SELSTED CHURCH OF ENGLAND PRIMARY SCHOOL

Here at Selsted, in our unique rural setting, we provide a happy, safe, stimulating environment where children develop a love of learning. Through mutual respect and trust, children are given a voice and responsibility. We are brave, resilient, and committed to making the impossible possible through God's loving care.

ADMISSIONS POLICY

Date written:	**September 2025**
Date reviewed:	**September 2026**
Date of next review:	**September 2027**
Signed: Chair of Governors	
Signed: Headteacher	

Reception Class
Each year we admit 15 pupils in the September of the academic year in which they are 5 years old. Birth Certificates have to be presented to the school for admission to take place.

Application Process
As a Voluntary Controlled School, we apply the Kent County Council Co-Ordinated Scheme, using the Common Application Form (RCAF) of Kent LEA. Parents wishing to apply to Selsted CE Primary School school can either collect the application form from school and fill it in, expressing their preferences, or apply online. Applications are sent to the LEA, who allocate places at schools according to the relevant admissions criteria. Our pupils come from a wide area of neighbouring villages.
Where the number of applicants exceeds the number of places available, the following over-subscription criteria apply:

1. Children in Local Authority Care (Looked after children). Looked after children refers to children who are in public care. This includes adopted children.

2. Current family association. Where a brother or sister is in the same school at the time of entry and lives at the same address as when the sibling was admitted or is within 2 miles of the school.

3. Health and special access reasons. A child who, due to health or physical impairment, needs to attend a particular school. Evidence needs to be supported in writing by a medical practitioner.

4. Nearness of child's home and ease of access to school. Distances are measured in a straight line by KCC using software that uses a defined point within the child's home and a defined point within school as specified by the Ordnance Survey. Parents will be advised of the school allocated to them by KCC. If parents are declined a place, they have the right to appeal against a decision to the LEA if they wish. This will then go to a School Admission Appeal panel.

Deferring a Reception Place
If a child is born between 1st April and 31st August they are 'Summer Born'. Some parents may feel that their child is not ready to start school following their 4th birthday and can defer for a year. Agreement from the school should be sought, however the school are not able to 'hold' a space for a deferred space.
A decision will be made between the parent and school as to the most appropriate action moving forward. If a parent wishes to start their child in Year One they would be required to complete and in year application form (IYAF). If they wish to start in Reception but a year later they should apply at the specified time and defer the place.
More advice can be found here :

Summer Born Children - Advice for parents

Admissions to Year Groups other than Reception

These can occur at any time of the year and are referred to as 'In Year Admissions'. In order to apply, you will need to complete an In Year Admission Form (IYAF) which can be obtained from the School Office. If a place is available, we will inform you and write to you offering you the school place. This place must be accepted or declined within 10 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.

Useful websites

Kent County Council Primary Admissions page:
https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places#tab-4

Determined Admissions Arrangements for Oversubscription Criteria 2022/23
https://www.kent.gov.uk/__data/assets/pdf_file/0007/117835/Primary-determined-admissions-arrangements-for-community-and-voluntary-controlled-schools-2022-23.pdf