



'Let your light 'shine' before others that they may see your good works.'

Matthew 5 v 16

Success – Happiness – Independence - New experiences - Engagement

Burham Church of England Primary School

Admissions Arrangements for 2026/27

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Burham Church of England Primary School Admissions Guidance

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: <https://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 school admissions. If the school is oversubscribed, places will be allocated according to the Kent County Council (KCC) published oversubscription criteria for all Community and Voluntary Controlled primary schools.

Before the oversubscription criteria are applied, children who have an Education, Health and Care Plan (EHCP) that names the school will be admitted. As a result, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

1 - Looked After Children and previously Looked After Children

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 - 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 apply to Burham CEP School)

3 - 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).

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

Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost, it will not be reinstated when a child transfers from an infant school to the linked junior school or for any other reason.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

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.

4 - Health 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 will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. 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.



5 - 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 data. 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 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.

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.

Tie breaker

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](#).

School age and deferred entry

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.

Admission for children outside their normal age 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 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

Waiting List

Each school will operate a waiting list for each year group. Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In Year Admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

Note:

Burham Church of England Primary School is a Kent County Council Maintained Primary School which means that our admissions arrangements are set and coordinated in line with the KCC published arrangements. This 'determined scheme' for entry during the academic year 2026/27 can be accessed on the following link : [Admissions criteria 2026/27 - Kent County Council](#)

