Jubilee
PRIMARY SCHOOL

Admissions Policy 2027/28

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Introduction

Jubilee Primary School is a school for the whole community, which provides an alternative choice for parents in the town. We are a school with a Christian ethos but do not require church membership as an admission requirement. We want to encourage people of all faiths, or none, to consider our school as the first choice for their children's education. We will provide a safe environment in which individuality is valued, diversity is celebrated, and a strong sense of self-worth imparted. Staff and parents/carers will collaborate, working towards the common goal of enabling every child to excel and progress in life. A strong family ethos will provide an environment in which trusting relationships can be cultivated.

Jubilee Primary School will act in accordance with all relevant provisions of the statutory codes of practice[1] as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to an Admission Authority shall be taken as reference to the Governing Body of Jubilee Primary School. The school will participate in determined admission scheme operated by the Local Education Authority, Kent County Council (KCC).

Published Admission Number (PAN)

Jubilee Primary School will have an agreed admission number (Published Admission Number or PAN) of 60 pupils per year, to be admitted into Reception if enough applications are received.

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) will comprise no more than 30 pupils with a single teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the infant class size limit.

Oversubscription criteria

In line with legislation, children with an Education, Health and Care Plan (EHCP) which names Jubilee Primary School will be allocated places before remaining places are offered in rank order. As a result of this, the published admissions number will be reduced accordingly**.** Where the school is oversubscribed, priority for places will be ranked according to the following criteria:

1. Looked after children in Local Authority care

A child for whom the local authority provides accommodation by agreement with their parents/carers or who is the subject of a care order under Part IV of the Children Act 1989. This criterion also includes previously looked after children. Previously looked after children are children who were looked after but have ceased to be so because they:

[1] School Admissions Code, 2021; The School Admission Appeals Code, 2022

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

2. Current family association

A brother or sister in the same school at the time of entry and the family continue to live in the same house as when the sibling was admitted or, if they have moved, live within two miles of the school or moved to a new property that is nearer to the school than the previous property as defined by the nearness criterion (below). 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. Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil (see above) may also be admitted even though it may result in the PAN being exceeded or the class size being increased above 30.

3. 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 our 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 our 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 our school. These should be returned to the school.

4. Child of staff at the school

The child of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, or who has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. For this criterion, a child is one who lives in the same house as the member of staff, including a natural child, an adopted child, step child or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion.

5. Nearness of children's homes to school

We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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. The address point reference for the property is taken as one end of a straight line with the address point reference for the school as the other. The same fixed address point on the school site is used for everybody. Points are not taken from the property's front door, central point or any other defined point, but rather the assigned point specified by the distancing software. It is these straight-line measurements that are used to determine how close a child's address is to the school. In cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, at more than one address, the distance the home at which the child sleeps for the majority of school nights (Sunday to Thursday) in the first academic year will be taken. In the unlikely event that a child spends an equal time at both addresses, the address that is closer to the school will be used. In the unlikely event that two or more applications come from families living exactly the same distance from the school, then the place will be offered according to shortest walking distance.

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.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from a school. In the unlikely event that two or more children live in the same block and 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 process will be independently supervised.

The Admissions Process

Jubilee Primary School will be participating in KCC's determined admission scheme. Detailed information and guidance are published in the KCC Primary Determined Coordinated Scheme for Primary Admissions. Parents will need to complete a Reception Common Application Form (RCAF) which is available from the school or online at www.kent.gov.uk/ola. The form should be completed and returned to KCC by no later than the published closing date. Applicants from other local authorities must apply via their respective websites

The children due to be admitted during academic year 2027/28 will be those born between 1 September 2022 and 31 August 2023.

The timetable for 2027/28 admissions will be that published by KCC nearer the time. The applications start date is likely to be in November 2026.

Parents/carers do not legally have to send their child to school until the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed

days are 31 December, 31 March and 31 August. However, to give as many children as possible at least eight terms in infant education, the school provides for the admission of children from the September following their 4th birthday.

Deferred entry into Reception

Where the school has offered a child a place at school, the child's parents can apply to defer the date their child is admitted to the school or to take the place up part-time, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year, for which it was made. The only restriction is that the child must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term.

This means that children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the summer terms at the latest if they are to keep their offer.

Parents/carers must apply in writing to the Head teacher about deferred entry into school.

Deferred entry into Year 1

Where parents wish for their summer born child 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 reapply through the 'In Year' process. These applications should be made during the last month of Reception Year. These In-Year applications will be assessed against the normal In Year admissions oversubscription criteria. Parents should note that their child will only be allocated a Year 1 place if the application meets the admissions oversubscription criteria and the school does not exceed its published admissions number.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children are educated in school with others in the same year group. A year group is based on a child's date of birth, not their ability or the amount of schooling they have already received. However, parents may request that their child is exceptionally admitted outside their normal age group. In addition, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The process for requesting admission out of the normal age group

As the admission authority, the school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This

will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

If the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school), the local authority and the school will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Requests for admission 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 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. There is no legal requirement for 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 a 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 Common Application Form (CAF) to KCC, 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, in accordance with the school's oversubscription criteria.

Notwithstanding the above provision for children being admitted outside their normal age group, the level of ability of a child or any special needs that he or she may have, with the exception of children with Educational, Health and Care Plans as detailed above, will play no part in the admissions policy of this school.

Parents have a right of appeal against the decision not to offer a place at the school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals

In accordance with the School Standards and Framework Act (SSFA) 1998, parents/carers have the right of appeal to an Appeal Panel independent of Jubilee

Primary School if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the School Admissions Appeals Code. The determination of the Appeal Panel will be made in accordance with the same School Admissions Appeals Code. Details of the appeal procedure can be viewed on KCC's website[2]. Parents/carers should contact the school with enquiries about the process.

Right to Withdraw a Place

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

i. When a parent has failed to respond to an offer within a reasonable time; or

ii. When a parent has failed to notify the school of important changes to the application information; or

iii. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of the academic year, will be operated using the same oversubscription criteria listed above. Each time a child's name is added to the waiting list the oversubscription criteria above will be applied to determine a fresh ranking of names. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

In-year admissions

Requests for admission to Reception made after the normal round of admissions (after 31 August 2027) and requests for places in other year groups are to be made directly to the school. All In-Year admissions to the school will be made in line with KCC's Determined Co-ordinated Scheme for Primary Admissions, Academic Year 2027/28. An application is to be made on an In-Year Casual Admission Form (IYCAF) available from the school or from the KCC website[3].

[2] http://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer

[3] http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school#

Determination

This Admissions Policy was determined by the Board of Trustees on 25/02/2025 and will be reviewed for subsequent determination by 26 March 2026.

Version date: 26 March 2026

Governor approval and review dates

Changes since last policy version

Version	Date	Amendment
Version 3	3 February 2021	All relevant dates on pages 5 and 8
		Addendum included
Version 3	October 2021	Guidance on Looked after children P4
Version 4	2 February 2022	All relevant dates on pages 5 and 8
Version 5	8 February 2023	All relevant dates on pages 5 and 8
Version 5.1	22 February 2023	Information inserted As a result of this, the published admissions number will be reduced accordingly. P3
		Information inserted This process will be independently supervised. P5
		Information inserted ... or to take the place up part-time... P5
Version 5.2	7 February 2024	All relevant dates on pages 5 and 8
		Change on Page 5 about properties or abodes not registered to the NPLG
Version 6	March 2026	Following the determined admission scheme operated by the Local Education Authority (KCC) based on the SAC. Pages 3 and 5
		Child living at different addresses P 5
		All relevant dates on Pages 5 and 8

Approval

This policy was reviewed and accepted by the Board of Trustees on

December 2025. This policy is due for review in December 2026.