



Policy Document

Ditton Church of England Junior School

Admissions Policy

2025 - 2026

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Determined Admission Arrangements for Academic Year 2025 - 2026

Ethos Statement

Ditton Church of England Voluntary Aided Junior School has a distinctive Christian ethos which lies at the heart of the school and provides an inclusive, caring and supporting environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school and its importance to our local community. Ditton C.E. Junior School admits pupils into year 3 in the September following their seventh birthday. The current published admissions number for pupils (PAN) in each year is 64. Children will also be accepted into school at any point in the year provided that there is space available.

Over Subscription Criteria

Priority will be given to children who have applied to the school who have a statement of special educational need (SEN) or Education Health and Care Plan (EHCP). As a result of this the published admissions number will be reduced accordingly. A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Where the number of applications exceeds the remaining number of places available the following criteria will be applied in the order set out here to decide which children shall be admitted:



Children in Local Authority Care or Previously in Local Authority Care

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). This also includes those children who appear (to Ditton Church of England Junior School) to have been in state care outside of England and ceased to be in state care as a result of being adopted ('internationally adopted previously looked after children' (IAPLAC)).

Attendance at Ditton Infant School - (Linked Admission arrangement)

Current Family Association

A brother or sister in the 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 and 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'/ carers' 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 home to school

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.

In the event of a tie-breaker, where there are two applications which cannot be separated the proximity of the pupil's home address will be the decider. Where the two applicants live the same distance from the school a random selection will take place, this process will be independently supervised.

Waiting list

The school operates a Waiting List in which prospective pupils are re-ranked in line with the published oversubscription criteria, every time a child is added. Parents must notify the school that they wish their child to be placed on the waiting list for the relevant year group. 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



waiting 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.

Applying for a place in other year groups or outside of the normal Year 3 admissions process.

Children will be accepted into school at any time provided there is sufficient space within the year group. Our admissions number for each year group is 64. Parents who would like to apply for a place should in the first instance contact the School Office to arrange a time to visit the School and meet the Headteacher. Parents will then be asked to complete an In-Year Common Application Form along with the school's own application form and return both to the school

Requesting admission outside of the 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. Requests should be submitted to the Headteacher as early as possible in the admissions round associated with their child's date of birth, but they should continue to submit an application for their child's normal age group at the usual time. The Headteacher will reach a final decision on whether or not it is appropriate for the individual child to be taught outside of their chronological age group and respond to the parents in writing. If the request is agreed the application for admission to their normal age group should be withdrawn and a new paper application made the following year which should include the letter from the Headteacher consenting to admission in that year group.



Appeals

Any request for an appeal should be made in writing to the Chair of Governors, c/o the school, within 20 days of being notified that a place has not been allocated. An independent appeals panel will then be convened to hear the appeal.

