



Admissions Policy

2026 – 2027

This policy was ratified on:

January	February	March	April
May	June	July	August
September	October	November	December
2025	2026	2027	2028

This policy will be reviewed on:

January	February	March	April
May	June	July	August
September	October	November	December
2025	2026	2027	2028

Signed <i>David Roche</i>	Chair of Governors <i>David Roche</i>
Signed <i>Nicky McMullon</i>	Head Teacher <i>Nicky McMullon</i>

Admissions Policy

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1. Introduction

Rodmersham School is a small, inclusive primary school committed to ensuring that every child receives the best possible start to their educational journey.

The purpose of this policy is to set out the arrangements for the admission of pupils to the school in accordance with the statutory requirements of the **School Admissions Code (2021)** and **Kent County Council (KCC)** coordinated admissions scheme.

Rodmersham School values each child as an individual and welcomes all pupils irrespective of background, ability, or need.

2. Legal Framework

This policy complies with the following legislation and guidance:

- **School Standards and Framework Act 1998**
- **School Admissions Code 2021**
- **School Admission Appeals Code 2022**
- **Equality Act 2010**
- **Children and Families Act 2014**

The Local Authority (Kent County Council) coordinates all applications for Reception places, and the school follows the KCC Admissions guidance.

3. Published Admission Number (PAN)

The **Published Admission Number (PAN)** for Rodmersham School is **10** pupils for entry into **Reception each academic year**.

This means that the school will admit up to 10 pupils into the Reception class in the September intake.

Where fewer than 10 applications are received, all applicants will be offered a place.

4. Admissions Process

Applications for places in Reception are made via the **Kent County Council (KCC)** online admissions portal.

The process follows the KCC coordinated timetable for primary school admissions, which includes:

- **Application period:** November to January
- **National Offer Day:** April
- **Deadline for accepting or declining offers:** May

All parents are strongly encouraged to list Rodmersham School as one of their preferences when applying.

5. Oversubscription Criteria

If the school receives more applications than the number of available places (PAN 10), places will be allocated according to the following **oversubscription criteria** in priority order:

1. **Children in Local Authority Care** or previously looked after children.
2. **Siblings** of pupils currently attending Rodmersham School at the time of admission.
3. **Children with exceptional medical or social needs**, where the school is deemed the most suitable placement. Supporting evidence from a medical professional or social worker must be provided.
4. **Children of staff** at the school, where the member of staff has been employed for two or more years at the time of application, or has been recruited to fill a post for which there is a demonstrable skill shortage.
5. **Proximity to the school** – distance will be measured in a straight line from the child's home address to the school using KCC's online measuring system.

6. Tie-Breaker

If multiple children meet the same criterion and there are insufficient places, the **distance from home to school** (as measured by a straight line using KCC's GIS system) will be used as a tiebreaker.

If two or more applicants live the same distance from the school (for example, in a block of flats), random allocation will be used, supervised by an independent person.

7. Waiting List

If the school is oversubscribed, a **waiting list** will be maintained by Kent County Council until **31 December of the admission year**, after which the school will maintain its own waiting list.

The waiting list will be ranked according to the oversubscription criteria, not the date the application was added.

8. In-Year Admissions

Applications for a place during the school year (outside of the normal Reception intake) should be made directly to **Rodmersham School**.

If a place is available within the PAN for the year group, it will be offered.
If not, the applicant will be placed on the waiting list.

The school follows the **KCC In-Year Admissions Guidance** and will notify the Local Authority of all admissions and refusals.

9. Admission of Children Below Compulsory School Age and Deferred Entry

Children are entitled to a full-time place at school in the September following their fourth birthday.

However, parents may:

- Request that their child attends part-time until they reach compulsory school age, or
- Defer the start date until later in the school year (but not beyond the beginning of the term following their fifth birthday).

If parents wish to defer or request part-time attendance, they should contact the Headteacher in writing.

10. Admission of Children Outside Their Normal Age Group

Parents may request that their child be admitted outside their normal age group, for example where a child is gifted and talented or has experienced problems such as ill health.

Each request will be considered on its individual merits in consultation with the **Headteacher, Governing Body, and KCC Admissions Team**.

11. Appeals

If a place is refused, parents have the right to appeal to an **Independent Appeals Panel** in accordance with the School Admission Appeals Code (2022).

Appeal forms and further information can be obtained from **Kent County Council** or the school office.