



Determined Admissions Arrangements for 2026/2027

These admission arrangements are determined by the Trust Board of the Inspire Academy Movement.

Four Elms Primary School Admissions Policy 26/27

Four Elms Primary School is part of the Inspire Academy Movement.

Our Published Admission Number (PAN) is 15¹.

Children will be admitted to the Reception Class before their fifth birthday. Usually, children will enter the Reception Class at the start of the academic year that they have their fifth birthday. We will contact people who have registered an interest in the school regarding Open Mornings.

Application Procedure

Applications for entrance into Four Elms Primary School should be made through Kent Primary Admissions Scheme. You will be required to apply online via the [KCC admissions portal](#) or complete the Reception Common Application Form (RCAF) and return it to the Local Authority before the county closing date.

The application process will open in early November each year for admission in the following September.

Oversubscription Criteria for admission

Statement of SEND

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

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, and the school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added:

Children in Local Authority Care or Previously in Local Authority Care:

A. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or

¹ As our own admission authority we are not required to consult on our PAN where we propose either to increase or keep the same PAN, however we do have a duty to inform the LA should our intention be to increase PAN. Admission authorities may also admit above their PAN through in-year admissions if it does not prejudice the provision of efficient education or efficient use of resources of another child. The PAN only applies to the relevant age group. (as per 1.3 & 1.4 of the School Admissions code).

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's Act 1989).

B. Children who appear (to the admission authority of the school) 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Current Family Association (sibling-link):

This refers to a brother or sister attending the same school when they start there and live at the same address. This includes: natural or adopted siblings; step or foster brother or sisters; those who live as brothers and sisters in the same house. This does not include cousins. The sibling claim will stand if:

- The family have continued to live at the same house as when the older sibling was admitted into the school, OR
- If the family have moved, and they have moved to within 2 miles of the school, OR
- If the family have moved nearer to the school. However, if the family have moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken.

Unfortunately, if an older sibling is currently attending Year 6, a sibling link claim for a child applying for a Reception place intake cannot be made, as the older sibling will be transferring to secondary school when they enter.

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 health or physical & social needs 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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate these needs.

Nearness of Children's Home to School:

We use the distance between the child's permanent home address² and the school, measured in a straight line using the National Land and Property Gazetteer (NPLG) 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 NPLG. 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 NPLG, 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.

² Where the child's living arrangements are split between parents living in different addresses, the permanent home address will be taken as the one used for the application as long as this is the address where the child spends the majority of nights during the school term.

Tie-Breaking Method

Random allocation will be used as a tie-break in the “nearness” category above to decide who has highest priority for admission if the distance between two children’s homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above. 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 a place.

Withdrawal of an Offer of a Place

The school has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within three weeks of the date of the offer letter.³
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

You will be sent a letter with the decision about your child’s school – if your child has not been offered a place at your school of choice, you can appeal against the decision. The letter you receive will tell you how to do this. For further information, you can visit:

www.gov.uk/schools-admissions/appealing-a-schools-decision

For information about the School Admissions Appeals Code, visit:

www.gov.uk/government/publications/school-admissions-appeals-code

Admission Arrangements for Reception

We admit all children in the September after their fourth birthday. In order that all pupils and parents feel confident and comfortable within our school surroundings we invite all pre-schoolers to experience open afternoon sessions during the summer term prior to admission. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines. However, parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Waiting List

The school will operate a waiting list. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school administration team and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

³ Where the parent has not responded to the offer, we will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. An IYCAF (in year common application form) must be completed and returned to the school for process. If a place is not available a refusal letter and a request for to join the waiting list will be sent out. In Year Casual Admission Forms are available from the school office, on the School website or [online](#)

Deferring Entry to School until Compulsory School Age

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.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than the age appropriate year group.

The Head of School will take into account of the parent's views; information about the child's academic, social and emotional development. Where relevant, their medical history and the views of the medical professional will also be considered, along with whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of the school's decision on the year group the child should be admitted to, we will set out clearly the reasons for the decision.

If a request for a child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group⁴ the application will be processed by the local authority as part of the main admissions round, (unless the parental request is made too late for this to be possible) on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. We will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

⁴ (i.e. the age group to which pupils are normally admitted to the school)