'They will soar on wings like eagles …'
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire |nurture

Draft Trust Admissions Policy for September Entry 2028-29

Consultation (i) 2023

Consultation (ii) October 2026

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Date of next Review: March 2027

Version	Date	Author	Change Description
1.3	10.02.2026	JL	Page 3, sentence one, terminology amendment from Statement of Special Educational Needs to Educational Health Care Plan (EHCP)
2.0	28.09.26	JL	EHCP amended to updated Education Health and Care Plan (EHC Plan) Amendments made to codes: 2.13; 2.15; 2.17; 2.18 and 2.19. Introduction of Service personnel/Crown servants (2.21) Greater clarity throughout in line with the code; in particular, as to younger sibling's admission and older siblings in attendance as well as appeals timetable.

Admissions Policy 2028/2029

Introduction

Aquila, The Diocese of Canterbury's Academy Trust is the admission authority for all schools listed within this policy."

All Souls CE Primary School, URN 146950
Archbishop Courtenay CE Primary School, URN 139822
Brenzett CE Primary School, URN 143517
Bridge and Patrixbourne CE Primary School, URN 118654
Charing CE Primary School, URN 144835
Charlton CE Primary School, URN 141659
Downs View Infant School, URN 118523
Eastchurch CE Primary School, URN 148118
Guston CE Primary School, URN 152387
Kennington Academy, URN 141329
Kingsnorth CE Primary School, URN 142429
Reculver CE Primary School, URN 141216
Sandwich Infant School, URN 148502
St Clements CE Primary School, URN 149666
St Georges CE Primary School, URN 142372
St Laurence in Thanet CE Junior Academy, URN 138592
St Mary of Charity CE Primary School, URN 141220
St Nicholas CE Academy, URN 142814
Temple Ewell CE Primary School, URN 139436

In administering and applying this policy each school will be aware of and comply with all relevant provisions of the most recent School Admissions Code, the School Admission Appeals Code and the law on admissions.

Aquila Values.

Aquila is an inclusive organisation reflecting and living out our Christian vision, by being welcoming to all and inclusive of children with different needs, of different faiths and from diverse backgrounds. Aquila schools have a mission to serve the common good. All our schools and especially our Church of England schools are called to bring life in all its fullness to their pupils and the wider community. They seek to offer wisdom, hope, community and dignity to those they serve. The admission arrangements are the beginning of that service.

Process:

Each school in this policy has a specified Published Admissions Number (PAN). Each school will accordingly admit to the PAN each year if sufficient applications are received. The PAN for each school is outlined in Appendix A. All applicants will be admitted if the number of applications is equal to or fewer than the PAN.

If more applications are received than PAN, the oversubscription criteria below will be applied in order to rank all the applications and identify a priority for the offer of places up to PAN.

In line with DfE School Admissions Code, all children whose Education, Health and Care Plan (EHC Plan) which names a School must be admitted. These children will be admitted before the oversubscription criteria are applied. As a result of this, the published admissions number will be reduced accordingly.

Applications for admission to the schools should be made using the Local Authority Common Application Form by the national closing date of 15th January. The form can be found here.

The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April or the next working day.

Oversubscription Criteria:

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

A “Looked After Child” (LAC) 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" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

2. Siblings

Siblings of pupils attending the school at the time of application, provided that the sibling remains on roll and attending the school at the time of the applicant's admission.

'Sibling' means a natural brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister, or another child living in the same household and at the same address as the applicant at the date of admission.

3. Children of Staff

Priority will next be given to children of staff employed at the individual school to which the application is made, in either of the following circumstances:

a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Social and Medical need

Priority will be given to a small number of children in the exceptional circumstances whose mental or physical impairment means they have a demonstrable and significant need to attend the specific school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

5. Distance from school

Proximity to the school with those living closest to the school having priority calculated by: 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 4 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 KCC Senior Admissions Officer and confirmed by Head of Service. The child's home address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Where a child lives with parents with shared responsibility the 'home address' is considered to be the address at which they sleep for the majority of school nights.

Tie-breaker - Proximity to the school.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), a random allocation will take place. This will occur through drawing of lots by an independent responsible person of good standing, supervised by a similarly independent person, to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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 school 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.

Withdrawal of an Offer of a Place

After a place has been offered, the admission authority reserves the right to withdraw the offer in the circumstances set out below. Before any decision is made to withdraw a place, the admission authority will make reasonable efforts to contact the parent/carer, explain the concerns identified, and provide a further opportunity for the parent/carer to respond, provide additional information, or clarify the relevant circumstances.

In reaching a decision, the admission authority will consider all relevant information available, including the representations of the parent/carer, the views of the Headteacher, and the individual circumstances of the case. Any decision to withdraw an offer will be made fairly, reasonably, and in accordance with the requirements of the School Admissions Code.

An offered place may be withdrawn where:

1. the parent/carer has failed to respond to the offer within 30 working days and has not responded following a further opportunity to do so;
2. the parent/carer has failed to notify the school of a material change to the information provided in the application and has not responded to subsequent requests for clarification;
3. the place was offered on the basis of a fraudulent, intentionally misleading, or deliberately withheld material information in the application, and the admission authority is satisfied, after considering the parent/carer's response and the views of the headteacher, that the offer would not have been made had the correct information been known at the time.

Where an offer is withdrawn, the parent/carer will be notified in writing of the reasons for the decision and any rights available to them under the School Admissions Code.

Fraudulent applications

If an admission application was offered on the basis of a fraudulent or intentionally misleading information, the application will initially be withdrawn and the applicant informed. The application will then be considered again using the correct verified information.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for example where the child is gifted and talented, has experienced problems such as ill health, or where other exceptional circumstances apply. In addition, parents of summer-born children may request admission to Reception rather than Year 1 in the September following their fifth birthday. All such requests will be considered on the basis of the individual circumstances of the case and the child's best interests. If a request is refused, the child will be considered for admission to their normal age group.

The process for Requesting Admission Outside the Normal Age Group is as follows:

Parents should make the request at the time of application, stating the year group for which they are seeking admission and setting out the reasons for the request. Parents should provide supporting evidence where appropriate, such as information from a medical practitioner, educational professional, or current headteacher.

Evidence submitted may include:

- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated outside their normal age group;
- whether the child would naturally have fallen into a lower age group had they not been born prematurely; and
- any other evidence the parent considers relevant to the request.

The admission authority will consider each request on its individual merits and in the best interests of the child. In reaching a decision, the admission authority will take account of:

- the parents' views;
- the information and supporting evidence provided by the parents;
- the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated outside their normal age group;
- whether the child would naturally have fallen into a lower age group had they not been born prematurely; and
- the views of the headteacher of the school concerned.

The admission authority will notify parents of its decision before National Offer Day wherever possible. The decision will be communicated in writing and will clearly set out the reasons for the decision. Requests for admission outside the normal age group will be considered alongside other applications made at the same time and will not be given lower priority on the basis that the child is being considered for admission outside their normal age group.

Waiting Lists

Each school will operate a waiting list for each year group. Children remain on the waiting list until the end of the first term of the next academic year. After which, parents must re-apply to the school should they still require a place. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the school and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. A fresh allocation is undertaken each time a waiting-list place is offered. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

Any parent whose application for a place at the school is refused has the right to appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code 2022. Information explaining how to appeal will be included with the decision letter. Appeals must be lodged by the deadline specified in the published appeals timetable. For applications made in the normal admissions round, appeals will be heard within the timescales prescribed by the School Admission Appeals Code. The Trust will publish an annual appeals timetable on each school's website. Details of the appeals timetable, including appeal deadlines and hearing arrangements, are published on the school's website.

School age

A full-time school place in the Reception class is available for children from the September following their fourth birthday. Parents may choose for their child to start school full-time in September, attend part-time until they reach compulsory school age, or defer their child's admission until later in the academic year, provided the child takes up their place before the beginning of the final term of the Reception year.

For children born between 1 April and 31 August (summer-born children), parents may request that their child is admitted outside their normal age group and starts Reception in the September following their fifth

birthday rather than the September after their fourth birthday. Such requests must be made in writing to the School and will be considered on a case-by-case basis, taking into account the individual circumstances of the child, the parents' views, information about the child's academic, social and emotional development, and, where relevant, medical or professional evidence. The School will notify parents of its decision in accordance with the Schools Admissions Code. If the request is approved, the child will be admitted to Reception in the following academic year. Parents should note that a decision to admit a child outside their normal age group does not guarantee admission to a particular school and a separate application for a school place must still be made in the relevant admissions round.

Delayed entry for infants

A child is entitled to a full-time place in the Reception class from the September following their fourth birthday. Parents may defer their child's admission until later in the school year, or request that their child attends part-time until they reach compulsory school age.

Parents may not defer entry beyond the point at which the child reaches compulsory school age, nor beyond the beginning of the final term of the school year for which the place was offered. A Reception place cannot normally be held over for admission in the following academic year within the same age group cohort. Parents wishing their child to start Reception in the September following their fifth birthday should make a request for admission outside their normal age group, which will be considered in accordance with the School Admissions Code and the school's admission arrangements

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

In-Year admissions

Applications for places outside the normal admissions round are treated as in-year applications. Applicants must complete the in-year admissions application form which can be found here.

Places will be allocated in accordance with the oversubscription criteria set out in this policy.
The admission authority will consider all applications and will aim to notify parents/carers of the outcome in writing within 10 school days of receipt of a completed application. Parents/carers will be notified of the outcome in writing no later than 15 school days after receipt, unless exceptional circumstances apply. If a place cannot be offered, parents/carers will be informed of the reasons for refusal and of their statutory right to appeal to an independent appeal panel. Details of how to lodge an appeal and the applicable timescales will be provided with the refusal letter.

Where applicable, children refused a place will be added to the school's waiting list in accordance with the oversubscription criteria.

The Trust will notify the Local Authority of any applications and outcomes as required by the School Admissions Code.

Children of UK Service Personnel and Crown Servants
In accordance with the School Admissions Code 2021, the admission authority will ensure that the needs of children of UK service personnel and Crown servants are appropriately considered and that they are not disadvantaged as a result of their parents' service commitments.

For families of UK service personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, applications will be processed and a school place may be allocated in advance of the family arriving, provided that the application is accompanied by an official letter declaring the relocation date and, where applicable, a Unit postal address, quartering address, or other evidence of the intended address. The admission authority will use the address at which the child will be living when applying its oversubscription criteria.

The admission authority will not refuse to process an application, nor refuse a place solely because the family does not yet live in the area or does not have a confirmed permanent address at the time of application. Appropriate flexibility will be applied when considering evidence of the family's intended address, while ensuring that places are allocated fairly and lawfully in accordance with the published oversubscription criteria. [assets.pub...ice.gov.uk], [assets.pub...ice.gov.uk]
The admission authority will also ensure that its admission arrangements support the Government's commitment to removing disadvantage for service children and will comply with all relevant requirements of the School Admissions Code in relation to children of UK service personnel and Crown servants

Enquiries
Should be to the school office via the email provided for each school in Appendix A

Appendix A – School Published Admissions Number and contact details

School Name	School Office Address	Contact Email	Contact Number	Website	PAN
All Souls CE Primary School	Stanley Road, Folkestone, CT19 4LG	office@allsouls.kent.sch.uk	01303 275967	https://www.allsouls.kent.sch.uk/	45
Archbishop Courtenay CE Primary School	Eccleston Road, Tovil, Maidstone, ME15 6QN	office@abc.aquilatrust.co.uk	01622 754666	https://www.archbishopcourtenay.org.uk/	45
Brenzett CE Primary School	Straight Lane, Brenzett, Romney Marsh, TN29 9UA	office@brenzett.kent.sch.uk	01797 344335	https://www.brenzett.kent.sch.uk/	20
Bridge and Patrixbourne CE Primary School	Conyngham Lane, Bridge CT4 5KX	office@bridge.kent.sch.uk	01227 830276	https://bridge.kent.sch.uk/	60
Charing CE Primary School	School Road, Charing, Ashford, TN27 0JN	office@charing.kent.sch.uk	01233 712277	https://www.charingschool.org.uk/	20
Charlton CE Primary School	Barton Road, Dover, CT16 2LX	office@charltonprimary.school	01304 201275	https://www.charlton.kent.sch.uk/	30
Down's View Infant School	Ball Lane, Kennington, Ashford TN25 4PJ	office@downs-view.kent.sch.uk	01233 632339	https://downs-view.kent.sch.uk/	60
Eastchurch CE Primary School	Warden Road, Eastchurch, Sheerness, ME12 4EJ	office@eastchurch.school	01795 880279	https://www.eastchurch.kent.sch.uk/	30
Guston CE Primary	Burgoyne Heights, Dover, CT15 5LR	admin@guston.kent.sch.uk	01304 206847	https://www.guston.kent.sch.uk/	20
Kennington Academy	Upper Vicarage Road, Kennington, Ashford, TN24 9AG	office@kennington.school	01233 623744	https://www.kennington.school/	90

Kingsnorth CE Primary School	Church Hill, Kingsnorth, Ashford, TN23 3EF	office@kingsnorth.kent.sch.uk	01233 622673	https://www.kingsnorth.kent.sch.uk/	60
Reculver CE Primary School	Hillborough, Herne Bay, CT6 6TA	office@reculver.kent.sch.uk	01227 375907	https://www.reculver.kent.sch.uk/	60
Sandwich Infant School	School Road, Sandwich, CT13 9HT	office@sandwich-infant.kent.sch.uk	01304 612228	https://www.sandwich-infant.kent.sch.uk/	56
St Clements CE Primary School	Leysdown Road, Leysdown-on-Sea, Sheerness, ME12 4AB	office@stclementscep.co.uk	01795 506910	https://www.stclementscep.co.uk/	30
St Georges CE Primary School	Chequers Road, Minster on Sea, Sheerness, ME12 3QU	office@sgps.aquilatrust.co.uk	01795 877667	https://www.st-georges-sheppey.kent.sch.uk/	60
St Laurence-in Thanet Junior Academy	Newington Road, Newington, Ramsgate, CT11 0QX	info@stlaurencejuniors.co.uk	01843 592257	https://stlaurencejuniors.co.uk/	64
St Mary of Charity CE Primary School	Orchard Place, Faversham, ME13 8AP	office@smcs.aquilatrust.co.uk	01795 532496	https://www.smcschool.co.uk/	30
St Nicholas CE Academy	Fairfield Road, New Romney, TN28 8BP	office@st-nicholas-newromney.kent.sch.uk	01797 361906	https://www.st-nicholas-newromney.kent.sch.uk/	60
Temple Ewell CE Primary School	3-4 Brookside, Temple Ewell, Dover, CT16 3DT	headteacher@temple-ewell.kent.sch.uk	01304 822665	https://temple-ewell.kent.sch.uk/	20