

# ADMISSIONS POLICY 2026



Westcourt Primary School and Nursery

Reviewed & Approved by:	The Trust Board	Date:	18 <sup>th</sup> December 2024
Next review date by:	December 2025		

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## 1. Introduction

Starting nursery and primary school is a key moment in a child's life and as a parent. This policy is to ensure that you make the most well-informed and timely decision possible.

This policy is linked to:

- Equality information and objectives statement (Public Sector Equality Duty)
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEND Policy and Information Report

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- **[Updated]** DfE (2023) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

### **The Trustees roles and responsibilities:**

The trust board is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.

When formulating the school's admission arrangements, the trust will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility, and for children whose parents work at school.

- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

## 2. Application Process: Admission for Nursery Academic Year 2026

Westcourt Primary & Nursery School  
Silver Road, Gravesend, Kent, DA12 4JG

Westcourt Primary & Nursery School is an Academy and is part of The Primary First Trust. The Trust is responsible for decisions on admissions to the school. Applications are made through Kent Council Education Department or via the school website address: [admin@westcourt.kent.sch.uk](mailto:admin@westcourt.kent.sch.uk)

The Nursery is a 52 place provision. The government funds children for up to 30 hours a week (age and circumstance dependent). The Nursery has a major intake in September of children who will be 3 years old during that academic year.

Children born between 1 September 2023 and 31 August 2024 will be admitted in September 2026.

The nursery will admit pupils with an Education Health Care Plan naming the nursery, where the nursery has agreed that it can meet that individual child's needs.

[Special educational needs and disabilities \(SEND\) - Kent County Council](#)

***NOTE: Attendance at the school nursery does not give priority to or guarantee a place to the Reception class at the same school. Parents must apply for the reception place.***

### 2.1 Criteria for Admissions

Where there are fewer applicants than the number of places, all will be admitted.

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

Children with SEND who do not have an SSEN or EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

### **2.1.1 Oversubscription Criteria (OSC)**

The OSC are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation. The OSC do not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

Where there are more applications than places available, the school will apply the following oversubscription criteria, in this order:

#### **1. Looked after children and previously looked after children**

Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a residence order or special guardianship order.

Children adopted outside England, internationally adopted previously looked after children (IAPLAC), are given equal first priority alongside looked after children and previously looked after children.

#### **2. Siblings**

Siblings of children who will be attending Westcourt Primary & Nursery School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.

#### **3. Hardship**

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Governance Partners.

#### **4. Children of Employees of The School**

Children who live with parents who are employees of the school provided that the employee has been employed by the school for a minimum of 2 years at the date of application or to fill a vacant post for which there is a demonstrable shortage and have a permanent contract.

#### **5. Distance**

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.

Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

Where two applications cannot otherwise be separated, the trust will follow a fair, clear and effective 'tie-breaker' procedure. 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 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. The process must be supervised by someone independent of the school.

## **2.2 Waiting List**

The school's waiting list will be kept by the school, of names, addresses, date of birth, telephone number and date registered of children who are interested. No child will be placed on the waiting list until they have reached their second birthday.

The waiting list will be re-ranked, in line with the published oversubscription criteria (see above) every time a child is added. The length of time children are on the waiting list in no way influences the decisions about places.

## **2.3 Leavers During the Year**

If a child is withdrawn by their parents from Nursery during the school year, parents must give the school a minimum of 4 weeks notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the Nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the Nursery will in no way influence the decision on being offered a place.

## **2.4 Fraudulent Applications**

If we receive evidence of fraudulent applications prior to the child starting e.g. the home address provided is not the main residence the offer of any place will be rescinded.

If the child has already started with the nursery/school, we will review on a case by case depending on how long the child has attended the school, however future sibling links for oversubscription will not be guaranteed.

### 3. Application Process: Admission for Reception September Academic Year 2026

Westcourt Primary & Nursery School  
Silver Road, Gravesend, Kent, DA12 4JG

Westcourt Primary & Nursery School is an Academy and is part of The Primary First Trust. The Trust is responsible for decisions on admissions to the school. Applications are made through Kent Council Education Department.

The number of children admitted to the reception class will be 30.

Pupils are admitted to the school's Reception class in September following their fourth birthday.

Children born between 1<sup>st</sup> September 2021 and 31 August 2022 and will be admitted in September 2026.

The closing date for applications is as per the date set by the Kent admissions team.

The school will admit pupils with statements of special educational need naming the school, where the school has agreed that it can meet that individual child's needs.

<https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

**NOTE: Attendance at the school nursery does not give priority or guarantee a place to the Receptions class at the same school. Parents must apply for the reception place.**

#### 3.1 Requests for Admissions outside the normal age range

Parents are entitled to request a place for their child outside of their normal age group. 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 2021, 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
- The Head Teacher's 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.

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 at the school, but it is not in their preferred age group.

### 3.1.1 Admission of children below Compulsory School Age and Deferred Entry.

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.

## 3.2 Criteria for Admissions

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

Children with SEND who do not have an SEN or EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

### 3.2.1 Oversubscription Criteria (OSC)

The OSC are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation. The OSC do not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

Where there are more applications than places available, the school will apply the following oversubscription criteria, in this order:

#### 1. Looked after children and previously looked after children

Children in public care (looked after children) or children who were previously in public care immediately before being adopted or subject to a residence order or special guardianship order.

Children adopted outside England, internationally adopted previously looked after children (IAPLAC), are given equal first priority alongside looked after children and previously looked after children.

#### 2. Siblings

Siblings of children who will be attending Westcourt Primary & Nursery School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.

#### 3. Hardship

This is given where either the disability or medical condition of a parent or sibling or exceptional social or domestic circumstances would result in significant hardship if the child did not attend the school nearest to home, nearest to the



place of work of the parent not suffering the condition, or convenient to the family's child-minder. Requests for this priority must be made with supporting evidence at the time of application. Each request will be considered individually by a panel of Governance Partners.

#### **4. Children of Employees of The School**

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#### **5. Distance**

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Home will be taken as the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

Where two applications cannot otherwise be separated, the trust will follow a fair, clear and effective 'tie-breaker' procedure. 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 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. The process must be supervised by someone independent of the school.

### **3.3 Waiting List**

The school's waiting list will be kept by the school of names, addresses, date of birth telephone number and date registered of children who are interested. No child will be placed on the waiting list until they have reached their second birthday.

The waiting list will be re-ranked, in line with the published oversubscription criteria (see above) every time a child is added. The length of time children are on the waiting list in no way influences the decisions about places.

### **3.4 Appeals**

When the admissions authority (Local Authority/school) informs a parent of a decision to refuse their child a place, they must include the reason why admission was refused; information about the right to appeal, the deadline for lodging an appeal and the contact details for making that appeal.

Parents/carers must submit any appeal request in writing to the school by 14<sup>th</sup> May 2026.

At this stage parents/carers can only appeal for schools that they originally named on their application form.

Parents/carers will be informed of the process when they are notified of the decision to refuse their child a place.

Appeal requests must be made in writing and lodged with Kent Council **Primary Admissions and Appeals** - 03000 41 61 11 - [PrimaryAdmissions@kent.gov.uk](mailto:PrimaryAdmissions@kent.gov.uk)

### 3.5 In Year Admissions

If a parent wishes to transfer their child from another school without moving home, the School will contact the child's current school to confirm the child's situation and learn about the individual child so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school before any place will be offered.

The school will provide the Local Authority of any vacancies within 48 hours of the Local Authority requesting the information.

Westcourt Primary & Nursery School admissions process:

- Notify parents of application outcomes within 15 school days of application receipt
- Notify the LA of application outcomes within two days of outcome decision
- Start children who have been offered places promptly after they have been offered

### 3.6 Fair Access

This school supports the Local Authority admissions via the Fair Access Panel. **Primary Admissions and Appeals** - 03000 41 61 11 - [PrimaryAdmissions@kent.gov.uk](mailto:PrimaryAdmissions@kent.gov.uk)

### 3.7 Fraudulent Applications

If we receive evidence of fraudulent applications prior to the child starting e.g. the home address provided is not the main residence the offer of any place will be rescinded.

If the child has already started with the nursery/school, we will review on a case by case depending on how long the child has attended the school, however future sibling links for oversubscription will not be guaranteed.

## Appendix A: Glossary

### Distance

Children living closest to the school, based on 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 specific by NLPG. The same address point on the school site is used for everybody.

Addresses within the same apartment block will be regarded as a tie and resolved using the tie breaker.

### Siblings

For the purpose of allocating places siblings will be defined as:

- Full siblings living at the same address;
- Step siblings living at the same address;
- Half siblings living at the same address.
- Long-term foster siblings living at the same address at the date of application and admission.

### Children attending the school nursery

Admission to or attendance at our nursery does not guarantee, or give any priority, for admission to the main part of a primary.

### Multiple births

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the local authority will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

### Tie breaker

Where two applications cannot otherwise be separated, the trust will follow a fair, clear and effective 'tie-breaker' procedure. 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. The process must be supervised by someone independent of the school.

## Appendix B: Links to Local Authority Admissions and Appeals

**Primary Admissions and Appeals** - 03000 41 61 11

[PrimaryAdmissions@kent.gov.uk](mailto:PrimaryAdmissions@kent.gov.uk)

## **Appendix C: Nursery Application Forms**

Shown on next pages.