Admissions Policy

Approved by:	Brook Governing Body	**Date:**	30th November 2023
Last reviewed on:	January 2026		
Next review due by:	September 2027		

Our Vision

A Small School on a Big Adventure

Care **Creativity** **Courage**

Our children will be part of an adventurous, **caring** family. They will have the **courage** to meet challenges and to learn **creatively**, making full use of our outstanding natural environment.

We aim to:

- Provide the highest quality education, emphasising enjoyment in lifelong learning, and ensuring that children are well prepared for a successful future.
- Ensure that children feel secure and confident as individuals, and work well as part of a team.
- Ensure that all members of the school community feel valued and respect all others, contributing to the overall richness and success of the school.
- Develop all children to their full potential, recognising and supporting the needs of individual children.
- Encourage all children to become responsible, independent learners who think deeply about the world around them and understand the interdependence we have with individuals, our community and nations.
- Develop, in children, a high degree of excellence in English, Maths and Science combined with a love of learning across the whole curriculum
- Insist on and instil positive attitudes towards punctuality, reliability, appearance and cleanliness.
- Ensure our children and staff represent our values of: Being Caring, Being Creative and showing Courage in everything they do.

Introduction

The admissions process should be simple, fair and easy for parents to use in selecting the preferred school for their children. This policy aims to achieve this and complies with current admissions legislation.

Brook Community Primary School is a Foundation School and part of the CARE Foundation Trust; therefore, the Governing Board of Brook Community Primary School is the admissions authority. However, the Governors will work in co-operation with Kent County Council in order to operate within the local authority's Co-ordinated Scheme for Primary Admissions.

Prospective parents are invited to view the school in the autumn before their child is due to start the following September. These visits may be in the form of open afternoons or by an individual appointment and will take place between September and the end of December. Applications for school admissions have to be submitted to the Local Authority in mid-January for entry in September. If you would like to visit the school, please contact the school office on 01233 812614 for further details.

1 Admission Numbers & Intake Times

- For Reception aged children the school's published admission number (PAN) is 15.
- Brook Community Primary School has one intake per year in September.
- Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.
- Applications for admission must be received in line with deadlines set by the Local Authority and children will be 4 plus years of age on entry.

2 Application Procedure – for Year R places

- The school will follow the procedures, timetable and deadlines applicable to KCC's Co-ordinated Scheme for Primary Admissions.
- If there are more applicants than places, the Headteacher and School Business Manager will meet to agree on the allocation of places based on the Oversubscription Criteria below.
- Once the PAN for the year group has been reached no other children can be offered a place.
- Any parent whose child has been refused admission has the right to appeal against this decision. In these circumstances the school office will provide further information.

3 Oversubscription Criteria

Before the application of Oversubscription Criteria, children who have an Education and Health Care Plan (EHCP) which names the school will be admitted. As a result of this the PAN will be reduced accordingly.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1) Children in, or previously in, the care of the Local Authority and have now been adopted (or became subject to a residence order or special guardianship order).
2) Children with siblings in school at the time of entry (unless the sibling link is broken by the family *moving* more than two miles away from school).
3) Health and special access reasons.
4) Nearness of the child's home address to the school, with those living nearer having higher priority.

Tie break

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

4 Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would not be split and therefore will be offered together.

5 Withdrawal of an offer of a place

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

- when a parent/carer has failed to respond to an offer within a reasonable time; or

- when a parent/carer has failed to notify the school of important changes to the application information; or
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

6 Admission for Year Groups Other than Reception

Parents seeking admission of children in years other than Reception should contact the school office for an application form.

7 Appeals

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Brook Community Primary School uses the services of KCC to set up the Appeal Panel Hearing. Parents should contact the school office in the first instance for an appeal form which should be completed and returned for the attention of the Clerk to the Governors.

For applications made in the normal admission round, appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeals being lodged.

8 Notes

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.

Siblings: This includes: natural or adopted siblings; step or foster siblings; those who live as siblings in the same house. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.

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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the *only school* that can accommodate their child's needs. This must be sent to the Primary Admissions Team with the application form.

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.

9 Admission outside normal age group

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with the child's date of birth. This allows the school and admissions authority sufficient time to make a decision before the closing date. Each case will be considered on its own merits. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may 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 the school's ability to agree to a request for admission outside of the normal age group. 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 Local Authority, with written confirmation from the Headteacher. 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.