Our school is a beacon of light. A place where every child and adult is encouraged to shine brightly and reach their full potential. Through curiosity, courage, and compassion, we shine like a lamp in our classrooms, like a village on a hill in our community, and like shining stars across the wider world.

Stelling Minnis CE Primary School

Admissions Policy

Ratified October 2025
Review: October 2026

Stelling Minnis C of E Primary School
Admissions Policy

Stelling Minnis Church of England Primary School is committed to offering a primary education of the highest quality to each child. The school deliberately sets out to create the right environment for all pupils, to allow them to develop in the way and at the pace appropriate to them. As a controlled Church of England School, we provide a secure, happy and stimulating learning environment where Christian faith leads our way. We aim to foster a true and lifelong desire to learn by presenting children with a wide and challenging curriculum set firmly within the guiding principles of Christian values, which we teach and model through all aspects of school life. Our specific Christian values are Love, Respect and Perseverance.

Introduction

It is the policy at Stelling Minnis CE Primary School to admit pupils in the September of the academic year in which they are 5 years old. We are an inclusive school, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice. The only restriction on entry is on the total number of pupils in our school, where there is an excess demand on places available.

Visits

We encourage all parents and children to visit the school prior to starting and to place their name on a list of future entrants. All children make several visits to school prior to entry, once a place has been offered and accepted.

Legislation

As a Voluntary Controlled primary school, our admissions arrangements are determined by the LEA in line with the current legislation:

Schools Standards and Framework Act 1998 and the Education Act 2002.

The current determined arrangements for the coordinated scheme for primary admissions are available for view at www.kent.gov.uk

Published Admissions Number (PAN)

The current PAN for our school is 15 children to be admitted in the academic year that they are 5 years old.

Admissions scheme

The school takes part in the admissions scheme using the Common Application Form (RCAF) of Kent LEA. Parents can either collect the application form from school and fill it in, expressing their preferences, or apply online.

https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places

Applications are sent to the LEA, who allocate places at schools according to the relevant admissions criteria.

Oversubscription Admissions criteria

In the case of the school being oversubscribed the following criteria for oversubscription are used:

1. Looked after children.
Looked after children (LAC) refers to children who are or were in public care. This includes adopted children and children previously in care overseas (PLAC). These children may be accommodated in children's homes, foster homes, or may be living at home or with extended families on Care Orders. Some children are looked after by virtue of being unaccompanied asylum seeking children. Children who were previously looked after in care internationally (IPLAC) now receive the same priority in this category since 2021.

2. Current family association.
Where a brother or sister is in the same school at time of entry and lives in 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.

Notification and Appeal

Parents are advised of the school allocated to them by the LEA. They can then accept the offer or request their child be reallocated to another school.

Parents have the right to appeal against a decision to the LEA if they wish. This will then go to a School Admission Appeal panel, whose decision is binding for all parties.

In-Year Admissions

In Year Casual admissions are dealt with by the school. The school holds its own waiting list, if there is no place available in the year group. Once they become available, places are allocated according to the oversubscription criteria.

Admissions Outside of Year Group

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. The school will follow KCC advice in encouraging pupils to start in their proper chronological year, but will accept pupils who are summer-born to start in Reception the term following their 5th birthday, if appropriate.