



# **Shoreham Village School**

## **Admissions Policy**

**2027-2028**

*Ratified by Governing Body*

**Signed:**

**Chair of Governors**

**Date: April 2025**

**To be reviewed: October 2026**

## **Admissions Policy**

### **Values**

Shoreham Village School is a school in which the teaching and learning, achievements, attitudes, well-being and the happiness of every individual matter. We believe that everyone has the right to succeed and the entitlement to be the best they can be.

We recognise pupils bring to the school different experiences, interests and strengths, which will affect the way in which they learn.

As an inclusive school, we have a responsibility to provide a broad and balanced curriculum for all pupils, which meets the specific needs of individuals and groups of pupils. Educational experiences and opportunities will be provided to enable individuals to progress to the best of their ability.

### **Equal Opportunities Statement**

We promote equality and the building of a democracy in which all members have rights and responsibilities, and the same opportunity to benefit from, and take part, in the education provided by the school - within and beyond its premises.

Diversity is valued as a rich resource that can contribute to the learning of all pupils and staff.

Shoreham Village School is a fully inclusive school. We welcome pupils from all backgrounds and ability ranges, and we strive to ensure that every pupil, regardless of race, religion, culture, gender or physical ability, is given equal access to our curriculum and our school community. We work closely with parents, carers and outside agencies to ensure that all pupils can benefit to the fullest extent from the curriculum we offer.

### **Disability Statement**

Shoreham Village School is proud to be an inclusive school. We offer access to a broad and balanced curriculum for all pupils regardless of disability. We strive to ensure all pupils can access, educationally and physically, all learning opportunities within and beyond the school.

Within the confines of an old building, we aim to ensure that all users can access key learning areas, and will ensure that no user experiences any discrimination or reduced entitlement to learning due to being unable to physically access areas of the school.

As with any additional needs the school works closely with parents and appropriate outside agencies to ensure equality of access for all.

### **Visiting School**

The best way to decide upon the right school for a child, is to visit it! Parents and carers of prospective pupils are very welcome to visit the school at any time by appointment. Copies of the prospectus are available to all prospective pupils from the office or via the school website.

### **Admission Number and Criteria for Admission**

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

As of September 2015, 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 (age 5 years) and not beyond the beginning of the Summer Term (i.e. after Easter). In addition, parents of a summer born child (born

from 1<sup>st</sup> April to 31<sup>st</sup> 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 15 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:

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. 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. 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. 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.
3. 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 Shoreham Village 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 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. 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.

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.

Waiting list will be held 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.

### **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**

Parents may contact the school at any time to request a visit. At least three Open Mornings are held in September and October each year. The school liaises with all parents with children at Shoreham Village Pre-School and other local pre-schools via the managers.

There is an annual recurring sequence of events, which should ensure adequate preparation for each year's group of children:

- Term 2: Parents apply for places either on-line or by post using the RCAF between November and January (dates specified on KCC website: <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>)
- Terms 3 and 4: all application forms must be returned to KCC. Parents are informed by the LA if their child has a place at Shoreham Village School
- Term 5: the Reception Class Teacher makes contact and visit local pre-schools whose children have accepted places at Shoreham Village School.

- Term 6: the parents of the new intake of children are invited to an initial meeting. The issues raised include: pattern of entry, school visits, staffing, uniform, lunches, clubs & activities, milk and fruit and Home-School Agreement. Children (and parents) are invited to visit the Reception Class for three Transition sessions. Children in Shoreham Village Pre-school will visit the Reception class weekly and carry out joint activities with the current Reception children and staff. Home visits are offered to parents and all parents meet with the class teacher for a 1-1 meeting at school in term 1.
- Term 1: 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 (8.50am – 3.20 pm). 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.
- 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.

### **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 the oversubscription criteria given above.