



Admissions Policy

2025-2026

Introduction

The governing body of Shears Green Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions code as of December 2014. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and objectives

- 1** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is offered a place or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 3.** In line with legislation, children with a statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names Shears Green Junior School will be allocated places before remaining places are offered in rank order. Where the school is oversubscribed, priority for places will be ranked according to the criteria in section 4.

How parents can apply for their child to be admitted to our school

- 1** As our school is a Foundation school, the school determines the admission arrangements in agreement with the LA (Local Authority). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- 2** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the Junior Common Application Form. Expressing a preference does not, in itself, guarantee a place at this school unless you are on roll at our feeder infant school Shears Green Infant School. Applications should preferably be completed on-line at www.kent.gov.uk/ola. Application forms can be obtained from the Education Department of the LA or the school and should be completed by the date stipulated on the forms. The LA notifies parents about their offer on 16th April each year (or the next working day when this falls on a weekend).

Oversubscription Criteria

- 1** 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 (see the definition in Section 22(1) of the Children Act 1989).

→ Paragraph 1.7 of the 2021 Code will require that highest priority is given to "looked after children and all previously looked after children, including 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".
- 2** 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 two 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).
- 3** Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school. In this context, brother or sister means children who live as brother and sister in the same house. This includes natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

4 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 parent's/guardian's physical or mental health and 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.

5 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.

6 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 have equal eligibility for the last available place at the school, the names will be issued with a number and drawn randomly to decide which child should be given the place.

7 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.

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

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.

All applications received before 1 September 2021 will have been processed in accordance with the existing (2014) Code, and offers made and places allocated will be unchanged. This includes those applications received before 1 September but where the decision has not yet been made by 1 September.

Any applications received on or after 1 September 2021 will need to be processed in accordance with the 2021 Code. By way of example, when dealing with in-year applications for the 2021/2022 academic year, children who are determined as being IAPLAC must be given equal highest priority with LAC and PLAC.

Admission appeals

1 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA, who we have delegated responsibility to. <https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer> An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals

panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the School Admissions Appeals Code, which came into force in February 2012.)

The Published Admission Number

1 The Published Admission Number (PAN) is the number of children the school can accommodate in each year group. The PAN for our school is **120**. We keep this number under review and the governors will apply to change the number if circumstances allow.

2. We teach children (aged seven to eleven) in classes that have a maximum number of 30 children.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Head will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

Policy Review

The Admissions Policy will be reviewed on a regular basis in consultation with the Headteacher and School Governors.

Date to be reviewed – September 2026

Signed _____

Date: _____