# LITTLEBOURNE CE PRIMARY SCHOOL

# Admissions Policy

**Key Contact Personnel in School**

**Headteacher:** Simon Hillier

**Chair of Governors:** Simon Rudland

**Date Written:** March 2025

**Date Agreed and ratified by Governing body:**
March 2025

**Date of next review:** September 2027

This policy sets out the arrangements for admission to Littlebourne Church of England Primary School. The Governing Body of the school ensures that the implementation of this policy reflects the school's Christian values, the SEND policy and promotes equality of opportunity for all pupils and families regardless of their sexual orientation, race, religion or disability. The school does not refuse admission on behavioural grounds however, this may not apply to certain cases set out within the School Admission Code (paragraph 3.8),

**Aims and Objectives**

We are a small, rural school that welcomes children and families from all backgrounds and abilities. We have a whole school capacity of 105 and our published admissions number is 15 places for children joining the school in the Reception class in the September of the academic year in which they become 5.

**Admission Arrangements**

The school follows the admissions policy set out by the Local Authority therefore, parents need to ensure they read this in conjunction with this policy. Although it is our wish to allow parents the right to have a place at the school of their choice, where applications for admission exceed the number of places available, the procedure outlined below will be used to determine if or not a place will be offered to your child. These are the procedures set out by the Local Authority (www.kent.gov.uk).

- Children with an Education Healthcare Plan, where the plan names the school.
- Children in, or previously in, the care of the Local Authority and have now been adopted.
- Children with siblings in the school at the time of entry – unless the sibling link is broken by the family moving more than 2 miles away from the school.
- Health and special access reasons or requirements
- The proximity of the child's home address to the school

**Applying for your child's place**

Prospective parents/carers are invited to view the school so they are able to learn more about what is on offer here at Littlebourne. We believe guided tours offer great insight to our school and what we have to offer. It is important you visit as many schools as you can to ensure you have choice and have enough information to make an informed decision about selecting a school for your child.

Your initial tour will allow you to ask the Headteacher or a member of the Senior Leadership Team about the school in detail. It will also give you the opportunity to see pupils going about their daily routine and see how they interact within the school. Tours are scheduled through the office.

Applications for those children starting their Reception year are completed online. It is recommended that you list at least 3 schools. More details, including deadlines can be found by visiting the Kent County Council Website.

**Withdrawal of an offer of a place**

There are a few occasions when an offer of a place is withdrawn such as:

- When a parent/carer has failed to respond to an offer within a reasonable time
- When a parent/carer has failed to notify the school of important changes to the application information
- When the place was offered on the basis of a fraudulent or intentionally misleading application form from a parent/carer

**Process of Admission**

Once your child has been allocated a space at our school our whole school admissions process starts. Parents are invited to a new parent welcome evening where they will get a chance to meet their child's class teacher. It is also a good opportunity to get to know other new parents

We have a robust transition process in place which starts in the Summer months prior to children starting with us. New children are invited to attend a range of stay and play sessions which are carefully designed to allow new children to meet their new teacher and become familiar with the learning environment. Attending some of these planned sessions support your child in settling when they start in September.

**Parental Right to Defer Entry (Primary and Infant schools only)**

Parents/carers have the right to request that their child defers entry into Reception year (until the term following their fifth birthday, but not beyond the beginning of the final term). Parents/carers also have the right to request that a child start part time (until the term following their fifth birthday). Equally, every child is entitled to a full- time place in the September following their fourth birthday. The only restriction on this is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August. This means that children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then re-apply through the In-Year process. These applications should be made during the last month of Reception Year.

**Summer Born Children and Admission Outside of Expected Year Group**

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This allows the school and admissions authority sufficient time to

come to a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however, where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year.

Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

**Admissions for year groups other than Reception (In-Year Admissions)**

An in-year admission is an application for a school place outside the normal admissions round. This includes applications for Years 1 to 6 and for Reception after the normal admissions round, for example when a family moves into the area or wishes to change schools.

All in-year applications must be submitted through Kent County Council's online In Year Admissions Form. Parents/carers should visit www.kent.gov.uk/inyearadmissions, select "Apply for an In Year Admission" and choose Littlebourne Church of England Primary School.

The application will be forwarded automatically to the school, with a copy sent to KCC's In Year Admissions Team for monitoring. Applications are considered in accordance with the applicable admissions arrangements and the availability of places. The school will notify parents/carers of the outcome within 15 school days of receiving an application, normally within 10 school days.

If a place cannot be offered, parents/carers can request that their child joins the school's waiting list and have the right to appeal. Parents/carers should keep their child at their current school until a new place has been confirmed.

We welcome enquiries and visits from prospective families. Please telephone the school office on 01227 721671 to arrange a visit or enquire about availability in your child's year group. Contacting the school does not replace submitting the online application.

For children with an Education, Health and Care (EHC) plan, parents/carers should seek advice from KCC's SEND Enquiries Hub about changing schools.