



## CHIDDINGSTONE CHURCH OF ENGLAND SCHOOL

### ADMISSIONS POLICY AND RELEVANT INFORMATION FOR ENTRY 2026-2027

#### **“Going above and beyond together”**

At Chiddingstone Church of England School, we provide a family orientated education where we go above and beyond together.

As Jesus told us, we are to 'love our neighbour as yourself.' (Mark 12:31)

We celebrate difference and diversity ensuring that every child is valued and makes an important contribution to our unique school. We relate to the story of 'The Good Samaritan', where the Good Samaritan went above and beyond to look after the man. He even told the innkeeper that he would 'reimburse for any extra expense [he] may have' (Luke 10:35). As a school, we set high expectations for our children to work as a team and achieve their potential.

**Next Review Date: January 2026 for entry 2027-2028**

Signed:

Christopher Darlington

Chairman of Governors: March 2025

Signed:

Kate Haysom

Headteacher: March 2025

## **ADMISSIONS POLICY STATEMENT FOR ENTRY 2026-2027**

Chiddingstone Church of England School is its own Admissions Authority.

Children reach compulsory school age at the beginning of the term after their fifth birthday. The school's policy is to admit four year olds so that as many children as possible will have at least eighteen short terms in EYFS and Key Stage 1.

The number of places available is determined by the physical capacity of the school. Our published admissions number (PAN) is currently 30 in each year group.

The law gives parents the right to state a preference for any school, but not automatic choice. If your preference is Chiddingstone Church of England School, a place will be offered if there are vacancies.

Before the application of oversubscription criteria, children with an Education Health Care Plan (EHCP), which names the school will be admitted. As a result of this, the PAN will be reduced accordingly.

### **OVERSUBSCRIPTION CRITERIA**

If the school is over-subscribed, the following criteria will be taken into account in the order listed below:-

- 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.*
- 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 Chiddingstone Church of England 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 Chiddingstone Church of England 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 Chiddingstone Church of England
- Current Family Association\* within either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\*.
- Children of qualified teachers who have been employed at Chiddingstone Church of England School for two or more years at the time at which the application for admission to the school is made and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Nearness of children's homes that are within either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\* using 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.

- Current Family Association\* outside either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\*.
- Nearness of children's homes that are outside either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\* using 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 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 and this process will be independently supervised.

\* 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. In this context, 'brother or sister', means a child who lives as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers and sisters and foster brothers and sisters.

If siblings from multiple births (eg: twins, triplets etc) apply for a school and the school reaches its PAN after admitting one or more (but not all) of the children, a place at the school will be offered to all of the multiple birth siblings. This is in line with the School Admission Code and, if doing so will take the school above its PAN and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils. Unfortunately, if your older sibling is currently attending school in Year 6, you cannot claim a sibling link for your younger child as the older sibling will be transferring to secondary school in September 2027.

\*\* The Ecclesiastical and Civil parish boundaries of Chiddingstone are defined by the map attached to this policy.

### **ADMISSIONS POLICY FOR CHILDREN WITH A DISABILITY**

The school is aware of the support arrangements and provisions within the county and the means of accessing them. Whenever children with disabilities are admitted, the school will endeavour to work with all agencies and the parents to enable such children to access the full curriculum. To this end, the Governors have put in place an Accessibility Policy which will be updated on a regular basis. The school will endeavour to incorporate any changes that are necessary for access as new building projects are undertaken and will modify the existing premises when it is reasonable to do so.

## **WAITING LISTS AND APPEALS**

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications: further details are printed in the Admission to Primary Schools in Kent booklet. In the event of places being available after the first round of offers, the school will apply its **2026/27** Admission Arrangements to all those on the waiting list at the time of re-allocating the places.

In the event that your application is unsuccessful after re-allocation, you have the right to place your child on the waiting list. This list will be re-ranked in line with the published oversubscription criteria, every time a child is added.

Parents of children who are offered a place in Reception Class have the right to defer entry, or to take the place up part-time, until the term in which their child reaches compulsory school age. Children born between 1 April and 31 August (also known as “summer born”) must start school at the beginning of Term 5 if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process, recognising that a place may not be available. *Please also see the policy for deferred entry below.*

## **ADMISSIONS POLICY FOR REQUESTS FOR DEFERRED ENTRY**

Parents of Reception age children have a right of deferment of entry or to take the place up part-time, until the term in which the child reaches compulsory school age.

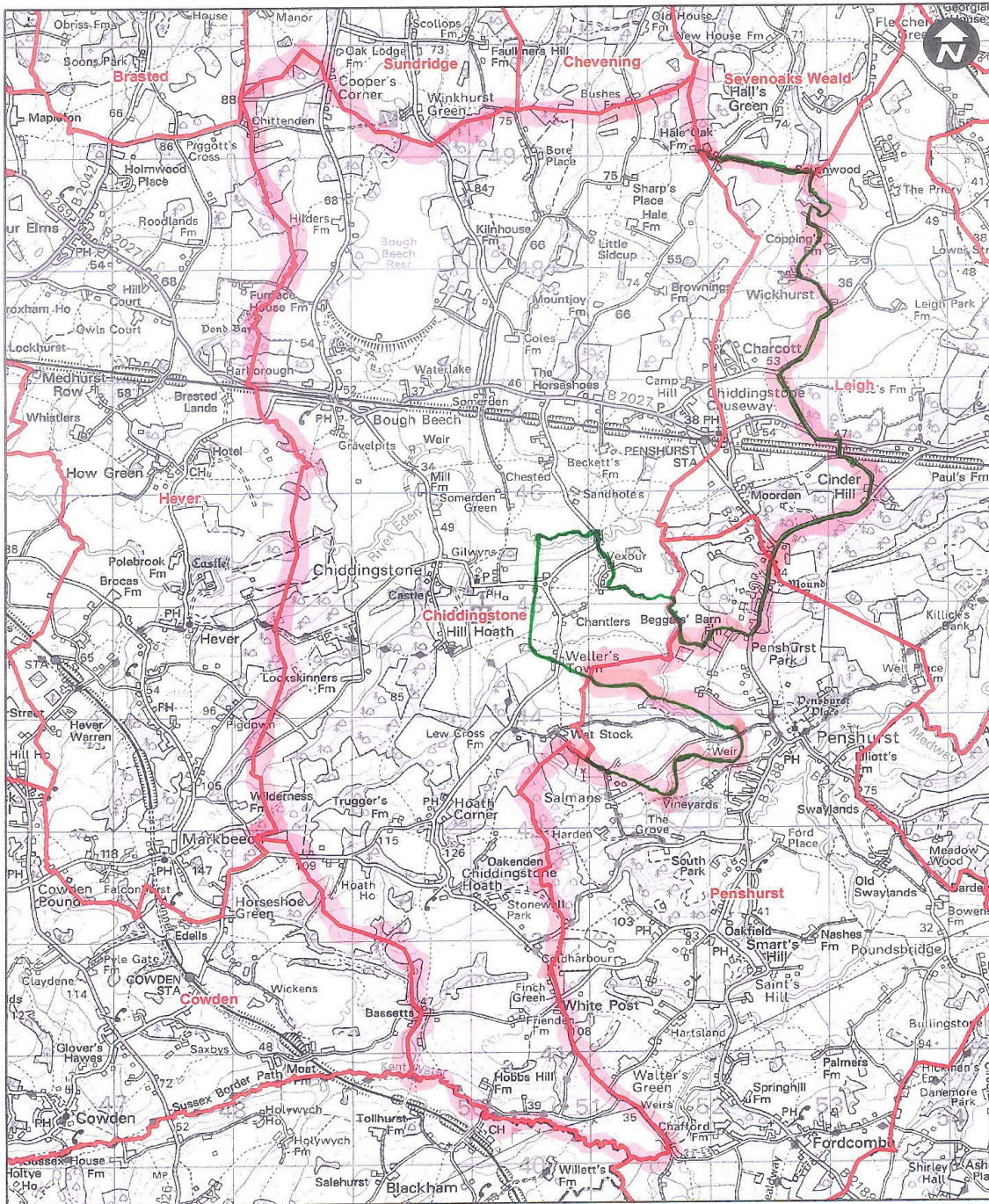
Parents have the right to request admission outside of the normal age group. See the Department for Education’s Guidance on the Admission of summer born children: <https://www.gov.uk/government/publications/summer-born-children-school-admission/admission-of-summer-born-children-advice-for-local-authorities-and-school-admission-authorities>

Requests 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 Chiddingstone Church of England School, as its own Admissions Authority, 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 Chiddingstone 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 Common Application Form (CAF) to Kent County Council’s Admissions & Transport Department, 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. Please note that the decision to accept a deferral falls to the Headteacher and Governing Body and if a deferral is granted, it does not mean that a place for the following year is automatically on offer.

## **ADMISSIONS POLICY FOR IN YEAR APPLICATIONS**

This policy also applies to In Year Applications for places at the school in year groups other than Reception class. An In Year Casual Admission Form should be downloaded from the KCC website [here](#), completed and returned direct to the school. In the event that a place is not available, you will be informed in writing and, should you require, your child will be placed on the waiting list maintained by the school, again ranked in strict

accordance with our oversubscription criteria as set out in our Admissions Policy, as well as the Schools Admission Code 2021.



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Sevenoaks District Council, 100919420, 2011.

**Chiddingstone Parish**

- CIVIL PARISH BOUNDARY
- EXTENDED ECCLESIASTICAL BOUNDARY

= COMBINED PARISH BOUNDARIES

Scale: 1:45,000  
Date: September 2012

Produced by the GIS Team, Sevenoaks District Council