

# The Darent Federation of Schools

## Admissions Policy



<b>Approved by:</b>	Governing Body	<b>Date:</b> September 2025
<b>Last reviewed on:</b>	September 2024	
<b>Next review due by:</b>	September 2026	

# Admissions Policy

## **Scope**

Reference to the Federation throughout this policy refers to Sundridge & Brasted CE Primary School, Kemsing Primary School and all staff and pupils within these school communities.

## **Values**

Throughout the Federation 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 develop their full potential. We recognise pupils bring to school different experiences, interests and strengths, which will affect the way in which they learn.

The schools throughout the Federation are inclusive, and 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.

## **Disability Statement**

The schools within the Federation are proud to be inclusive. 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 schools work closely with parents and appropriate outside agencies to ensure equality of access for all.

## **Visiting the 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 the schools at any time by appointment. The school websites, although comprehensive, can only offer a flavour of what the schools are like in action. Please contact the appropriate school office:

Sundridge & Brasted: [office@sundridge.kent.sch.uk](mailto:office@sundridge.kent.sch.uk) or call 01959 562694.

Kemsing: [office@kemsing.kent.sch.uk](mailto:office@kemsing.kent.sch.uk) or call 01732 761236.

## Admissions Policy

### Applying for Places

For Year R: parents should complete the Reception Common Application Form (RCAF) which can be found at <https://www.kent.gov.uk/education-and-children/schools/school-places> . The date by which this must be completed for admission the following September will be confirmed in the Autumn Term by KCC and dates for this can be found on the KCC Primary School Admissions website.

Following the closing date, KCC will allocate places for all pupils according to their preferences and to the oversubscription criteria for each school (see below). Please note: the schools are not involved in allocating places to any pupils. This process is managed exclusively by the LA.

### Oversubscription

If the schools are oversubscribed the LA will use the following criteria:

- Looked after children
- Siblings already at the school at time of entry (NB: the sibling link is broken if the family has moved further away than when the sibling was admitted and it is more than 2 miles from the school. As per KCC guidance.)
- Health reasons
- Nearness of child's home and ease of access to the school

Parents whose children have not been allocated a place will be given information regarding the appeal process. Names can be held on a waiting list at the school in the event of a place becoming available, but the LA ad hoc admissions process will apply in these circumstances (see below).

### Before Starting School

Parents are invited to a meeting with the Reception teacher and members of the Senior Leadership Team in the term before they are due to start. The children also visit the Reception class for a series of taster sessions where they also get a chance to meet their 'buddy' - an older child who will be in year six in the following September.

### Starting School

The Federation schools admit pupils in the September of the academic year in which they have their fifth birthday. Reception pupils usually start school on a part time basis to ease transition into school. The reception teachers will also make appointments for home visits to get to know the children in familiar settings and to answer any questions or concerns about starting school.

We also consider applications from parents of summer born children who wish them to start in the September after their fifth birthday, according to Government guidelines. If this is the case, please make an appointment to speak to us.

### Published Admissions Number (PAN)

The Pan for Sundridge & Brasted is 15 and 30 for Kemsing. This is the number of pupils that the school can admit each academic year unless appeals determine otherwise. On occasion, KCC may ask a school to take more children than the PAN, which will be discussed with governors should the situation arise.

# Admissions Policy

## In Year Admissions

To apply for a place outside of the Reception Admissions, parents and carers will need to complete an In Year Casual Application Form (IYCAF). This can be downloaded on the Admissions page of the school websites. Paper copies can also be obtained through the school office. This form will need to be completed and returned directly to the appropriate school offices. In the event of there not being a place available a waiting list will be created. The over subscription criteria, detailed above, will be applied to rank the children on the waiting list should there be more than one application in a particular year group.

## Requests for admission outside the normal age group

Parents are entitled to *request* a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Executive Headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Further information on KCC Admissions Procedures and dates can be found online:  
[www.kent.gov.uk](http://www.kent.gov.uk)

## Government Admissions Code

Further information on Government guidelines for Primary School Admissions can be found online: [School admissions code 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90221/school-admissions-code-2021.pdf)

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