

## COLLIERS GREEN CE VA PRIMARY SCHOOL

### ADMISSIONS POLICY and PROCEDURES for 2026

Our Published Admissions Number is 16.

The governors have stated that admissions should be made in accordance with the following policy: (in order of priority)

#### **1. Children in Local Authority Care (Looked After Children)\***

A Looked After child (LAC) 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 (see 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 (PLAC) means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following have been looked after and those children who appear to the admissions 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.

#### **2. Children who will have siblings that will be attending the school at time of entry.**

A brother or sister 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 or sisters, adopted siblings, step brothers and 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 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

#### **3. Children for whom Colliers Green is the nearest maintained Primary school.**

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.

Regarding applicants living in the same block of flats, we would rely on the local authority information provided in the Admissions Booklet.

- 4 Children living in the Parish of St. Dunstan's who attend worship at St Dunstan's Church at least once per month and have done so for a period of not less than 12 months.**
- 5. Children living in the Parish of St Dunstan's who attend a church of any other Christian denomination on at least a monthly basis and have done so for a period of not less than 12 months.**
- 6. Children living in the Parish of St Dunstan's (a map is available for viewing at the school office on request).**
- 7. Children living outside the Parish of St. Dunstan's who attend a church of any other Christian denomination on at least a monthly basis and have done so for a period of not less than 12 months.**
- 8. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application of admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.**
- 9. All other children**

Distance will be used as a tiebreak if any of the above criteria are oversubscribed.

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. This allocation will be independently supervised.

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.

Colliers Green School follows the procedures outlined in Kent's Admission to Primary School booklet which is distributed in the autumn term.

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 a reasonable time; 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.

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Before the application of oversubscription criteria children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Please note that the school has a supplementary information form (attached) for parents who wish to be given priority under the oversubscription for the faith criteria will need to complete the form.

In accordance with the requirements of the Education Act 2002 the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Parents wishing to appeal for a place at the school should in the first instance write to the:

Clerk to Governors  
c/o Colliers Green CEP School  
Colliers Green  
Cranbrook  
TN17 2LR

Parents of Reception age children have the right to defer entry or take up their place with our School on a part time basis until the term in which the child reaches compulsory school age. Full details are available by referring to the School Admissions Code dated December 2014 (sections 2.16 to 2.17B).

Requests for admission to Reception 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 Year R the following year. Deferred applications must be made via online Reception Common Application Form (RCAF) to the LA, with 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](http://www.kent.gov.uk/primaryadmissions)

During the term before admission, new entrants are invited into school for one morning session to become familiar with the school environment. Parents are notified of dates and times in advance. A New Parent's evening is held in the Summer term preceding the child's entry into school.

## Supplementary Information Form

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address of Childs main residence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent / Guardian Address (if different to above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Guardian Contact number(s) \_\_\_\_\_

If applying under the faith criterion, please ask your minister to complete the following section.

Name of Church Minister \_\_\_\_\_

Name of Church \_\_\_\_\_

I can confirm that the above child is known to me and attends my church at least once per month and has done so for a period of not less than 12 months.

Yes / No \* delete as appropriate

Signature of Minister \_\_\_\_\_

Date \_\_\_\_\_

Once complete please return this form at the school no later than the closing date for the Reception Common Application Form.