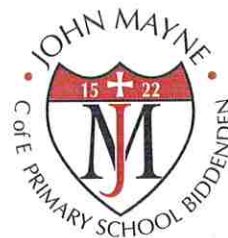


**Aspiring to live life in all its fullness**  
compassion hope courage respect



3<sup>rd</sup> December 2024

To: Headteachers, Chairs of Governors and admissions authorities of Ashford Primary Schools

Dear Colleagues

**Reference: Application to the Schools Adjudicator for a reduction in PAN at John Mayne Church of England Primary School**

School PAN from 20 to 15 for the 2026-27 academic year.

We have all seen the impact of the lower Year R admission for the last two years on our ability to maintain current structures. With the allocations for September 2024 continuing in the same vein and forecasts from Kent County Council suggesting that this will not change, the Governing Body at John Mayne CEP School have decided to act.

I am therefore writing to notify you that, as the admissions authority for the school, the Governing Body will be applying to the School's Adjudicator with a request for a reduction in admissions from September 2026. We are requesting that the PAN is lowered from 20 to 15 all other admission criteria would remain unchanged and can be seen in our Admissions Policy.

Should this be granted, it will enable the school to continue with the current 4 class structure for 2026-27 and beyond, which will be sustainable within the budget forecasts.

The consultation process is open from Tuesday 3<sup>rd</sup> December to Tuesday 14<sup>th</sup> January. If you wish to comment on the proposal please send them via email to the school office; office@john-mayne.kent.sch.uk by Tuesday 14<sup>th</sup> January 2025

Kind regards

Helen Tester  
Headteacher



Head Teacher: **Mrs Helen Tester**  
HIGH STREET, BIDDENDEN, KENT, TN27 8AL T: 01580 291424 E: office@john-mayne.kent.sch.uk  
[www.john-mayne.kent.sch.uk](http://www.john-mayne.kent.sch.uk)

John Mayne Church of England Primary School is a trading name for Tenterden Schools Trust, a charitable company limited by guarantee registered in England and Wales (registered No. 07738448). Registered office: Ashford Road, Tenterden, Kent TN30 8LT



# John Mayne Church of England Primary School

*Aspiring to live life in all its fullness.*

## Admissions Policy

Author(s):	Helen Tester
Date:	
Review Frequency:	Annually
Review Date:	
References:	KCC guidance
Governor Agreement	
To be read in conjunction with:	
<ul style="list-style-type: none"><li>• KCC <a href="#">Primary Common Application Form (RCAF)</a></li><li>• KCC <a href="#">guide to primary school places</a></li></ul>	

## **Admission Arrangements for 2026/27**

### **Introduction**

Each year, John Mayne CEP School is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry
- The Published Admission Number for the school
- Relevant Consultation area

John Mayne CEP School adopts the same admission arrangements as those used by Kent County Council for its Community and Voluntary controlled schools.

John Mayne is an inclusive school, therefore any child with a disability or special educational needs will not be discriminated against when applying for a place at our school. Where special arrangements are required, these will be discussed prior to your child starting school when you meet with the school Inclusion Manager (SENCO). Parents of a child with a disability and/or special educational needs are advised to contact the SENCO as soon as the school placement is confirmed by the Local Authority.

Oversubscription criteria are set out below – if you have any further questions about the arrangements and how these are applied, please don't hesitate to contact the school or Kent County Council Admissions department.

**1.** The Governing Body and LEA have agreed that the admission limit for Key Stage 1 (Foundation Stage and Years 1 and 2) shall be 15 pupils per year group. If there are more applications than places available, oversubscription criteria will be applied to rank pupils in priority order

**2.** The school is currently working on the basis of no more than 30 children per class in Key Stage 1.

**3.** Pupil admissions to the school are guided by a Kent-wide policy. 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

*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.*

- 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).
- 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 our 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 our 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 our school.
- Nearness of children's homes to school - KCC use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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.
- 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.
- 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 5 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
- For further information: <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places#tab-2>