which make the school particularly suitable for the child. Priority will be given to those children or their parent(s)/carer(s) whose mental or physical impairment, medical needs or social needs means they have a demonstrable and significant need to attend Dame Janet Primary Academy. Applications for priority in this criterion will need



to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between the applicant's (or their parent/carer's) needs and Dame Janet Primary Academy.

4. Children of any member of staff at the school:
  - 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
  - the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage
  
5. Distance - 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.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

#### **Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

#### **Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number for this purpose.

#### **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

#### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Kent's Fair Access Protocol. This may mean admitting children above the PAN.

#### **Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place



- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

### **Admission 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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Dame Janet Primary Academy will 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:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

### **In-year and Casual admissions**

Dame Janet Primary Academy coordinates its own in-year admissions and parents should contact the school office for an application form. Parents will be notified of the outcome of their application within 15 school days and details about the right to appeal will be provided if a place cannot be offered.

### **Waiting List**

Any applicant refused a place at the school will have to opt to join the waiting list, even if a higher preference school has been offered. A waiting list will be maintained until the 31st December, after which it will be cleared. If you would like your child to be placed on the waiting list for the remainder of the academic year please contact the school.



The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

### **Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.

Determined 22 Feb 2023