



# Lawn Primary School

Aspiration, Adventure, Knowledge and Smiles

High Street, Northfleet, Gravesend, Kent DA11 9HB

Tel: 01474 365303 fax: 01474 534655

Email: [office@lawnprimary.co.uk](mailto:office@lawnprimary.co.uk)

[www.lawnprimary.co.uk](http://www.lawnprimary.co.uk)

Headteacher **Angela Wilson**



December 2024

To whom it may concern

## Admission Arrangements Consultation - For admission in September 2026

Lawn Primary School is consulting on our Admissions Policy for September 2026-27. We are required under the School Admissions Code 2021 to review our admissions policy annually and to consult on the admissions arrangements every 7 years. However, there are no changes to our PAN and admissions arrangements.

The arrangements for the consultation and the Proposed Admissions Policy we are consulting on can be found on our website: [www.lawnprimary.co.uk/virtual-office/admissions/admissions-arrangements-consultation](http://www.lawnprimary.co.uk/virtual-office/admissions/admissions-arrangements-consultation).

The consultation period is from 19<sup>th</sup> December 2024 and closes on 30<sup>th</sup> January 2025. If you wish to comment on the policy, either:

- Complete the form: <https://forms.gle/95uXo6bY4W9RBiCd7> or
- Email: [admissions@lawnprimary.co.uk](mailto:admissions@lawnprimary.co.uk)

The Full Governing Body will meet soon after the closure of the admissions consultation and the final Admissions Policy will be on our website by 15<sup>th</sup> March 2025.

Yours faithfully

**Mrs A Wilson**  
Headteacher





Lawn Primary School

[www.lawnprimary.co.uk](http://www.lawnprimary.co.uk)

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# Admissions Policy

## 2026/2027

Date Agreed:

Date for Review: December 2025

Reviewed & Updated by: Angela Wilson

Full Governing Body

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## Introduction

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation.

Lawn Primary is a foundation school and as such our admissions policy is set by Kent County Council in order with the local authority's Co-ordinated Scheme for Primary Admissions.

## Admission Numbers and Intake Times

The school's published admission number (PAN) is 30.

Lawn Primary has one intake per year.

## Application Procedure

1. Lawn Primary follows the procedures, timetable and deadlines set by Kent County Council
2. Parents will have the opportunity to visit the school; tours are held fortnightly during the Autumn term and places must be booked in advance by contacting the School Office. Tour dates are advertised on the school website.
3. An RCAF (Reception Common Application Form) has to be completed online at the appropriate time
4. Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:
  - Looked after children (LAC) or previously looked after children (PLAC) or internationally adopted previously looked after children (IAPLAC)
  - Current Family Association (sibling)
  - Health and Special Access Reasons
  - Nearness of Children's Home to School

## Oversubscription Criteria

Where the number of applicants exceeds 30 for a new intake, the following criteria will be applied.

Before the application of oversubscription criteria, children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP) which names Lawn Primary School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

### **1. *Looked after children (LAC) or previously looked after children (PLAC) or internationally adopted previously looked after children (IAPLAC)***

A looked 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 the school.

A previously looked after child means such children who were adopted (or subject to child arrangement 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 on 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. Current Family Association**

This refers to a brother or sister attending the same school when they start there and living 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 has continued to live at the same house as when the older sibling was admitted into the school, OR

- If the family has moved, and they have moved to within 2 miles of the school, OR
- If the family has moved nearer to the school.

However, if the family has moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken.

If siblings from multiple births apply for a school and the school reaches its published admission number after admitting one or more but not all of the children, KCC will offer a place to all of the multiple birth siblings. This is in line with school admission code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils.

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

## **3. Health & 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 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.

## **4. Nearness of Children's Homes to School**

The permanent home address for a child is to be a residential property that is the child's only or main residence and not an address at which the child may stay at during the week such as at grandparents or childminder's home.

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.

### **Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. The process will be independently verified.

### **Withdrawal of an offer of a place**

Kent County Council has the right to withdraw an offered place in the following circumstances.

- When a parent has failed to respond to an offer within a reasonable time
- If an application has been made by a parent in a fraudulent or intentionally misleading way

### **Appeals**

If it has not been possible for you to be offered a place at Lawn Primary, you may have the right to appeal against this decision to an Independent Appeal Panel.

To obtain a Primary Appeal Pack, you can download and print off the pack from [www.kent.gov.uk](http://www.kent.gov.uk) or contact Kent County Council on 0300 3336472. Once completed please return to:

The Appeals Administrator  
Democratic Services  
Sessions House  
County Hall  
Maidstone  
Kent  
ME14 1XQ

### **Admission Arrangements for Year R**

At Lawn Primary children have the opportunity to have nine full terms in the Foundation Stage and KS1. We admit all children in the September after their fourth birthday. If you have a child born between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022, you need to apply for their place at primary school. You must submit one application per child, even if they already have a sibling at the school. You must apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). The full information booklet on primary admissions can be viewed online at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions). The deadline for applications is 15<sup>th</sup> January 2026. On 16<sup>th</sup> April 2026, emails will be sent out after 4pm. Places must be accepted or refused by 30<sup>th</sup> April 2026. This is also the date by which parents should have submitted a Waiting List form. On 21<sup>st</sup> May 2026, any vacant places will be reallocated.

In order that all pupils and parents feel confident and comfortable within our school surroundings, we invite all pre-schoolers to visit for one session a week for 2 consecutive weeks during the summer term prior to their



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.

### **Admissions of children outside of their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented, is Summer born, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

Immediately after submitting the application to the Local Authority, parents should contact the school in writing and request that the child is admitted to another year group (state which one), and the reasons for that request.

### **Admission for Year Groups other than Reception**

In Year Admissions are admissions which take place outside of the normal entry to school. An IYAF (In Year Admission Form) needs to be completed and returned to the school for processing.

If a place is not available, a letter indicating that there are no spaces in the relevant year group will be sent out requesting that the parent/carer return a slip if they wish to go on the waiting list. The school's waiting list will be re-ranked in line with the oversubscription criteria listed above every time a child is added.

IYAF forms are available from the school or online at [www.kent.gov.uk](http://www.kent.gov.uk).

Implementation: February 2025

Review: December 2025

Signed:  
Chair of Governors

Date:

Signed:  
Headteacher

Date: