

# Elham Church of England Primary School

Creating lifelong learners guided by God's teaching.



## Admissions Policy

September 2027

Based on the DfE document "Working Together To Improve School Attendance" Published February 2024 (applies from 19th August 2024)

### Our School Vision

At Elham, we believe that every child is a unique gift from God, with their own potential to flourish and grow. Guided by Christian faith and love, our school is a nurturing community where all are welcomed, valued, and inspired to aim high, act with compassion, and live with integrity. We instil a deep sense of **faith**, hope, and purpose, encouraging our pupils to act with **empathy** and serve others with love.

We are committed to **achievement for all**, ensuring that every child—regardless of background or starting point—is supported and challenged to thrive. We are guided by a belief in encouraging children to dream boldly and persevere with purpose. Learning is our purpose and commitment.

We are a **community**, deeply rooted in our rural location and influenced strongly by our local parish. We are here for our children and their families, and we recognise the central role we play as a part of our village.

We celebrate ambition and through a rich and inclusive curriculum, we help our children grow into confident, kind, and thoughtful individuals who make a positive difference in the world.

## Our Narrative

### New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

5 Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" 6 He was testing Philip, for he already knew what he was going to do.

7 Philip replied, "Even if we worked for months, we wouldn't have enough money<sup>[a]</sup> to feed them!" 8 Then Andrew, Simon Peter's brother, spoke up. 9 "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

10 "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) 11 Then Jesus took the loaves, gave thanks to God, and distributed them to the people. Afterwards he did the same with the fish. And they all ate as much as they wanted. 12 After everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted." 13 So they picked up

the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves. 14 When the people saw him<sup>[b]</sup> do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"<sup>[c]</sup>

## Elham Church of England Primary School

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with three specific values (respect, support and inspire) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

### **Introduction**

This policy complies with statutory regulations and the code of practice, and in cases of conflict, these regulations will apply.

As a Church of England Aided School, it is hoped that parents who wish their children to attend will be in sympathy with and participate in the Christian teaching provided.

### **Procedures**

An annual Open Day takes place at the end of Term 2, and parents are invited to contact the school for further information. Parents are also invited, should they wish, to make an appointment to tour the school with the Headteacher to view and learn more about the school. We recommend that your child comes with you, so they can experience the school for themselves before the application is completed. Applications should be made directly to the local authority, and parents are to apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2027 to July 2028).

The Published Admissions Number (PAN) for the Reception Year in September 2027 is 15.

## **Oversubscription Criteria**

Where the school is named in a child's Statement of Special Educational Needs or an Education Healthcare plan, the child will be admitted to the school. The Published Admission Number (15) will be reduced accordingly before others are considered for the remaining places available.

The School will offer places in accordance with the following criteria in this 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. Sibling. Where a brother or sister is attending Elham Primary School at the time of entry and lives at the same address as when the sibling was admitted or has moved to a property within 2 miles of the school. If the older sibling is currently attending Elham Primary School in Year 6, you cannot claim a sibling link for the younger child, as the older child will be transferring to a secondary school in September.
- 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 they have a demonstrable and significant need to attend a particular school. Such claims must be supported by written evidence from a suitably qualified medical 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 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.

Parents will be advised of the school allocated to them by KCC. If parents have declined a place, they have the right to appeal against a decision to the LEA. This will then go to a School Admission Appeal panel.

### **Additional Information**

Elham Church of England Primary School will follow the Local Authority procedures relating to waiting lists, appeals, and late applications; further details are available on the Local Authority website [www.kent.gov.uk](http://www.kent.gov.uk) where parents can access the 'Admission to Primary Schools in Kent' booklet. A waiting list will be held in oversubscription criteria order. In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the Governors' refusal to offer a place for their child in the school. The Headteacher will supply details of the procedure on request. This right does not apply if your child is refused admission for a place in a year group outside their normal age-appropriate group.

### **Tie Breaker**

In the unlikely event that two or more children are unable to be separated and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a number and drawn randomly. This process will be independently supervised.

### **Appeals/Waiting Lists**

Parents have the right to appeal against the refusal of a place. If they are unhappy with the decision, they can appeal to an independent panel for a place. Please contact the LA for details about the appeals process.

<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

### **Parental Right to Defer Entry**

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. The school will consider each request on a case by case basis.

### **Admissions for Children Outside Their Normal Age Group**

Requests for admission to Reception outside of the normal age group should be made to the Headteacher 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. Each case will be considered individually on its merits. Parents are not expected to provide evidence to support their request, however, if provided, it must be specific to the child (e.g. medical or Educational Psychologist reports). While professional evidence is not required, failure to provide this may impede a school's ability to agree to a request for admission outside the normal age group.

Parents must still apply for the normal point of entry at the same time, in case their request is declined. This application can be withdrawn if the request is approved.

Deferred applications must be made via Common Application Form (CAF) to the Local Authority, with written confirmation from the Headteacher. 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 the school's oversubscription criteria.

### **Useful link**

Kent County Council Primary Admissions page: <https://www.kent.gov.uk/education-and-children/schools/school-places/primary-schoolplaces>

**This policy was approved by the Governing Body on: 21<sup>st</sup> January 2026**

**Signed: *Ed Robbins***  
**Chair of Governors**

**Date: 21<sup>st</sup> January 2026**

**Signed: *Joe Magliocco***  
**Headteacher**

**Date: 21<sup>st</sup> January 2026**