

# St Matthew's High Brooms CE Primary School

Powder Mill Lane  
Tunbridge Wells  
Kent  
TN4 9DY



## Admissions Policy

**Headteacher: Mrs Carolyn Pollard**  
**Chair of Governors: Mrs Karen Stevenson**

**Ratified: Sept 2023**  
**Next Review: Sept 2024**

**Policy written by: Debbie Brown & Carolyn Pollard**

*Fulfilling God-given potential*

*Distinctive Christian values-  
Honesty, Kindness, Respect, Responsibility*

## ADMISSIONS POLICY

The Governing Body has adopted the Kent County Council admission criteria

<https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-202324>

and this is used when necessary. The criteria are:

- Before the application of oversubscription criteria, children with a **statement of special educational need or Education (SSEN), Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.
- **Children in Local Authority Care or Previously in Local Authority Care** - 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. Linked infant and junior schools are considered to be the same school for this criterion. 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 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 new build housing development requires a new school or the significant enlargement of an existing school the ‘Nearness’ criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

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.

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.

The school participates in the West Kent Admission procedure. Admission forms are issued to parents of prospective new entrants when received from the Local Education Authority in Autumn of the school year preceding the year of admission. Current details of this procedure are available from the Headteacher or the Admissions Officer. Places are usually allocated at the end of April or early May. Parents who are not given places for their children when the school is over-subscribed have the right to put their child’s name on a prioritised waiting list and also the right to appeal the decision to the Area Education office.

The school holds an unofficial admission list, which helps greatly with forward planning. Having a child’s name on the admission list does not guarantee a place in the school. This is because in cases of over subscription the KCC criterion overrides the admission list.

The school published admission number is 60. The Government does not allow any Foundation (Reception), or Key Stage 1 class to exceed 30, unless exceptional circumstances are agreed.

Prospective parents are most welcome to visit the school by appointment. Once admission has been agreed it is strongly recommended that children visit the school prior to commencing. Class visits are always arranged for new entrants during the term prior to their admission and there are parents’ meetings to support them in getting to know the school and the curriculum. The school is a Christian school, please refer to Home School Agreement on how we can work in partnership with our ethos and values.

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. In addition, the parents of a summer born child may choose not to send that 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 request should be made to the admissions authority, Kent County Council. Details of their admission process can be found here: <https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-202223#:~:text=Community%20and%20voluntary%20controlled%20schools,Council%20as%20their%20admissions%20authority.>

Admission to school is in September and part time arrangements can be made for the younger children by St Matthew’s School following advice from outside agencies such as pre-schools, STLS. Further details are available from the school.

In order to make admission as smooth as possible for both parents and children there is a Welcome to School Pack, which has various items of information.