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

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Reculver Church of England Primary School

Trust Admissions Policy for September Entry 2025 - 2026

Date of next Review: September 2024

We show love and compassion for others by truly helping them, and not merely talking about it."
1 John 3:18

Our values, interwoven through all aspects of school life, spring from our faith in Jesus, the person and His stories. Following His example, everyone is loved and encouraged as an individual in an inclusive, stimulating environment, empowering us all to become compassionate citizens and resilient lifelong learners who reach their potential.

Admissions Policy 2025/2026

Introduction

This policy applies to the following schools in Aquila; The Diocese of Canterbury's Academy Trust

All Souls CE Primary School, URN 146950
Archbishop Courtenay CE Primary School, URN 139822
Brenzett CE Primary School, URN 143517
Charing CE Primary School, URN 144835
Charlton CE Primary School, URN 141659
Eastchurch CE Primary School, URN 148118
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.

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 the DFE School Admissions Code, children with Statements of Special Educational Need which name a School within the policy in the statement will be allocated a place at the school 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) s 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. ‘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 who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

3. Children of Staff

Priority will next be given to children of staff at the school, 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 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.
Where more than one application rank with the same level of priority we will measure the distance by a straight-line between a child's home and the school with the shorter distance receiving the higher priority.

Distances will be calculated electronically using the local authority digital mapping software and Ordnance Survey 'National Address Base' (Local Land & Property Gazetteer (LLPG) coordinates for the preferred school and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

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), random allocation, where drawing of lots by an independent responsible person of good standing, supervised by a similarly independent person, will be used 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 school reserves the right to withdraw the place in the following circumstances: -

- when a parent/carer has failed to respond to an offer within 30 working days
- when a parent/carer has failed to notify the school of important changes to the application information
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

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.

Waiting Lists
Each school will operate a waiting list for each year group. 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the school office within 40 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is published on our website.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc. 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 6 after their child reaches compulsory school age. Places cannot be delayed to the next academic year, within the Reception cohort.

Admissions of children outside their normal age group

Parents may seek a place for their child outside their normal age group in exceptional circumstances, for example, if the child has significant educational needs and it is recommended by a professional or has experienced problems such as ill health. If parents wish to do this they must contact the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school 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.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the pupil's:

- Academic ability
- Social and emotional development
- Views of the parents or carers and Headteacher; and
- Any additional relevant information available such as evidence provided by professionals from other agencies.

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the pupil would be able to cope with the personal development whist being with a year group who are of a different age. In order to support any application parents will need to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents or carers have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

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 children outside of the usual admissions round for an admissions year, will be classed as an in-year admission. The allocation of places for in year admissions will be in accordance with the same oversubscription criteria above. Applicants must complete the in-year admissions application form which can be found here.

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
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
Eastchurch CE Primary School	Warden Road, Eastchurch, Sheerness, ME12 4EJ	office@eastchurch.school	01795 880279	https://www.eastchurch.kent.sch.uk/	30
Kennington Academy	Upper Vicarage Road, Kennington, Ashford, TN24 9AG	office@kennington.school	01233 623744	https://www.kenningtonacademy.co.uk/	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