2027-2028

Our Community Academy Trust
CEO – David Whitehead

ADMISSIONS POLICY
Milstead & Frinsted CEP School

September 2027

Committee	Board of Directors
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Author	CEO
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Trust Rationale

Our Community Multi Academy Trust has adopted the following arrangements with respect to the admission of pupils to the school.

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2027 – July 2028). The Published Admissions Number (PAN) to the Reception Year in September 2027 is 15.

Where the school is undersubscribed all applicants will be offered a place.

The school will admit any pupils with an Education Health and Care Plan (EHCP) naming the school. As a result of this, the published admissions number 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.

Milstead & Frinsted CEP School Rationale

As a school founded by the Church of England and part of The Diocese of Canterbury, Milstead & Frinsted Church of England Primary School has a distinctive Christian ethos at its heart.

Our School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and Religious Education. We welcome applications from all members of the community, and we ask all parents to respect the Christian ethos of our School and its importance to our community.

The Trust is responsible for the admission of pupils to the School and admits 15 pupils per year. This admission's number has been agreed between the Trust and the Local Authority and applies to the year 2027-2028.

The Trust have set a maximum class size of 30 pupils in Key Stage 1. Legislation states that no infant class may exceed 30 pupils unless there are exceptional circumstances.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this School, they should complete our supplementary information form in addition to the Common Application Form (CAF). Our supplementary form is available from the school's website and the school office. This form must be completed and returned to us together with all documentary evidence so that we can apply our Admission Criteria to your application.

Aims

The aim of this policy is to:

- ensure fair and equitable access to Milstead & Frinsted CEP School for local children.
- clarify the school's admission arrangements and the rights of parents and pupils.
- ensure the school complies with the LA admissions code.
- meets its statutory duties regarding Children Looked After (CLA) pupils.

OVERSUBSCRIPTION CRITERIA

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. **Sibling / Current Family Association** - a brother or sister attending Milstead & Frinsted CEP School; in this context brother or sister means children who live as brother or sister in the same house on role at the time of entry, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live 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 the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

3. **Children resident in the Parish of Milstead & Frinsted.** (Please see attached map) - a pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either:
   -owned by the child's parents, parents or guardians, or
   -leased or rented by the child's parent, parents or guardians under a lease or written rental agreement.
   If you live separately from your partner but share responsibility for your 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 weekdays.

4. **Children, who along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services of the Parish Church of St John the Baptist Church, Milstead & Frinsted and Children from families who are communicant members of the Church of England or other denominations affiliated to the British Council of Churches.** We would expect church attendance to be no less than twelve visits during a calendar year. Please see supplementary application form below.

5. **Medical / 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 Milstead & Frinsted CEP 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 Milstead & Frinsted CEP 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 school.

6. **Children of school staff.** A child of a current member of staff of the school will be considered eligible for a place at the school.

   Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

   a) 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
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. **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.

Applications

Applications for entrance should be made through Kent Primary Admissions Scheme, if applicants live outside the area at the time of application, these should be made through their home local authority. You will be required to complete the Reception Common Application Form (RCAF) online through the KCC website www.kent.gov.uk/ola. Telephone 03000 412121. National closing date for applications is 15 January and National offer day is (this is usually 16 April or the next closest date in each admissions year). Late applications will be placed on a waiting list and places allocated based on the above criteria.

Tie Breaker

In the unlikely event that two or more children are unable to be separated and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a number and drawn randomly, this must be supervised by someone independent of the school, to decide which child should be given the place.

Appeals

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the clerk to the Trust Board. The Appeals Committee will notify the Appellant of the outcome:

a. Appeals must be lodged in line with the Local Authority's published date (14 May 2027), except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
b. The School will acknowledge an appeal within seven working days of it being lodged.
c. Appeals relating to other admissions can be made at any time.

DEFERRED ENTRY FOR INFANTS

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

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 instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

d. whether the child is 'summer born' and is seeking admission to a year group other than the Reception Year (or is seeking admission to the Reception Year rather than Year 1);
e. information about the child's academic, social and emotional development;
f. where relevant, their medical history and the views of a medical professional;
g. whether they have previously been educated out of their normal age group; and
h. whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception Year place will be considered alongside applications for the Reception Year.

Right to Withdraw a Place:

After a place has been offered Milstead & Frinsted CEP School reserves the right to withdraw the place in the following circumstances:

i. When a parent has failed to respond to an offer within a reasonable time; or
j. When a parent has failed to notify the school of important changes to the application information; or
k. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Waiting Lists:

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 July 2027, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the Local Authority's fair access protocol they will take precedence over those children already on the list.

Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

Applying for a deferred entry to school

"Where a need is demonstrated and we can be assured it is in the child's best interest, Kent invariably supports parents in applying for Community or Voluntary Controlled Schools outside the expected age range. We currently ask our Community and Voluntary Controlled Schools to provide parents with a letter detailing their support of a child's case. Where schools have provided this letter to parents, KCC will always allow the child to apply in the following round. This letter should be attached to a paper application and sent to the Admissions team. "

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted.

As per the DfE School Admissions code, paragraph 2.17, 20214 …"parents of a summer born child may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of normal year group - in reception rather than year 1."

Reception class is defined in section 143 of the School Standards and Framework Act 1998 as "a class in which education is provided which is suitable to the requirements of pupils aged five…"and is referenced as such in sect 1.2 of the 2021 Schools Admissions Code as "the relevant age group" for entry to primary education.

The DfE also clarified in their "Advice on Summer Born Children", published July 2013, that "There is no statutory barrier to children being admitted to school outside their normal year group", and that there "are no statutory barriers to admitting a child of five to a reception class".

"Making a decision in the child's best interests' We are aware that, in making their decision, many admission authorities have focused on whether the child has any particular medical or special educational needs which mean their development is significantly below the expected levels for a child of their age.

The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

If you meet the criteria you qualify for an interview with the headteacher, parents have to attend the school with their child and put forward their case. The headteacher's decision is final.

Deferred applications cannot be made online and have to be made on paper. They are however not guaranteed a place following interview. Applications should be made through KCC following the usual procedure, KCC may not allocate the school which has given assurance for deferred entry.

In-Year (Casual) Admissions

Applications for a place at the school should be made via the school office at The Our Community Multi Academy Trust c/o Milstead & Frinsted Church of England Primary School, School Lane, Milstead, Sittingbourne, Kent, ME9 0JS, where you will be sent an application form. This form must be returned to the above address who will offer a place, if one is available and the child meets the criteria for admission. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Milstead & Frinsted Church of England Primary School

Supplementary Information Form

Personal details **Please complete unshaded areas only**	
Child's full name	
Date of birth	**Contact No.**
Home Address **Postcode:**	
Full names of parents/guardians ***Note if applying under criteria 1 please attach a letter from the relevant Local Authority confirming the LAC status of the child.**	
Church attended by parents/guardians –	
Signed (Incumbent): _____ **Church :** _____ **Date :** _____ **(Note, if applying under criterion 4 you will be required to provide a letter from your minister confirming that you are a communicant member of a church affiliated to the British Council of Churches and have attended on at least 12 occasions in the last 12 months)**	