



**WINCHEAP  
FOUNDATION  
PRIMARY  
SCHOOL**

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### **Wincheap Foundation Primary School**

### **Admission Arrangements for Entrance September 2026**

The first year of Primary schooling is known as 'Foundation Stage' or 'Reception Year'. It is the intention of the Governors that children who are admitted to the Foundation Stage will do so before their fifth birthday. Usually, children will enter the Foundation Stage at the start of the academic year (September 2026 - August 2027) that they have their fifth birthday. The school's Published Admission Number is 60, and this is organised as two classes of 30 children in a year group.

Contact details are as follows:

The Headteacher  
Wincheap Foundation Primary School  
Hollow Lane  
Canterbury  
Kent CT1 3SD

Telephone: 01227 464134

email: [headteacher@wincheap.kent.sch.uk](mailto:headteacher@wincheap.kent.sch.uk)

Parents wishing to enrol their child into the Foundation Stage (Reception Class) are invited to view the school before their child is due to start the following September. We offer open days in the school year for this purpose, but parents are welcome to ask for an individual appointment if they have missed an open day.

### **In the event of oversubscription**

If more children want to join our school than we have places for we apply oversubscription criteria to be as fair as possible in allocating places. Before the application of oversubscription criteria, children with an **Education, Health and Care (EHC) Plan** which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

After this, the following criteria apply to applicants, in the following order of priority:

- a) **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 in England and Wales (see the definition in

Section 22(1) of the Children Act 1989). This criterion also includes looked after children and all previously looked after children who appear to have been in state care outside of England and Wales and who have ceased to be in state care as a result of being adopted.

- b) **Children with siblings already in the school** (a brother or sister already attending the school when the child starts).

In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. *(The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than two miles from the school using the distance measured by the method outlined in the distance criterion).*

- c) **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’/guardians’ 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.

- d) **Children of staff at the school** – In case of oversubscription we will give priority to children of staff in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or

b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Parents working at the school refers to any member of permanent staff, including teaching, support and ancillary staff – whether full- or part-time – who are directly employed by the school.

- e) **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 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.

Applications are processed for the academic year in the previous March, but late applications from families who have just moved into the area are slotted in according to the priority criteria above.

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

1. When a parent has failed to respond to an offer within ten working days; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

If the school is not able to offer a place due to oversubscription, a waiting list will be maintained until such time as there is no longer a requirement for such a list. This list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. The child at the top of the list will be offered a place as soon as one becomes available in their year group.

If the school is not able to offer a place due to oversubscription, parents have a right of appeal to the Governors against this decision. In these circumstances the Headteacher or the school administrative officer would give advice and an appeal form.

### **Deferred Entry and Part-Time Placements**

Parents of Reception age children have a right to defer entry or to take up their place on a part-time basis, until the term in which the child reaches compulsory school age. Where a child who is Reception age and born between 1 April and 31 August (known as ‘summer born’) is not deemed ready by his/her parents to start school at some point in their expected year group, a parent can apply for admission outside of the normal age group (i.e. to enter Reception year when the child should be starting in Year 1).

Requests for admission outside of the normal age group 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 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 Foundation Stage the following year.

Deferred applications must be made via a paper Reception Common Application Form (RCAF) to the Local Authority, with written confirmation from the named school attached. To obtain one phone KCC Education on 03000 41 21 21. 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 the school's oversubscription criteria as outlined above.

### **In Year Applications**

Children joining the school after the usual Foundation Stage entry are referred to as 'In Year Applicants'. If we have a place available in the relevant year group, we welcome children who wish to join us from other schools at any point in their primary career. Please contact the school to arrange a tour (details above).