



Wateringbury Church of
England Primary School

Admissions Arrangements

Document Type:	Policy
Owner:	Headteacher
Governor Committee:	Admissions Committee
Date Adopted by Governors:	September 2023
Re-adoption Date:	September 2024
Policy Type:	Finance and Administration
Statutory Policy:	Yes
Based on model/template	
Document History	
Date	Summary of Changes

Learning, growing, achieving.....our journey together with God.

WATERINGBURY CHURCH OF ENGLAND (V.A.) PRIMARY SCHOOL ADMISSIONS POLICY

SEPTEMBER 2025/2026 ADMISSIONS

Our Vision and Values

Guided by our Christian values and nurturing culture, we aspire to enable everyone to grow green leaves to meet the challenges of our ever-changing world and to send out our roots to the wider community.

Every child is seen as a unique learner, loved by God and is equally valued and championed to grow and achieve their very best in all they do.

LOVE FORGIVENESS JOY RESILIENCE RESPECT COURAGE

Wateringbury is a Church of England Voluntary Aided primary school. The Governing Body is the Admissions Authority, and governors must have regard to the Rochester Diocesan Board when setting admissions arrangements.

The school is part of the admissions scheme co-ordinated by Kent County Council for schools across the county. Under this scheme, applications for entry in September are collated and decided in the previous academic year. The closing date for applications is in January, and parents are told the outcome in March.

It has been agreed with the Local Authority that the Published Admission Number (PAN) for this school is 30 and, in accordance with legislation, means that up to 30 children only may be admitted into Year R. Being a primary school, the school is governed by the legislation on class size limits, which means that the governors cannot decide to admit more than 30 children to an infant class.

The school admits Reception pupils who are four years old by 31st August and Reception children normally start at school in September. However, in line with the updated Admissions Code December 2014, parents have the right to defer entry or take up a Reception place part-time. See below for details.

Children who have a Statement of Special Educational Needs (SEN) or Education and Health Care Plan (EHCP), and who name the school, take priority over all other admission criteria, as required by the DfE in the School Admissions Code of Practice. As a result of this, the admissions number will be reduced accordingly to give priority places to those pupils with SEN or EHCP. All other SEND children are considered strictly within the over-subscription criteria below.

Over-Subscription Criteria

It is school policy to offer entry to the school in response to parental choice. However, if the demand for places is in excess of those available, then applications are put into priority order in accordance with the following criteria:

- a) Children in Local Authority Care / Looked After Children/ Previously Looked After Children (including from abroad)
- b) Children with siblings attending the school at the time of entry.
- c) Children for whom Wateringbury is the nearest school.
- d) Children whose parents or guardians live in the church parishes of Wateringbury, Nettlestead and Teston, ranked by distance from the school.
- e) Other children from outside the areas described in c and d.

In the event of a tie-breaker, where there are two applications which cannot be separated, the proximity of the pupil's home address will be the decider. Where two applicants live the same distance from the school a random selection will take place.

Notes to above criteria:

a) Children in Local Authority Care/Looked After Children/Previously Looked After Children

This applies equally to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. 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 service functions (see the definition in Section 22(1) of the Children Act 1989. This also includes those children who appear (to Waterringbury CE Primary School) to have been in state care outside of England and ceased to be in state care as a result of being adopted ('internationally adopted previously looked after children' (IAPLAC)).

b) Siblings are those children who live in the same family unit as children already on the roll of the school. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

c) Distance (c+d+e) If it is necessary to prioritise within any criteria this will be done on the basis of the distance. Children living nearer to the school will be given a higher priority.

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 the 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.

In the event of a 'tie' between two applications, distance criteria to the nearest metre will be applied as a tie-breaker.

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which either owned by the child's parents or guardians or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Admissions Procedure for September Intake

1. Application Process and Timetable

Parents of reception children are encouraged to register an interest in a place at the school at any time by contacting the school office. However, formal application for a place should be made on the Common Application Form by January for entry into school in the following September. (These dates vary slightly each year; please see the KCC website for exact dates.) Detailed information regarding primary school admissions can be found here: [Primary school places - Kent County Council](#)

The Common Application Form encourages parents to identify three possible primary schools for their child in order of preference.

All applications, irrespective of the level of preference, are then forwarded to the appropriate schools. In the event that the number of applicants exceeds the number of places the school will rank them in accordance with their over subscription criteria (see 5a-e above). This ranked list is then returned to the Local Authority (LA), who then allocates places in line with parental preference.

Parents will be informed in April of the place that has been allocated to their child.

It is very important that prospective parents should inform the school of any change of address.

2. In-year admissions and requests for places in other year groups

Parents who are interested in an in-year admission or September place in any year group, should register their interest with the school office. If a place is available immediately, the school will arrange the transfer of information with the Local Authority. If a place is not available, the child will be placed on the school's waiting list.

3. Waiting List and Late Applications

The school holds a waiting list which follows the over-subscription criteria in 5a-e above. The school's waiting list will be re-ranked, in line with published oversubscription criteria, every time a child is added. Parents must notify the school that they wish their child to be placed on the waiting list for the relevant year group. As places arise, the school will contact parents, according to the priority of the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the waiting list. Parents will not be informed of their place on the waiting list as this can change as new people join the list and others leave thus changing the priority of a child.

4. Right of Appeal

If a child has not gained a place at the school and the parents or guardians wish to appeal against that decision, they should contact the Headteacher (within 20 days of being notified that a place has not been allocated) in the first instance who will advise them how to proceed. Further information is on our website.

In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school.

5. Visits to the school

Prospective parents or guardians are very welcome to visit the school and should make an appointment with the Headteacher if they wish to see the school in session. Alternatively, Open Mornings are held in October and January of each year.

In the term before a child starts Reception, they will be invited to come along to meet the Reception teacher and spend time in the classroom. Parents or carers are invited to meet other prospective parents at an induction evening in June/July. Home visits to each child take place in July or September prior to the child's start date.

6. Deferral of entry and part-time places

Under the updated Admissions Code December 2014, parents have the right to request that their child defers entry into Reception year until the term following their fifth birthday, but not beyond the beginning of the final term. This means that children born between 1 April and 31 August ("summer born") must start school at the beginning of the summer term if they wish to keep their offer. Parents also have the right to request that their child starts part-time.

Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the in-year process. These applications should be made during the last month of Reception Year. If parents are considering deferment of entry, they should make an appointment to speak with the headteacher.

7. Admissions outside of normal age group

As detailed above, children born between 1 April and 31 August (“summer born”) are not legally required to start school until the beginning of Year 1. While the vast majority of summer born children will start at some point in their expected year group, flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age and also do not wish for their child to miss Reception year. Parents must gain agreement from the admission authorities of all preferred schools before an application can be made and Wateringbury Primary School will support this application if the school deems it to be an appropriate decision in the best interest of the child.

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 CAF to the Local Authority, with written confirmation from the 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 the school’s oversubscription criteria.