



Speldhurst CE (Voluntary Aided) Primary School

Admissions Policy 2024– 2026

Growing into all God Wants Us to be

Everyone in our school community is on an accompanied voyage of growth and discovery. God lights the path ahead of us, guiding us on our journey. “This encourages us to be part of better things and know that God is supporting us every step of the way”. Amelie Y5 Admissions Policy

Speldhurst School was established by St Mary’s church in 1858 and the link is still strong today. As a church school, we welcome people of all faiths or none. Nevertheless, the Christian faith is evident in the life of the school in symbols, celebrations and ethos.

Parents wishing to send their children to Speldhurst Church of England Aided Primary School may make an appointment to meet the Headteacher and look around the school. Open afternoons are arranged at regular intervals and are displayed on the school website. Please telephone the school office on 01892 863044 to make an appointment.

Pupils with SEND

All children are welcome to apply to Speldhurst. If you are the parent of a child with additional needs and are considering applying for a place at Speldhurst, you may wish to contact the SENCo to discuss his/her needs and how they could be met. Parents of children with additional needs will be invited to meet with the SENCo prior to their child starting at Speldhurst in order that the school has a good understanding of the child’s needs and can ensure appropriate support and provision is in place. If appropriate, introductory visits or part-time arrangements will be made for children with complex needs. The SENCo and EYFS Team liaises with colleagues in nurseries, pre-school settings and secondary schools to ensure appropriate transition arrangements are in place. Year Six teachers plan lessons during the summer term to prepare children for secondary school. Visits to local secondary schools are arranged for children who will be transferring to them. In addition there are clear transition arrangements made at the end of each academic year for individual pupils to ensure a smooth handover between year groups. Where necessary, additional transition opportunities are provided for vulnerable pupils, supported by members of school staff as appropriate.

The Governing Body of Speldhurst Church of England Aided Primary School admits children within the following framework:

Children are admitted into Speldhurst School on completion of a Reception Common Application Form from the Local Education Authority, who administers the admissions procedure. The school has a Published Admission Number for pupils in each new year group at Speldhurst Church of England Aided Primary School of 30. All children are offered a place from September. Children are invited into school for afternoon sessions in the term before they are due to start. All children begin by attending school for half days and are then quickly integrated to full day attendance.



As a Church of England Aided School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own over-subscription criteria.

The over-subscription criteria for Speldhurst Church of England Primary School are listed below. Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority care or previously in Local Authority Care.**

A child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989). It also applied to children adopted from state care outside of England (this includes internationally adopted previously looked after children or IAPLACs

- **Current Family Association.**

A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). 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, 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 Speldhurst CE (Voluntary Aided) Primary School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend Speldhurst CE (Voluntary Aided) Primary 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 Speldhurst CE (Voluntary Aided) Primary School.

- **Nearness of child's homes.**

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.

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (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 "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

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

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer by the designated deadline in the offer letter; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent.

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 choose 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.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school 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 attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

Further advice is available at www.kent.gov.uk/primaryadmissions

Agreed by Governing Body January 2024