Admissions Policy

September 2026

Approved by Governing Body: September 2026
Issue Date: September 2026
Next Review Date: September 2027

January 2024

SANDGATE PRIMARY SCHOOL

ADMISSIONS POLICY (AND FOUNDATION CLASS ARRANGEMENTS)

1. The Governing Body and Local Authority (LA) have agreed that the admission limit for Key Stage 1 (Foundation Classes and Years 1 and 2) shall be 30 pupils per class. We are a two-form entry school.

2. The school is currently working on the basis of a total roll limit of 420 children, and no more than 30 children per class in Key Stage 2.

3. Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

4. Pupil admissions to the school are guided by a Kent-wide policy. Priority is given according to the following criteria:

a) Children in the care of the Local Authority. A child under the age of 18 years for whom Kent County Council provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under part IV of the Act.

b) Current family association where the child has a sibling attending the school at the time of entry. In this context a sibling is a brother or sister who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters. The sibling link is maintained as long as the family lives at the same address as when the first child applied, 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..

c) Health reasons - Where there are medical grounds for admitting the child. 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 Sandgate Primary School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend Sandgate Primary 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 Sandgate Primary School.

d) Proximity to school - Proximity of the child's home address to the school, with those living nearer being accorded the higher priority. 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 is either owned by the child's parent, 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.

January 2024

The distance is measured between the child's permanent address and the school measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a central point within the child's home to a similarly defined address point reference for the school for the other. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

There are times when one child from a family can be offered a place but a sibling is not. Year groups run at a capacity of 60 children with 30 in each class. Vacancies do occur, usually when a family leave the area, but these vacancies may not accommodate sibling links. In accepting a place for one child it must be understood by the family that there is no place for the sibling in a year group that is already full. The Governors have agreed that our classes may not exceed 30 children because we believe this is in the best educational and social interest of all our children.

4. The criteria at 3 will be followed in respect of the transfer of children from other local schools or for families moving home to Folkestone. It will also apply to children in the Foundation Year for whom the following additional guidance is given.

5. Our arrangements for admitting children to the Foundation Year will be explained at our Admissions Evening.

6. Parents' right of deferment of entry to the Foundation Stage & Parental right to take a part time placement for a child starting reception until the term after their 5th Birthday will be considered on an individual basis, considering all options. However children born between the 1 April and 31 August must start school at the beginning of the April term if they wish to keep their offer.

7. For Foundation Classes the following policy applies (regardless of the child's age/full-time education entry date):

a) There is a Common Application Form (RCAF) which should be completed online within the specified application period stated by the LA. The school will assist with this process if required. Applications must be submitted by the closing date stipulated for that year, preceding the September "intake" of pupils.

b) The procedure for admissions to the Foundation Stage is arranged by the LA and will follow the timetable set by them. The offer of a place at Sandgate Primary School will be made by the LA, not the school, as we are a Community School and we have to adhere to their admissions procedure. This will be in the form of an email which is sent on the date set in the timetable for that year.

8. For In Year Admissions you must apply directly to the school using an "In Year Casual Application Form" (IYCAF). These forms are available from the school office, on our website or the Local Authority. Admissions can occur at any time of the year. If a place is available we will write to you confirming this and the place should be accepted/declined within 10 school days. Should a place not be available, you will be notified in writing and added to the waiting list following the priority criteria as stated above.

9. Applications for children to be taught outside their expected year 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 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.

10. Waiting list - If a child is unsuccessful in obtaining a place because of oversubscription, the parent or carer may ask for the child's name to be placed on the school's waiting list. Waiting lists will be reviewed every 6 months. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Placing a child's name on the waiting list does not affect the parent's or carer's right of appeal against a refusal to offer the child a place at the school.

11. Please note the following additional important procedure where it applies:

a) Late applications - the school will use the process set out in the Local Authority's Admission Booklets.

b) Withdrawal of places - after a place has been offered the school reserves the right to withdraw the place in the following circumstances: when a parent or carer has failed to respond to an offer within a reasonable time; or when a parent or carer has failed to notify the school of important changes to the application or the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or carer.

12. All prospective parents/pupils are welcome to visit the school. The school office should be contacted to make arrangements.

13. All parents have the right to appeal. Further detailed information is available from the school office.