

# BURHAM CHURCH OF ENGLAND PRIMARY SCHOOL

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COMPASSION, RESPONSIBILITY, ACCEPTANCE, FORGIVENESS, TRUST

## ADMISSIONS POLICY

### How to apply for a place at our school

We currently have a published admission number (PAN) of 28 for all year groups. This means we have a maximum number of 196 children across year groups from R to 6. To gain a place in Reception for the start of a new school year (September) you should apply through the local authority process based on where you live.

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

Medway : <http://new.medway.gov.uk/education/school-admissions/starting-primary-school/key-dates>


To apply for a place at any other time (for all year groups) then please make arrangement to visit the school to discuss your needs. Applications are made using the 'In Year Common Application Form' available from the office or online at

<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>


At Burham Church of England Primary School the Local Authority is the admission authority and is responsible for schools admissions. Should the school be over-subscribed, places will be allocated according to the KCC published over-subscription criteria for all Community and Voluntary Controlled primary schools. This is:


**Children in Local Authority Care or Previously in Local Authority Care** – A child in Local Authority care or previously in Local Authority care is a child which is either in the care of the Local Authority or is being provided with accommodation by a Local Authority in the exercise of their social services functions under Section 22(1) of the Children Act 1989 or a child who ceased to be so because they became subject to an adoption, child arrangement order, or special guardianship order. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A child arrangement order is an order settling the arrangements to be made to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/guardians. A previously looked after child means such children who were adopted but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear 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. If you apply under this criterion, you will need to provide evidence to the Primary Admissions team to show that your child qualifies. When online, please send copies of your evidence separately to [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) including your child's name, date of birth and home address. If you do not supply evidence, it will not be possible to process your application under this criterion.

**Attendance at a linked school** – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. (This doesn't currently apply to our school)

 **Current Family Association** - 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).

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

 **Health, Social and Special Access Reasons** – 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 under health and special access reasons will be given to those children whose mental or physical impairment or social need means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parent’s/ guardian’s physical or mental health or social needs means that they have a demonstrable and significant need for their child to attend a particular school. In most circumstances, an applicant should only apply for a single school under this criterion. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child’s needs. If you feel your circumstances support applying for more than one school, please discuss it with the Primary Admissions team, who can also provide any other advice required by parents who wish to apply under this criterion. Please note that social needs does not include your intended or current childcare arrangements. All claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel can accommodate these needs. This must be sent directly to the school to consider the evidence. Without this evidence when schools are ranking children in accordance with their over-subscription criteria, they cannot take your needs into account.

 **Nearness of children's homes to school** - we use the distance between the child’s permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a nodal point defined as within the child’s home to a nodal point defined as within the school as specified by Ordnance Survey. 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.

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 KS1, 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.

When an application for a place at our school is made through the ‘in-year’ process we will reply with a letter which offers or refuses a place. Offers should be accepted within ten school days of being made. Following refusal it is possible to request a place on our waiting list which is ranked according to the over-subscription criteria detailed above.

The waiting list will be re-ranked according to the above criteria every time that there is an addition made to it.

Parents are entitled to appeal any school refusal and the details of how to do this will be shared with you at the time. These details are also available at

<http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

### **Note:**

Burham Church of England Primary School is a Kent County Council Maintained Primary School which means that our admissions arrangements are set and co-ordinated in line with the KCC published arrangements. This 'determined scheme' for entry during the academic year 2023/2024 can be accessed on the following link : [Primary-determined-scheme-for-2023-24.pdf \(kent.gov.uk\)](#)