



WEALD

COMMUNITY
PRIMARY SCHOOL
1892

Admissions Policy 2026-2027

Date reviewed: September 2026

Date of next review: September 2027

This policy was drawn up by the Leadership Team after consultation with teaching staff and governors and is in accordance with Kent County Council School admissions regulations.

Admission Number and Criteria for Admission

Admission arrangements are coordinated by the Kent Primary Admissions Policy (Reception Common Application Form).

As of September 2016, a child is entitled to a full-time place in the September following their fourth birthday. However, parents have the right to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the Summer Term (i.e. after Easter).

In addition, parents of a summer born child (born from 1st April to 31st August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their age group into Reception instead of Year One.

Currently, the school's **Published Admission Number (PAN) is 20** children each year into the Reception Class.

Children with Statements of Special Educational Needs or Educational Health and Care Plans (EHCPs) which name the school will be admitted ahead of the application of oversubscription criteria. As a result of this, the PAN will be reduced accordingly.

Admissions will then be made according to the following **oversubscription criteria**:

Priority is given, in order, to:

Children in care or previously in care (Looked After Children)

Current family association:

- a sibling in the school and living at the same address at the time of entry
- sibling means natural brothers or sisters, adopted siblings, stepbrothers & sisters and foster brothers & sisters
- If siblings from multiple births apply and the school reaches its PAN after admitting one, the school will offer a place to all the multiple birth siblings.

Proximity of children's home to school (KCC's measuring software uses address point data provided by the Ordnance Survey (OS).

Appeals Arrangements

In accordance with the requirements of the 1980 Education Act, parents have the right to appeal if their application is not successful.

KCC must inform parents of:

- The reason why a place has been refused
- Information about the right to appeal
- The deadline by which the appeal must be lodged
- Contact details for making the appeal: Appeals Administrator, KCC Democratic Services, Sessions House, County Hall, Maidstone, Kent, ME141XQ

Parents must set out the grounds for appeal in writing and KCC must not limit the grounds on which appeals can be made.

Procedure for Annual Admissions of New Entrants and Induction Arrangements

Term 1: Parents may contact the school at any time to request a visit. At least three Open Mornings are held between September – November each year.

Term 2: Parents apply for places either on-line or by post using the RCAF between November and January - dates specified on KCC website at: <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Terms 3 & 4: all application forms must be returned to KCC. Parents are informed by the LA if their child has a place at Weald Community Primary School.

Term 5: the Reception Class Teacher and Leader of Learning Success (SENCO) make contact and visit local pre-schools whose children have accepted places at Weald Community Primary School.

Term 6: the parents of the new intake of children are invited to an initial meeting. The matters raised are: pattern of entry, school visits, staffing, uniform, lunches, clubs & activities, milk and fruit and Home-School Agreement. Children are invited to visit the Reception Class on Transition Afternoon.

Procedures for transition to primary school

Our Admissions Policy recognises that statutory regulations require all children to be in full-time schooling by the term after their fifth birthday.

We recognise that children need a planned integration into school and therefore, in line with Kent County Council Policy, we formally admit children to the school roll in September of the school year in which they become five.

New Reception children attend for mornings only for the first week. From the second week onwards, the children are in school full-time (8.20 a.m. – 3.10.p.m.). If the school feels a child is not ready for full time, discussions with parents will take place and the child will be offered a slower introduction into school.

In Year Admissions

Applications are made using the IYCAF form (In Year Casual Admissions Form) available from the School Office or the KCC website. The completed form should be submitted to the School Office and will be processed according to the oversubscription criteria given above.

Equality of Opportunities Statement

All policies are screened to ensure that Weald Community Primary School gives 'due consideration' to equality of opportunity for all (irrespective of race, gender and disability).