



ADMISSIONS POLICY 2026-2027

REVIEWING AND UPDATING THE REPORT

Date	Version	Notes/Changes Made	Reviewed By	Approved By
16/10/23	2.0	Updated	Dean Jones	Board of Trustees
September 24	3.0	Converted to TS Template NB Includes admissions to Chartham Primary	Dean Jones & Alice Edgington	
March 25	4.0	Chartham removed Appendix 1 and 2 added	Dean Jones & Alice Edgington	

This policy will be reviewed annually or before if significant changes take place and amended as necessary

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1. Aims

This policy aims to:

- Explain how to apply for a place at a school St Stephen's Infant Schools.
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

➤ [School Admissions Code 2021](#)

➤ [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- 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 a school.

Previously looked after children are children who were looked after, but ceased to be so because they:

- were adopted (or subject to child arrangements 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 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.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

The Trust takes part in the admissions scheme of the Local Authority. Information can be found online at www.kent.gov.uk. Applications are usually made on-line within a specific dated window each year, however parents are able to request a paper copy from their local school. The forms are all submitted to the Local Authority who allocate places at schools each year according to the published and relevant admissions criteria.

For applications in the normal admissions round, you should use the application form provided by your home local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils attending St Stephen's Infant School will not transfer automatically into St Stephen's Junior School. A separate application (JCAF) must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

- Requests should be made in writing to the Headteacher of the school.
- The school will alert the admissions authority.
 - The school will call a meeting between parents, all professionals involved, transition school representative if appropriate.
 - Notes of the meeting will be taken. These will include a clear statement as to whether any agreements by the Admissions Authority to place a child out of their normal age group is being made.
 - Notes and any written reports considered at the meeting are to be placed permanently on the pupil's file. Copies held by the Admissions Authority.
 - A letter will be sent to the parent/s confirming the outcome of the meeting and requesting acknowledgement of their agreement of the result. A copy to be sent to the Admissions Authority
 - School admission team notified of outcome.
 - School place application processed, as appropriate.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid

out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

6.1 Admission numbers

The school have the following published admission numbers (PAN) for entry in Year R

- St Stephen's Infant School, Canterbury PAN: 90

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SEN), 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.

6.2 Oversubscription criteria

1. Highest priority will be given to children in care and all previously looked after children who apply for a place at the school.
2. Children whose parents work as permanent staff members at the academies being applied to, in either or both of the following circumstances:
 - i) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
 - ii) The member of staff is recruited to the Trust to fill a vacant post for which there is a demonstrable skill shortage.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Siblings are '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 2 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. If sibling priority is lost, it will not be reinstated for any reason. Priority will not be given to children with siblings who are former pupils of the school. *Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost, it will not be reinstated when a child transfers from an infant school to the linked junior school or for any other reason. 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. The link Junior School is St Stephen's Junior School.*
4. Priority will next be given to children on the basis of social or medical need. *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.

5. Priority will next be given to children in distance order. We use the distance between the child's permanent home address 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. 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. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we 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's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. , e.g. drawing random sealed envelopes with name of one child per envelope

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at one of our schools they will be entitled to attend the school full-time in the September following their 4th birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing one of our schools.

6.6 Fair Access Protocol

We participate in Kent County Council's local authority Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place

in-year, get access to a school place as quickly as possible.

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7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names one of our schools will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

For children applying for a reception place, the waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

Applications for in-year admissions should be sent to the following address:

St Stephen's Infant School
Hales Drive Canterbury Kent, CT2 Email: ssisoffice@turnerschools.com

You can find details on our in-year admissions and an application form on the following webpage:

https://www.st-stephens-infant.kent.sch.uk/ www.kent.gov.uk/admissions

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at one of the schools in our trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Email: appeals@kent.gov.uk

You can find details of the trust's appeals timetable on the following webpage: [Appeal a School Place](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

APPENDIX 1

i) 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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements 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 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.

a) Current Family Association - this refers to a brother or sister attending the school when the child starts where the family:

- continue to live at the same address as when the older sibling was admitted; or
- have moved to a new home within 2 miles (straight line distance) of the school

If the family has moved more than 2 miles from the school since the sibling was admitted, the sibling link is broken. Unfortunately, a sibling link claim for a child applying for a Reception place intake cannot be made if the sibling is currently attending Year 6 as the older sibling will be transferring to secondary school when they enter.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, half-brother or half-sister, adopted siblings, step-brothers or sisters, foster brothers or sisters.

APPENDIX 2

SUPPLEMENTARY INFORMATION FORM

This form should be completed if you have stated a preference for St Stephen's Infant School and you wish your application to be considered under the criteria - eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the pupil is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form **in addition to the Supplementary Information Form.**

Pupil details:

Forename: _____ Middle name: _____ Surname: _____ Pupil's date of birth: _____	Home address: _____ _____ _____ _____ Postcode: _____
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Details of person with legal parental responsibility submitting application:

Name:

Address:

Postcode: _____

Home No: _____ **Mobile No:** _____

Email address: _____

Please read the following declaration carefully and then sign and return the form

to: The Admissions Officer
St Stephen's Infant School
Hales Drive
Canterbury
CT2 7AY Kent

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Forms must be returned to the St Stephen's Infant School as soon as possible. Any delay in returning this form could affect the processing of your application.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

Signed: _____

Print name: _____

Date: _____