



**Admissions Policy**  
January 2025  
Next Review: January 2026

# Admissions Policy

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## Introduction

The Anthony Roper Primary School is a Foundation School and so the Governing Body is the admissions authority. However, the Governors of The Anthony Roper Primary School will comply with national admissions legislation and work in co-operation with Kent County Council in order to operate within the local authority’s admissions scheme. The Anthony Roper Primary School will have one intake per year. Below are our proposals for admissions for 2026/27.

**Our published admission number is 30.**

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan (EHP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

## Oversubscription Criteria

Our proposed oversubscription criteria are set out below.

In priority order:

### Looked After Children and previously Looked After Children

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.



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Sibling/Current Family Association.

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters, regardless of distance.

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 a particular 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 a particular 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 particular school.

Children of Members of Staff.

A child whose parent is a member of staff employed at the school for two or more years at the time at which the application to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. In this context, child includes adopted and foster children.

Distance/Nearness of Children's Home 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.

**Random Allocation**

Random allocation will be used as a tie-break in the category above (Distance/Nearness to Children's Home to School) to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

**Withdrawal**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- 1) when a parent has failed to respond to an offer within a reasonable time; or
- 2) when a parent has failed to notify the school of important changes to the application information; or
- 3) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

The school follows the admissions procedure established by the Local Authority (LA). Applications for Yr R children are made on the Kent LA Common Application Form (RCAF). The LA will notify parents of the outcome of their application.



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### Waiting List

The school does operate a waiting list for available places. For a child to remain on the waiting list and to renew interest, parents need to telephone or email the school. If a place does become available the school will contact the parents/carers to ask if the place is still required. The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

### Deferment of Entry – Reception Year

Every child is entitled to a full-time place in the September following their fourth birthday. Entry may be deferred until the term following their fifth birthday but not beyond the beginning of the final term (summer). All pupils are also required to be in full time education by the term following their fifth birthday.

Where parents wish for their summer born children to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then re-apply through the In-Year Process during the last month of the Reception Year.

### Admission Outside of Expected Year Group

Applications for pupils to be admitted outside of their normal age group will be considered by the School Admissions Authority in consultation with the Headteacher, taking into account the needs and abilities of individual children.

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school 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.

### In Year Casual Admissions

Applications for the admission of older pupils, casual vacancies and late applications to reception that are received after the deadline for re-allocation will to be made to the school.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office. Enquiries relating to the process can be made via e-mail [kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk). Information and IYCAFs are also available on the Kent County Council's website to read and print or from the school office.



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