



## **NORTHDOWN PRIMARY SCHOOL**

### **ADMISSIONS POLICY SEPTEMBER 2025 ENTRY**

Arrangements for applications for places in Reception at Northdown Primary School 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. Northdown Primary School 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.

#### **Published Admission Number (PAN)**

Northdown Primary School admits 60 pupils into Reception. If there are fewer applicants than places available all applicants will be admitted. Children are admitted to the Reception Class in the school year in which they have their fifth birthday.

#### **Special Educational Needs**

Any child with an Education, Health and Care Plan that names the academy will be admitted. As a result of this, the PAN will be reduced accordingly.

#### **1) Oversubscription Criteria**

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

- 2) 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 the 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 have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 3) Children with brothers or sisters attending Northdown Primary School at the time of entry. Brother or sister means children who live as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

- 4) Children with medical or physical impairment needs which make the school particularly suitable for the child. Applications for priority in this criterion will need to be supported by written evidence from a suitably qualified medical practitioner who can demonstrate a special connection between the applicant's needs and Northdown Primary School. In the case of a physical impairment the child's impairment must require that they attend Northdown Primary School because its buildings mean that the child's mobility will not be inhibited.
  
- 5) Distance - The 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 coordinates. In exceptional circumstances where alternative coordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by the 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 for Reception places**

Parents offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday. Places cannot be deferred beyond the beginning of the summer term (April) of the school year for which the offer was made.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. It is important for parents to note that they will have responsibility for providing evidence to support their request. When such a request is made, Northdown Primary School will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

### **In-year admissions**

As an academy we coordinate our own in-year admissions. Applicants should complete our in-year application form available from the school office. Parents will be notified of the outcome within 15 school days and will be provided with details about their right to appeal if a place is refused.

### **Waiting List**



Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. The school maintains waiting lists for all year groups which are updated on a regular basis.

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.