Lady Joanna Thornhill (Endowed) Primary School

Admissions Policy

(For Admissions in the year 2025-2026)

Reviewed	September 2026
Date of next review	September 2027
Reviewer	Rachael Foster, Headteacher
Chair of Governors	James Coumbe

(This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.)

Article 2 – 'All children have these rights'
Article 23 – 'If I have a disability I have the right to special care and education'

Introduction

The admissions process should be simple, fair and easy for parents to use in selecting the preferred school for their children. This policy aims to achieve this and complies with current admissions legislation.

Lady Joanna Thornhill (Endowed) Primary School is part of the CARE Foundation and the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore, the Admissions Authority for the school.

Prospective parents are invited to view the school in the autumn before their child is due to start the following September. These visits may be in the form of group visits or by an individual appointment if necessary. Applications for school admissions have to be submitted to the Local Authority in mid-January for entry in September. If you would like to visit the school, please contact the school office on 01233 812781 for further details.

Admission Numbers

- Lady Joanna Thornhill (Endowed) Primary School is a two-form entry school
- For Reception aged children the school's published admission number (PAN) is 60.
- Although parents may wish to defer their child's school place until the start of the term following their fifth birthday we may not have the facilities to admit these children at the beginning of the academic year in which their birthday falls.
- Applications for admission must be received in line with deadlines set by the Local Authority and children will be 4 plus years of age on entry.

Application Procedure – for Year R places

- The school will follow the procedures, timetable and deadlines applicable to KCC's Co-ordinated Scheme for Primary Admissions.
- If there are more applicants than places, the Governors' Admissions Committee will meet to agree on the allocation of places based on the Oversubscription Criteria below.
- Once the PAN for the year group has been reached no other children can be offered a place. Any remaining children will automatically be entered onto a waiting list.
- Any parent whose child has been refused admission has the right to appeal against this decision. In these circumstances the school administrative officer will provide advice and an appeal form.
- For applications for September 2021onwards parents can arrange to visit the school and/or receive advice on the admissions process by contacting the school office.
- Before the application of oversubscription criteria, children with an Education, 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.

Oversubscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1) Children in, or previously in, the care of the Local Authority and have now been adopted (or became subject to a residence order or special guardianship order) This includes internationally adopted previously looked after children (IAPLAC)
2) Children with siblings in school at the time of entry (unless the sibling link is broken by the family *moving* more than two miles away from school)
3) Health, social and special access reasons
4) Proximity of the child's home address to the school, with those living nearer having higher priority.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would not be split and therefore will be offered together.

Withdrawal of an offer of a place

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

- when a parent/carer has failed to respond to an offer within a reasonable time; or
- when a parent/carer has failed to notify the school of important changes to the application information; or
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer

Admission for Year Groups Other than Reception

Parents seeking admission of children in years other than Reception should complete an online application form via the link: move to a different school online form. Parents are welcome to contact the school office to enquire about spaces and application process, but the online form must be completed. Paper copies of the form will not be accepted with effect from October 2026. Within the online form, parents to have the option to choose the school or schools they would like to apply for and then form is sent to us. Once the published PAN for the year group has been reached no other children can be offered a place. (In 2026 the PAN for Year R-2 is 60 and from year 3-6 is 64)

Appeals

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Lady Joanna Thornhill (Endowed) Primary School uses the services of KCC to set up the Appeal Panel Hearing. Parents should contact the school office in the first instance for an appeal form which should be completed and returned for the attention of the Clerk to the Governors.

If your child is due to start primary, infant or junior school in 2023 you can appeal between April and May 2023 (dates to be confirmed) to guarantee that your appeal will be heard by July 2023. For applications made in the normal admission round, appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 schools days from the deadline for lodging appeals where possible, or within 30 schools days of the appeals being lodged.

Notes

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.

Siblings: This includes: natural or adopted siblings; step or foster siblings; those who live as siblings in the same house. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.

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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate their child's needs. This must be sent to the Primary Admissions Team with the application form.

Proximity: 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. 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. A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Where parents live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Parents should consult the most recent Admissions guidance, published by KCC, for further information about how home to school distances are measured and defined including details about how blocks of flats will be treated and what constitutes a permanent or main residence.

Admission outside 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 the child's date of birth. This allows the school and admissions authority sufficient time to make a decision before the closing date. Each case will be considered on its own merits. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may 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 the school's ability to agree to a request for admission outside of the normal age group. 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 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.

This policy is reviewed annually by the Governing Body
Valid for 2026-2027 admissions