



Harrietsham Church of England Primary School

Admissions Policy

Policy lead:	Jackie Chambers
Responsibility:	Headteacher
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Governor signature:	Rebecca Emson (Chair)
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Admissions Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

1. Aims

This policy aims to:

- Explain how to apply for a place at Harrietsham Church of England Primary School.
- Set out the school’s 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 advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the 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 exercise of its social services functions.

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

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). 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.

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.

Any request for a school place outside of a child's normal age group must be made in writing to the Headteacher, clearly explaining the reasons for the request and why this is in the child's best interests.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and 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.
- The Headteacher'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 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 at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

Harrietsham Church of England Primary School is a Voluntary Controlled Church of England Primary School. The school has an agreed Published Admission Number (PAN) of 60 pupils for entry in Reception. The PAN for all other year groups within the school is 60.

6.2 Oversubscription criteria

Harrietsham Church of England Primary School follows the admissions procedure of Kent County Council.

All children whose Education, Health and Care Plans (EHCP) name the school will be admitted before any other places are allocated. As a result of this, the published admissions number will be reduced accordingly.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Looked After Children and previously Looked After Children:

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

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.

2. Current Family Association:

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. Priority will not be given to children with siblings who are former pupils of the school.

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' (below).

If sibling priority is lost, it will not be reinstated for any reason.

3. Health and Special Access Reasons:

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.

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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.

4. 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 an oversubscribed Community or Voluntary Controlled school, these straight-line measurements are used to determine how close each applicant's address is to the school.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

6.3 Tie break

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. This will be supervised by someone independent from the school.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

6.4 Children below compulsory school age

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.

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.

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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 Reception Common Application Form (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/primaryadmissions.

6.5 Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure 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.

6.6 Application Process

Applying for a Reception Year Place - Detailed information can be found on the KCC website (www.kent.gov.uk/primaryadmissions).

Offers - Parents will receive an email for online applications, or a letter for paper submissions, directly from KCC, with the offer of a school place. Acceptance of the offer must be made directly to the school.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round.

For school place applications during the school year please complete an "In Year Casual Application Form" on the KCC website: [In Year Admission Form \(kent.gov.uk\)](http://www.kent.gov.uk/primaryadmissions).

Please see the Kent County Council website link below for further advice, information and application forms. <http://www.kent.gov.uk/education-and-children/schools/school-places>

As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will 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.

When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

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

**Harrietsham Church of England Primary School
West Street
Harrietsham
Kent
ME17 1JZ**

Email: office@harrietsham.kent.sch.uk

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

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, please see the link below:

[Appeal a school offer - Kent County Council](#)

You can find details of the school's appeals timetable on the following webpage:

[Admissions | Harrietsham Church of England Primary School](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

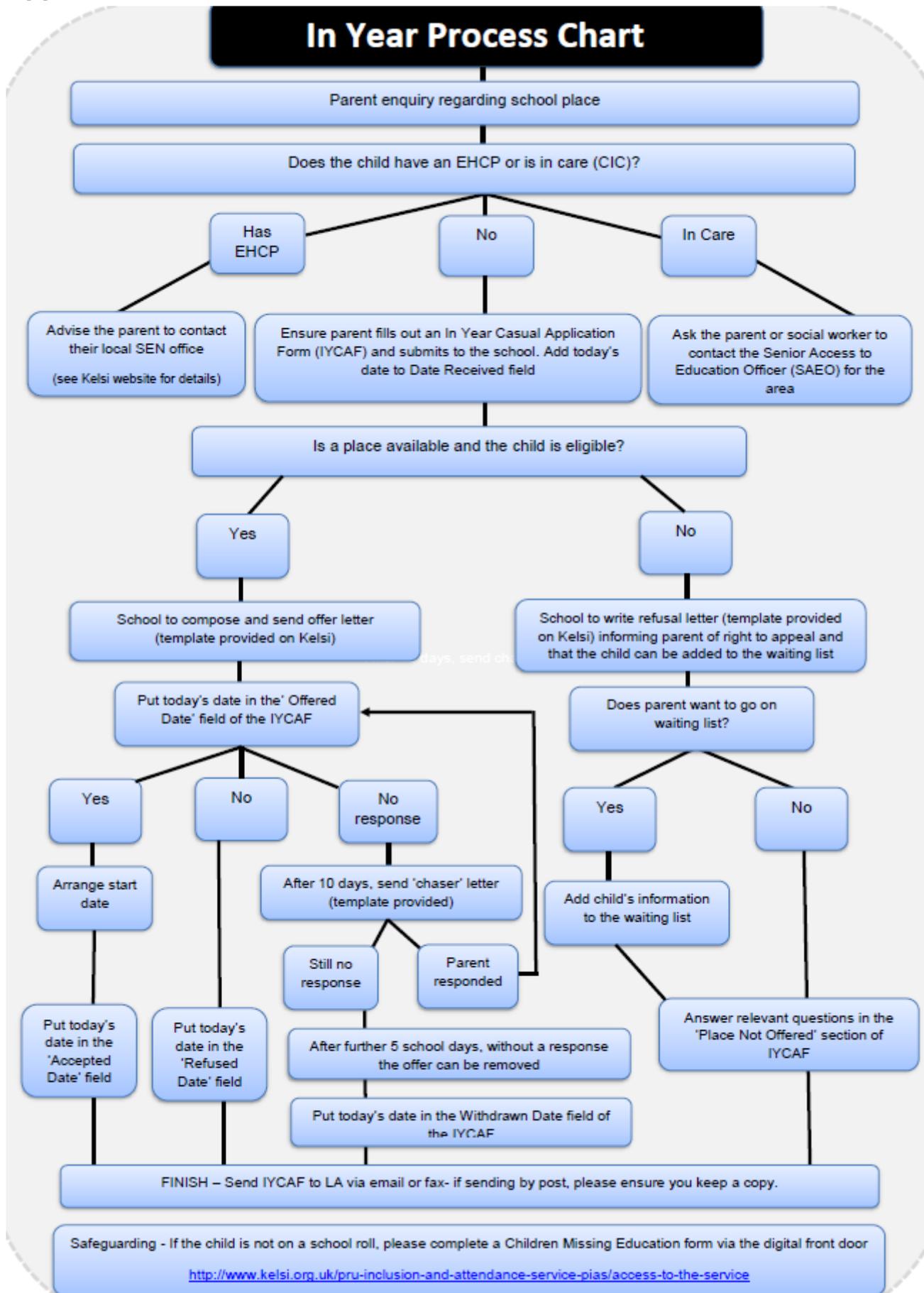
Appendices:

Appendix 1: Primary Admissions Scheme: Academic Year 2026/27 - Key Scheme Dates

The Key Scheme dates are outlined below. All deadlines end at 23:59:59 on the specified date.

Key Action	Scheme Date
Application for Primary Intake/Junior Transfer opens	Friday 7 November 2025
National closing date for application forms	Thursday 15 January 2026
Final date for acceptance of on time changes to application details	Thursday 12 February 2026
Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools	Tuesday 17 February 2026
Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their oversubscription criteria	Thursday 19 February 2026
Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN	Thursday 5 March 2026
Primary, Infant and Junior schools sent list of allocated pupils	Tuesday 31 March 2026
National Offer Day: e-mails sent after 4pm	Thursday 16 April 2026
Schools send out welcome letters no earlier than	Monday 20 April 2026
Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools	Thursday 30 April 2026
Kent County Council will send schools reallocation waiting lists for ranking against their oversubscription criteria	Wednesday 6 May 2026
Deadline for lodging of appeals	Tuesday 19 May 2026
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Wednesday 13 May 2026
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Thursday 21 May 2026

Appendix 2: In Year Admissions Process Chart



Appendix 3: Primary Admissions Scheme: Academic Year 2026/27 – Glossary

Glossary of Terms

Term	Definition
LA	<i>A Local Authority</i>
The LA	<i>Kent County Council</i>
The LA area	<i>The area in respect of which Kent County Council is the Local Authority</i>
Primary Education	<i>Has the same meaning as in section 2(1) of the Education Act 1996</i>
Primary School	<i>Has the same meaning as in section 5(1) of the Education Act 1996</i>
School	<i>A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.</i>
Foundation school	<i>Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.</i>
Voluntary Aided schools	<i>Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.</i>
VC schools	<i>Such of the schools as are Voluntary Controlled schools</i>
Academies	<i>Such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.</i>
Free Schools	<i>Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.</i>
Admission authority	<i>In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or Voluntary Aided school and Academy, means the governing body of that school</i>
Admission arrangements	<i>The arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school</i>
Eligible for a place	<i>Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.</i>
RCAF	<i>Reception Common Application Form, completed online or via alternate method</i>
JCAF	<i>Junior Common Application Form, completed online or via alternate method</i>
IYAF	<i>In Year Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.</i>

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SIF	<i>Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free schools which may use them to collect additional information at the time of application in order for them to apply their oversubscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.</i>
Summer Born	<i>A child born between the months of April to August</i>
PAN	<i>Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number other than where 1.4 of the School Admissions Code 2014 applies.</i>
Late Application	<i>an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Primary Scheme, or where applicants have moved house and their original preferences are no longer suitable.</i>
Reallocation Process	<i>the process by which vacant places are offered by the local authority to late applicants and pupils on school waiting lists.</i>