Holy Trinity & St John's CE Primary School

Admissions Policy 2026-2028

Aims and Objectives

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Although we are a school that promotes a Christian ethos, we are an inclusive school that welcomes children from different faiths, those families who do not have a faith, from different backgrounds and abilities. All applications will be treated by the Local Authority on merit and in a sensitive manner.

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

General Admissions Arrangements

This policy applies to admissions in the academic year 2026-2027. The number of children who will be admitted in this admission cohort is 60.

Holy Trinity & St John's CE Primary School Admissions Oversubscription Criteria

In the event of oversubscription, Kent County Council will manage Holy Trinity & St John's CE Primary School's admissions and oversubscription criteria as set out in the policy.

Where the number of applications is greater than the published admission number, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order (before theapplication of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly):

1. Children in Local Authority Care or Previously in Local Authority Care

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

Children Previously in Care Outside of England

Children who appear to KCC 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Siblings of Pupils Attending the School

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step-brother or sister, or other child living in the same household including foster children who, in any of these cases, will be living with them at the same address at the date of their entry to the school. Unfortunately, if an older sibling is attending school in Year 6, parents will not be able to claim a sibling link for the younger child, as the older sibling will be transferring to secondary school.

3. Health, Social and Special Access Reasons (medical)

This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend Holy Trinity & St John's CE Primary 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 our school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and Holy Trinity & St John's CE Primary School.

4. 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.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, the LA will enforce the procedure set out above in order to determine whether a child is accepted or not. It is the LA's wish to allow parents and carers the right to have a place at the school of their choice. However, this is not always possible, due to the excessive demand on the school places available. The school does not have a specific catchment area.

School Waiting List

If the school is oversubscribed, or where no vacancies are available at the time of application, unsuccessful applicants will be offered a place on the schools waiting list. This list is maintained across the academic year. The school waiting list will be re-ranked in line with the published over subscription criteria every time a new child is added.

Year R Primary School Applications for September 2027

All parents/carers wishing to apply for their child to start school in September 2027 must apply before the closing date 11.59pm Friday 15th January 2027. The applications will open on Friday 16th November 2026. You can apply online before the closing date at the following website address: www.kent.gov.uk/ola

All parents/carers will be sent an email after 4pm on Friday 16th April 2027 to tell them which school they have been offered.

Process of Admission

- We admit children in September when they are 4 years of age.
- Open Days for perspective parents/carers are held in Term 2 and Term 3
- New children (4 years of age) are gradually phased in during September.
- In Term 6, prior to admission, parents/carers and children have several opportunities to meet their child's new teacher including after school taster session and teddy bear's picnic
- Senior Leaders meet with every parent/carer individually prior to their child starting school
- Our Inclusion Leader and Year R teachers will meet with as many pre-school settings as possible prior to September to discuss our new children's learning styles, likes, dislikes and friendship groups.
- For 'in year' admissions, parents/carers are invited to make an appointment with the Headteacher to have a tour of the school

Summer Born Children

If your child was born between 1st April and 31st August, they are known as a summer born child. You can read the Department for Education's (DfE) advice for parents guide for summer born children starting school here.

Summer born children do not reach compulsory school age until the following September when they would normally join Year 1. This means that you have 4 options to consider when deciding how your child will start school:

Option 1: Start Reception Year at the Usual Time

Your child can start full-time in reception year in September 2027 following their 4th birthday. This means you would apply for your child's reception place in the usual way.

Option 2: Start Later in Reception Year

Your child can delay their start in reception year until later in that academic year, but no later than the beginning of the final term in April 2027 to retain their place. If you wish, your child may attend part time until the end of that school year. Apply for your child's school place at the usual time and discuss your plans with your offered school.

Option 3: Start from Year 1

Your child can defer for a whole year and join Year 1 in September 2028 following their 5th birthday. This would mean your child would miss reception year. Apply through the in-year process towards the end of the summer of 2027.

Option 4: Defer to Start Reception in 2028

Or, request for your child to defer for a whole year and join reception class in September 2027 following their 5th birthday. You need agreement for your child to be taught outside their age group. These requests are not automatically granted.

How to make a request:

1. Read the Department for Education's (DfE) advice for parents guide for summer born children starting school.
2. Research the school(s) you're interested in and enquire regarding the provisions and support available.
3. Place a request directly to each of your preferred school(s) in writing. It is recommended that parents make a request to more than one school.
4. Apply for your child's school place at the usual time in September 2026 in case your requests are refused.
5. The school(s) will tell you their decision in writing.

How your request is considered:

A decision will be made based on the circumstances of the case and in the best interests of the child by Kent County Council, the view of the Headteacher of the school(s) concerned must be taken into account.

The admissions authority for Holy Trinity & St John's CE Primary School is Kent County Council.

Things to consider:

You should consider the following carefully before you decide to request deferred entry to reception year:

- Your written agreement does not guarantee your child a place at the school. KCC process deferred applications in the same way as all applications and offers are made based on the school(s) oversubscription criteria.

- If you are not offered a place at one of your preferred schools, you are not guaranteed a reception place in an alternative school.
- The DfE have confirmed that generally children do not need to delay their admission to school or be educated outside of their age group.
- The DfE have confirmed they do not intend to change legislation to give parents the right to decide which year their summer born child will start school. Making a request to defer entry will remain a requirement.
- You are not expected to include evidence to support your request to defer entry but where you do, it must be specific to your child.
- You will need to complete a similar process when children who are taught out of year group transfer to secondary school, or to junior school if they attend an infant school.
- Parents should consider the possible implications for their child when they are educated out of their normal age group.
- For further information, email primaryadmissions@kent.gov.uk or read the Department for Education's (DfE) advice for parents guide for summer born children starting school.

Applying for an In-Year Admission

If a child is already at school and a parent/carer wishes to apply for a school place please refer to Kent's 'in year' admission page for information.

Holy Trinity & St John's CE Primary School follows the process for Primary In-Year Admissions as published by the Local Authority. In-Year applications for Holy Trinity & St John's CE Primary School should be made direct to the school, using a separate copy of the Local Authority's In Year Casual Application Form (single IYCAF) for each child and each school applied for. The school will inform parents and the LA if an offer can be made. If we are unable to offer a place you will be told how to appeal and how to place your child's name on the school waiting list. More information can be found on the admissions link on our school website: www.holytrinitymargate.co.uk

Admission Appeals

If we cannot offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. The deadline for lodging primary appeals is now Monday 17th May 2027. An independent appeals panel then meets to consider all appeals by parents/carers who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that a child should be admitted to our school, then we will accept this and continue to do all we can to provide the best education for all the children currently at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals)

Telephone contact number for Primary Admissions: 03000 412121

Please refer to the Local Authority guidance for more details on admissions to our school.

Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures

Review

This policy has been reviewed alongside an Impact Equality Assessment.
This policy is reviewed annually with the Governing Body in the light of any changed circumstances in our school, the local area or the Admissions Authority.

Headteacher: September 2026
To be reviewed: September 2027