



Smarden Primary School

Admissions Criteria 2025 -2026

Smarden Primary applies the regulations on admissions fairly and equally to all those who wish to attend this school. At the present time, the statutory age for entering school is the beginning of the term following the child's fifth birthday.

Our published admissions number is 15 pupils in each year group and in the case of oversubscription; the following admissions criteria are used:

1. **Children in Local Authority Care or Previously in Local Authority Care** – 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. **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.
3. **Children of current staff at school**
 - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **Current family association** - where brother or sister is at the same school at the time of entry and the family continues to live at the same address or has moved to a new property that falls within 2 miles
5. **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 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

Requests for admission outside of the normal age group should be made to the Head Teacher 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 CAF 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.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time, or
- When a parent has failed to notify the school of important change to the application information, or
- The place was offered on the basis of fraudulent or intentionally misleading information from a parent.

When a place has been allocated for your child at Smarden Primary School, you will be contacted by the school so that arrangements can be made to introduce you and your child to the school. When this happens at the end of one school year in preparation for a September admission, there will be specific open days when new children are invited to attend. In-year admissions are subject to less formal arrangements and will be subject to individual negotiation.

When a child joins the school in Year R in September we begin with part time, staggered days, quickly increasing to include a lunchtime and then full time education. We find that this helps children get used to the new, long and tiring, school day. If any parents have concerns about these arrangements then this can be discussed with the Head Teacher.

Attendance at Smarden Nursery does not guarantee admission to Smarden Primary School and a separate application must be made.

Timetable for Appeals

Your appeal will be heard at what is called a Hearing, within a time scale of 40 school days. It is likely to be heard at the end of June.

All other appeals known as 'in-year' admissions and those for Year R submitted after the deadline will be heard within 30 school working days of submitting the request.

Your appeal request should state your reasons for your request and any additional information/documentation/appendices should be submitted five days before the Hearing to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date and names of the independent panel members who will hear the appeal. The school is unable to guarantee that any original work/evidence/folders, submitted as part of the appeal, will be returned. Appellants may wish to submit copies in advance and then take important original documents verifying evidence to the appeal. If you require any further information, please do not hesitate to contact the school office.

February 2024