PENSHURST CE PRIMARY SCHOOL

Admissions Policy
(Arrangements for 2027/28 Intake)

File name: Admissions Policy	Current version revised: January 2026	Statutory: Yes
Policy Owner: Leadership and Management Committee	Next revision due: Spring 2027	Review period: Annual
Approved by the Governing Body on meeting to be held 3rd February 2026 Signed by the Chair of Governors: …… Signed by the Headteacher: ……..		

Penshurst Church of England Primary School serves the local community by welcoming children from all backgrounds and faiths. Whilst our ethos is positively Christian, we value and respect the diversity of our community and aim to set all children on life's path through compassion, thoughtfulness and understanding to one another and respect for one another's differences. We welcome applications from all members of the community and we ask all parents to respect the Christian character of our school, which is central to our Vision and Values.

The published admission number is 15 children who will start school in the September of the school year that they become five. The school year runs from 1 September to 31 August. In line with the School Admissions Code, children with Education, Health and Care Plans (EHCP) that name Penshurst CE Primary School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

As a Church of England Aided School, the Governing Body is the admissions authority, not the LA, and therefore has its own over-subscription criteria. In the event of there being more applications than places available, the Governing Body will apply selection criteria in the following order (highest priority first):

1. Children in Local Authority Care 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 or previously in Local Authority Care.
2. Children whose permanent residence is within the ecclesiastical benefice of Penshurst and Fordcombe.
3. Children with siblings who will be in the school at the time of entry.
4. Children whose permanent residence is in the ecclesiastical parishes of Chiddingstone, Sevenoaks Weald, Leigh, Bidborough or Speldhurst.
5. All others.

If there is an oversubscription within any of these categories, applicants will be prioritised in order of the proximity of their permanent residence to the school in accordance with KCC's Admission Guidelines.

Parents will be informed whether their child has a place at the school in line with the LA admission procedure for 2027/2028.

<u>Notes to the above criteria</u>

- 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).

- Criterion 2 refers to the ecclesiastical benefice of Penshurst, not the civil parish. A map giving details of the ecclesiastical parish boundaries may be obtained from the school and is attached below.

- Siblings are defined as children who live permanently as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters in line with Kent County Council's Admission to Primary Schools booklet. The sibling link is maintained as long as the family continue to live at the same address as when the older sibling was admitted, or has moved closer to the school than when the first child was admitted, or has moved to an address that is less than 2 miles from the school, as defined by the distance measurement criterion (see below).

- The map below gives details of ecclesiastical areas of Fordcombe, Chiddingstone, Sevenoaks Weald, Leigh, Bidborough and Speldhurst as shown in yellow.

- 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.

- A child's home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. The address must be the child's home address on the day the application form is completed and either:

    - Owned by the child's parent(s) or guardian(s), OR
    - Leased to or rented by the child's parent(s) or guardian(s) under a lease or written rental agreement.

- A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

- Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

- 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 (this process will be independently verified).

Parental right to defer entry

Every child has the right to start school full time from the September following their 4th birthday. Parents have the right to defer their child's entry until later in the year, but not beyond the beginning of the term after they turn 5, and not beyond the beginning of the final term in the school year in April. Parents who wish to defer their child's entry must still apply for a school place at the usual time. 'Summer-born' children (those born between 1st April and 31st August) have the same right to defer entry as any other child. This means that they must start school by the beginning of the April term if they wish to keep their place. Where parents wish for their summer-born child to defer entry until the start of Year 1, they must refuse the offered place, which may be offered to another child, and then re-apply through the in-year process. These applications should be made during the last month of the Reception year.

Admissions outside of the expected year group

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make 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 RCAF 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. Further advice is available at www.kent.gov.uk/primaryadmission.

Waiting list

A waiting list will be kept of the applicants who are refused admission due to over subscription and whose parents make a written request to have their child's name placed on the waiting list. The list will be kept in the sequence of the criteria

described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. An annual review of the waiting list will be undertaken to confirm whether or not parents wish to remain on it.

In Year Applications

Applications for In Year admissions are made directly to the school **VIA** the Local Authority's In Year Admission Form. The link for this can be found on the KCC Website:

Apply for an In year Admission

If a place is available, the child is eligible for a place, and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked in accordance with the oversubscription criteria above. If a place cannot be offered at this time then the applicant may ask the school for the reasons and will be informed of the right of appeal. Applicants will be offered the opportunity to be placed on a waiting list as outlined above.

Appeals

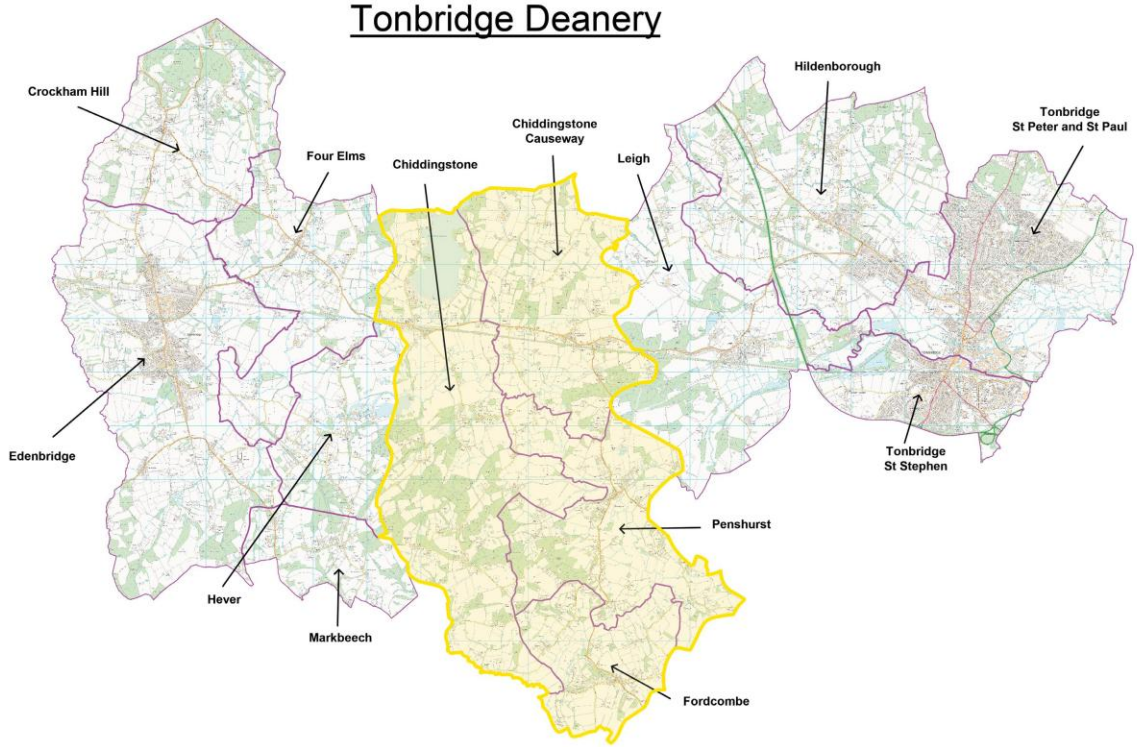
Any request for an appeal should be made in writing to the Chair of Governors, care of the school, within 20 school days of being notified that a place has not been allocated. An independent appeals panel will then be convened to hear the appeal.

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in support of an application, where parent(s)/guardian(s) have failed to respond to an offer within a reasonable period of time or where parent(s)/guardian(s) have failed to notify the school of important changes to the application.

Queries about the Admissions Policy should be addressed to the Headteacher or Chair of Governors care of the school office.

Tonbridge Deanery



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