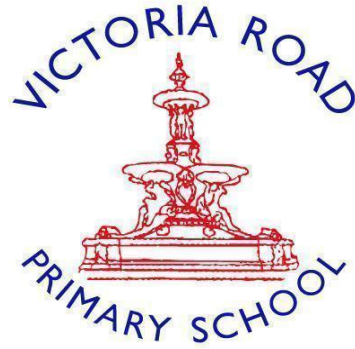


Victoria Road Primary School Admission Policy



POLICY DOCUMENT

Approved by: FGB

Date: September 2025

Date of next review: September 2026



ADMISSIONS CRITERIA

Victoria Road Primary School follows the most recently available KCC Admissions Arrangements as can be found here: [Primary determined admissions arrangements for community and voluntary controlled schools 2024/25 \(PDF, 1.2 MB\)](#) For more information and detail, please do refer to these.

The school has a standard number of 30 children in each class, which cannot be exceeded, without referral to the governing body. Although the Published Admissions Number (PAN) for Victoria Road Primary is 206 based upon the size of the school buildings, the school is committed to accepting 210 onto the school roll. The school accepts that children with an Education, Health and Care plan (EHCP), which names the school, will be admitted.

For admission to our Reception Class in September each year, the LEA will send the school a list of all applicants. The school will apply the oversubscription criteria (outlined below) and return a list of pupils ranked in priority order to the LEA. The LEA will make offers to the parents of pupils. In the case where the LEA can see that more than one school, including Victoria Road can offer a place, then the LEA will ensure the pupil is offered a place at the family's highest preference school with a vacancy. The lower offer will then lapse.

Casual admissions will follow the same criteria, listed below, and will be managed by the school and referenced to the Code of Conduct.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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.
- Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or

- if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the ‘Nearness’ criterion’ (below). If sibling priority is lost, it will not be reinstated for any reason. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- 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 mean 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.
 - Nearness of children's homes 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 an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant’s address is to the school.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child’s first preference. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This will be supervised by someone independent from the school. 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 LA 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. Waiting list will be held for at least the first term of the academic year in oversubscription criteria order. 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 after their child reaches compulsory school age. Requests for admission to Reception 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 Reception Common Application Form (RCAF) 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. Further advice is available at www.kent.gov.uk/primaryadmissions

For further information on admissions please visit the LEA Admissions website www.kent.gov.uk/primaryadmissions