

Your guide to applying for a

# Primary School in Kent 2015

## **Reception Year**

for children born  
between 1 September  
2010 and 31 August 2011

## **Year 3 (Junior School)**

for children born  
between 1 September  
2007 and 31 August 2008

Apply online the simple fast and secure way  
[kent.gov.uk/ola](http://kent.gov.uk/ola)

# Contacts

Only one application per pupil will be accepted. If you apply online, do not complete a paper application as well. Keep your log on details safe and tell us your reference number whenever you need to contact us.

**The Admissions and Transport Office** is based at: Sessions House, County Hall, Maidstone, Kent ME14 1XQ

The telephone number for **Kent County Council's Contact Centre: 03000 41 21 21**, and they can put you through to the Primary Admissions Team or the Transport Team.

You can e-mail the Admissions Team on: ***primaryadmissions@kent.gov.uk***

Please note: Reception and Junior Common Application Forms will not normally be accepted if faxed to Kent County Council.

## Admission for Children with Statements of Special Educational Needs

The admissions arrangements for children with Statements of Special Educational Needs are the responsibility of Kent County Council. For advice on the arrangements to admit your child into school, you should contact your local SEN Officer through your local Additional Educational Needs and Resources offices which are listed below:

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### Districts of Canterbury, Thanet and Swale

East Kent SEN Team, Brook House, Reeves Way, John Wilson Business Park, Chestfield, Whitstable, Kent CT5 3SS

Telephone: **0300 333 6471** Email: ***SEN.resources-east@kent.gov.uk***

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### Districts of Ashford, Dover and Shepway,

South Kent SEN Team, Kroner House, Eurogate Business Park, Ashford, Kent TN24 8XU

Telephone: **0300 333 6470** Email: ***SEN.resources-mid@kent.gov.uk***

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### Districts of Dartford, Gravesham and Sevenoaks

North Kent SEN Team, Joynes House, 1 - 4 New Road, Gravesend, Kent DA11 0AT (as from January 2015)

Telephone: **0300 333 6469** Email: ***AEN.resources-west@kent.gov.uk***

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### Districts of Maidstone, Tunbridge Wells, Tonbridge and Malling

West Kent SEN Team, Worrall House, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE

Telephone: **03000 412206** Email: ***AEN.resources-west@kent.gov.uk***



# Online admissions

Apply online for a school place

Just go to Kent Online Admissions

[kent.gov.uk/ola](http://kent.gov.uk/ola)

A simple, fast, convenient process which opens at 9 am on 11 November 2014 and closes at midnight on 15 January 2015





# If you go to [kent.gov.uk/primaryadmissions](http://kent.gov.uk/primaryadmissions) you will see the following:

## Primary school places

You must apply for a primary school place if:

- your child is due to start primary or infant school (reception year)
- your child is at infant school (year 2) and is due to start junior school (year 3)
- your child is at primary school (year 2) and you want your child to move to junior school at the start of year 3
- If your child is at infant school (year 2) and you want to apply for a year 3 place at a primary school (rather than a junior school) you must apply for an **in year admission**.

Check the date your child can start school and when to apply

### What to do

#### Choose a school

- It's important to find out more about schools you are interested in before you decide to name them on your application form.

- You can name up to 3 schools.

#### Apply

- A simple, fast, convenient process which opens at 9 am on 11 November 2014 and closes at midnight on 15 January 2015.

- You can apply at any time of day.
- You can log on and make changes before the closing date. You must re-submit the application in order for us to process the changes.

#### Processing

- email confirmation – reassures you that your application has been received.
  - gives you a copy of all the information you entered on the application.
  - gives you a unique reference number.

#### Offer day

- On offer day (Thursday 16 April 2015) – an email will be sent to you after 4pm, telling you which school you have been offered.

#### Accept or decline

- You must accept or decline the school place you've been offered by Friday 15 May 2015.
- If it has not been possible to offer your child a place at one of your preferred schools, you have the right to make an appeal.

- Online support available – **telephone 03000 41 21 21** and ask for the Online Admissions Team or email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) (we will reply during office hours).
- Even if you do not have an email address, you can log on to view your school offer after 5pm on 16 April 2015 but you will need your username & password to access information.
- You can also apply by post. Pick up an application form by contacting Kent County Council's Contact Centre on 03000 41 21 21, from schools or by emailing [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk) Once completed send to: The Primary Admissions Team, Room 2.24, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

Your guide to applying for a

# Primary School in Kent 2015





# Everything you need to know

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## 1. Introduction

This booklet has been produced to help you apply for a place for your child in a primary school. If you wish to know more about a particular school, you can visit the school's website, contact the school directly for a prospectus or make an appointment to visit.

If you have any general questions about admissions that have not been answered in this booklet, please contact the Kent County Council Contact Centre on 03000 41 21 21 and ask to speak to a member of the Primary Admissions Team.

## 2. What is Primary Education?

Primary Education covers the age range 4 to 11 and includes the following types of school:

- Primary schools admit children aged from 4 to 11 years. The year groups are from Reception Year to Year 6
- Infant schools admit children aged from 4 to 6 years. The year groups are from Reception Year to Year 2. As Infant schools do not admit children for Year 3 and above, parents of children in Infant schools will need to apply for a Year 3 place at either a Junior or Primary school when their child reaches Year 2 – See section 12 for more details
- Junior schools admit children aged from 7 to 11 years. The year groups are from Year 3 to Year 6.

## 3. When can my child start school?

An academic year runs from September in one calendar year to August of the following calendar year. Children who are born between 1 September 2010 and 31 August 2011 will reach compulsory school age during the school year 2015 to 2016. Parents do not legally have to send their child to school until the term in which their child reaches compulsory school age – the term after their 5th birthday. However, to give as many children as possible at least eight terms in infant education, all schools must provide for the admission of children from the September following their fourth birthday.

## 4. Can I defer my child's entry into school and if so, for how long?

Parents can request that their child's entry is deferred until later in the school year or until the term in which their child reaches compulsory school age. Parents should be aware, that if they are offered a place and accept it, the child must be in school before the end of the academic year as the deferment cannot be continued into the next academic year from when the child was first offered the place. In cases where the child has a birthday between the end of Summer Term 2 and 31 August, waiting until they reach compulsory school age will mean the child misses reception year completely.

As the reception place cannot be held open, parents would need to reapply to schools, who will offer directly to parents, if they have available places.

The child would likely enter into Year 1 at the start of the next school year in order to be taught with their correct age group. Even if you were planning to defer your child's place until later in the year, you should still apply at the usual time for a school place.

If you would like your child to be taught outside of correct chronological age year group, you would need to seek the agreement of the admissions authority for the school to consider the application alongside the correct chronological age pupils. This will only normally be considered in exceptional circumstances. For further information contact the primary admissions team on 03000 41 21 21.

Parents have the right to start their child at school on a full time basis from the September following their fourth birthday. Parents can also request that their child takes up the place part time until the child reaches compulsory school age. Some schools arrange for younger summer born children to start at the beginning of the January term and others offer part time for a few weeks because younger children may find the transition into school difficult. You should enquire with the schools to establish what their normal arrangements are and discuss how you would like your child to be admitted.

## 5. Will starting school affect my child's entitlement to free Early Years education?

All 3 and 4 year olds in England are entitled to 15 hours per week of free Early Years education each week for 38 weeks of the year and can be used at registered Day Nurseries, Nursery school, pre schools and childminders.

If your child starts school on a part time basis and you would like to know if they will be entitled to receive/continue to receive any free entitlement for the remainder of the day, you should contact the Kent Children's Information Services on **03000 41 23 23** or email **kentcfis@kent.gov.uk** or visit the website **www.kent.gov.uk/cfis** for further information.

## 6. I want to educate my child at home

If you wish to educate your child at home and the child has not attended school, you do not have to inform Kent County Council but it is good practice to do so.

If your child is attending school then you must put it in writing to the school that you wish to educate your child at home. Kent County Council has Elective Home Education Officers who will offer to visit you to give information and advice. They can be contacted on **educationathome@kent.gov.uk**

## 7. Who is responsible for admission arrangements to schools?

Every school in Kent has an admission authority which is responsible for its admission arrangements. The admissions arrangements contain details about how the applications to the school will be ranked. Kent County Council is responsible for the admission arrangements for all the Community and Voluntary Controlled schools in Kent. For Aided, Foundation and Free schools, the school's governing body and for Academies, the Academy Trust is the admissions authority responsible for admission arrangements.

You can see what type of school each school is in the "Primary Schools in Kent" section.

Although some schools set their own admissions arrangements, Kent County Council coordinates the admission process of all primary schools in the County. This means that instead of applying separately to different schools, parents apply to Kent County Council naming up to three school preferences.

## 8. How many school places are available?

All admission authorities have to plan for the number of children they admit to their schools very carefully. The intake number noted on each school entry in the "Primary Schools in Kent" section will show you the highest number of children that the school can admit in each year group. However, since September 2001 the law has said that an infant class (Reception, Year 1 and Year 2) cannot have more than 30 children with one qualified teacher in a classroom. The teacher must be a fully qualified teacher and not a teaching assistant; schools cannot therefore admit above 30 children per class. The intake numbers are reviewed each year to ensure that there are sufficient places available in schools in each area of Kent for the number of children expected to apply for places.

## 9. What are my chances of getting a place at the school I want?

You will find the following information about last year's Offer Day at the end of each area section of "Primary Schools in Kent" for Community and Voluntary Controlled schools:

- the Published Admissions Number (PAN) or number of spaces available in reception for primary and infant schools and Yr3 for Junior schools
- the total number of applications that were received for each school last year (includes all 1st, 2nd and 3rd preferences)
- total number of offers and how many were offered under each criterion of the school's oversubscription criteria if this information is available to us
- the distance that the lowest ranked child that was offered lived from the school in miles
- that Kent County Council is the admissions authority.

You will find the following information for Aided, Foundation, Free schools and Academies:

- the Published Admissions Number (PAN) or number of spaces available in reception for Primary and Infant Schools and Yr3 for Junior Schools.
- the total number of applications that were received for each school last year (includes all 1st, 2nd and 3rd preferences)
- total number of offers made
- the distance that the lowest ranked child that was offered last child offered lived from the school in miles
- that the school is its own admissions authority.

As Aided, Foundation, Free schools and Academies can have more complex oversubscription criteria, please contact them directly if you wish to know how many offers were made under each of their criteria.

**Please be aware that**, for Community and Voluntary Controlled schools, the distance of the last child offered (under the distance criterion) can change from year to year depending on the number of children that applied and where the children lived. Whilst you may live closer to the school than the distance given for the last child, it does not necessarily mean that your child would be offered a place this year.

For Aided, Foundation, Free schools and Academies you must take into account the criterion under which your child will be ranked and speak to the school for further information regarding distances from the school. The lowest ranked child that is offered may live closer than a child that is ranked against a higher criterion, so this distance information is for reference only.

You can also ask the Headteacher at any school for information on how many siblings they think they may have coming to the school or any other information they feel would be useful. Whilst you may find this information helpful, the school may not have a complete picture of who will apply and it does not guarantee your child a place.

## 10. What happened for admissions in September 2014?

In September 2014 there were 679 more reception aged children requesting places across Kent than there were in 2013. Of the 17,094 Kent applications that were received by Kent County Council, over 95% of applications were made using the online system.

For admission to Reception Year, 95.5% of Kent pupils got a place at one of the schools named as a preference with 85% getting an offer of a place at their first preference school.

For admission to Year 3 (Junior school), 99% of pupils got a place at one of the schools named as a preference with 96.5% of pupils getting an offer of a place at their first preference school.



## 11. To apply for your child to start at an Infant or Primary School in Reception

When you know which schools you are interested in, you need to apply either using the online process available at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form called a Reception Common Application Form (RCAF). This form can be downloaded from [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions) or by contacting the Primary Admissions Team. You should complete the application by naming up to three schools; putting them in order of preference with the one you would like most as first.

Only one application can be accepted per child and can be made by either parent or guardian. If more than one application is received for a child, then it will not be possible to process the application until parents/guardians have been contacted and agree on which application should be used. It is not the role of the Local Authority to decide which application to use if parents cannot agree and this may result in the child not being offered a place on 16 April 2015, if both applications are withdrawn by the local authority pending dispute resolution.

Applications for Children in Care should be made by the assigned Social Worker of the Local Authority, who is the Corporate Parent.

**Even if you already have an older child at the school, you MUST apply for a place for your younger child. You will not automatically receive a place because you already have a sibling there.**

Please be aware that where a child is transferring from Yr2 and would not be attending the infant school from the start of the next academic year, but will apply for a place in the linked junior school, the sibling link would not be broken for a younger child applying for the infant school.

There is no requirement to name three preferences but it is in your best interests to do so. When schools rank the children, they will not know if you have named their school 1st, 2nd or 3rd, they will simply rank the child against their oversubscription criteria.

Naming only one preference does **NOT** guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once. If you name a school multiple times, the duplicates will be deleted from your form and you will have lost the opportunity of naming different preferences.

If you are using a paper application form, then this should be returned to Kent County Council at the address in the front of this booklet. It will not be possible to acknowledge receipt of your form unless you enclose a stamped addressed envelope or alternatively you can send the form to us by registered or recorded delivery.

If you are applying online for school places, you will have to register with the website and create a User ID and password. If you provide a valid email address, you will receive a registration email. This registration is not an application. Once registered, you can then make an application for school places either straight away or by logging back in at a later time, provided it is before the closing date.

An application is only valid if it has been submitted. Once, you have submitted your application, if you have provided us with an email address, you will receive an email summarising the information you have entered on your application.

Kent County Council will not take any responsibility in checking the content of an application either paper based or via online. It is the parents' responsibility to ensure that:

- they are selecting the correct school for each preference
- the application states if the child will have a sibling in the school or a linked school in September 2015 and must provide the sibling's full name and date of birth
- they send any medical evidence to the relevant school if they want priority under health and special access reasons (if applicable)
- they complete and return any Supplementary Information Form to the relevant school.

Please see below.

Online applications can be amended until the closing date. Please ensure that you **re-submit** the application so that

the changes are transferred to us for processing.

The closing date for applications is  
**15 January 2015.**

If you require any help or assistance in applying online, contact the Online Admissions Team on **03000 41 21 21** or email **[kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk)**.

If any of the schools you have expressed a preference for is an Academy, Aided, Foundation or Free School you may also be asked to complete another form called a Supplementary Information Form (**SIF**). This form is used by the schools to rank your child against their oversubscription criteria.

**SIF** The list of schools in this booklet will tell you which school needs to have a Supplementary Information Form completed by showing this symbol under the DfE number of the school. You should return this form to the school and not to Kent County Council.

The SIF can be obtained from the school or by going to the “Admission criteria 2015/16” section at **[www.kent.gov.uk/Admissions\\_criteria](http://www.kent.gov.uk/Admissions_criteria)** if the school has provided us with a copy. The SIF is not the official Kent County Council application form and you must still complete an application naming the school otherwise your child will not be considered for a place at that school.

## 12. To apply for your child to start at a Junior School in Year 3

When you know which schools you are interested in you need to apply either using the online process available at **[www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)** or by completing a paper form called a Junior Common Application Form (JCAF). This form can be downloaded from **[www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)** or by contacting the Primary Admissions Team. You should complete the application by naming up to three Junior schools; putting them in order of preference with the one you would like most as first.

Only one application can be accepted per child and can be made by either parent or guardian. If more than one application is received for a child, then it will not be possible to process the application until parents/guardians have

been contacted and agree on which application should be used. It is not the role of the Local Authority to decide which application to use if parents cannot agree and this may result in the child not being offered a place on 16 April 2015.

Applications for Children in Care should be made by the assigned Social Worker of the Local Authority, who is the Corporate Parent .

**Even if you already have an older child at the junior school or a younger child at the linked infant school, you MUST apply for a place for your younger child. You will not automatically receive a place because you already have a sibling there.**

**Linked infant and junior schools are considered to be the same school for the sibling criterion. If sibling priority is lost, it will not be reinstated when a child transfers from an infant school to the linked junior school.**

When schools rank the children, they will not know if you have named their school 1st, 2nd or 3rd, they will simply rank the child against their oversubscription criteria. Naming only one preference does **NOT** guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.

If you only name one school and it is not possible for the local authority to offer that school, your child will be allocated a place after all other preferences for other children have been satisfied. There is no requirement to name three preferences but failing to do so increases the likelihood of the local authority making an offer of a school some distance from your home where local schools have been filled with children that used their full range of preferences.

**DO NOT** name any Primary schools on your JCAF as the form is only used to apply for a Junior School. If you name a Primary school, this will be deleted from your form and you will have lost the opportunity of naming a preference.

Please note that if your child already attends a Primary school and you wish to move your child to a Junior school,

your application will be dealt with as with any other applicant, but we will not offer an alternative Junior school place if we cannot meet your preferences.

If you do not wish your child to go to a Junior school and would rather apply for a Year 3 place at a Primary school, you must download an In Year Casual Admissions Form at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions) or contact your preferred school to request one. Children who attend Primary school do so from the age of 4, so any admission into Year 3 would be considered as outside the normal point of entry to the school.

This reduces your chances of gaining a place at a Primary school, as the majority, if not all of the Year 3 places will be taken by the Year 2 classes progressing through the school.

A list of Kent Junior schools can be found on page 16 and only Junior Schools will be available to select as preferences if you are applying online. Junior schools are also listed at the back of each area section of 'Primary Schools in Kent'.

If you are using a paper application form, then this should be returned to Kent County Council at the address in the front of this booklet. It will not be possible to acknowledge receipt of your form unless you enclose a stamped addressed envelope or alternatively you can send the form to us by registered or recorded delivery.

If you are applying online for school places, you will have to register with the website and create a User ID and password. If you provide a valid email address, you will receive a registration email. This registration is not an application. Once registered, you can then make an application for school places either straight away or by logging back in at a later time, provided it is before the closing date.

An application is only valid if it has been submitted. Once you have submitted your application, if you have provided us with an email address, you will receive an email summarising the information you have entered on your application. Kent County Council will not take any responsibility in checking the content of an application either paper based or via online. It is the parents' responsibility to ensure that:

- they are selecting the correct Junior school for

each preference

- the application states if the child will have a sibling in the school or the linked school in September 2015 and must provide the sibling's full name and date of birth
- they send any medical evidence to the relevant school if they want priority under health and special access reasons (if applicable)
- they complete and return any SIF to the relevant school.

Online applications can be amended until the closing date. Please ensure that you re-submit the application so that the changes are transferred to us for processing.

The closing date for applications is  
**Thursday 15 January 2015.**

If you require any help or assistance in applying online, contact the Online Admissions Team on **03000 41 21 21** or email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk).

If any of the schools you have expressed a preference for is an Academy, Aided, Foundation or Free School you may also need to complete another form called a Supplementary Information Form (**SIF**). This form is used by the schools to rank your child against their oversubscription criteria.

**SIF** The list of schools in this booklet will tell you which school needs to have a SIF completed by showing this symbol under the DfE number of the school. You should return this form to the school and not to Kent County Council. The SIF can be obtained from the school or by going to the "Admissions criteria 2015/16" section at [www.kent.gov.uk/admissionscriteria](http://www.kent.gov.uk/admissionscriteria) if the school has provided us with a copy. The SIF is not the official Kent County Council application form and you must still complete a JCAF naming the school otherwise your child will not be considered for a place at that school.



**13. I am applying for an Infant school.  
What happens when my child is due to  
transfer to Junior school?**

To transfer between an Infant and Junior School (from Year 2 to Year 3), parents **MUST** complete an application for junior transfer which will open in the November of their child's Year 2 school year. Parents can only apply for Junior schools, as Primary schools will fill their Year 3 places with their Year 2 pupils. If you do not apply through this process, then your child **WILL NOT** have a place at the Junior school in September 2015 as there is no automatic transfer between schools.























If the infant school your child attends is linked to a Junior school and you do not wish your child to go there you can name other Junior schools when completing the Junior Common Application Form. (Information on linked school can be found on Page 17). Parents can express a preference for up to three Junior schools.

If you do not wish your child to go to a Junior school and would rather apply for a Year 3 place at a Primary school, you must contact the school and complete an In Year Casual Admissions Form or download one at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions).

# Junior schools in Kent

Children attending linked Infant schools are given priority when applying for the Junior school

## Linked Schools

DFE no	Infant school	Linked with	DFE no	Junior school
5212	Ditton Infant School		5208	Ditton Church of England Junior School
2574	Downs View Infant School		3133	Kennington Church of England Junior School
2263	Herne Bay Infant School		5206	Herne Bay Junior School
3295	Herne CE Infant & Nursery School		3338	Herne CE (Aided) Junior School
2500	Joydens Wood Infant School		2438	Joydens Wood Junior School
2622	Murston Nursery and Infant School		2014	Murston Junior School
2513	Oaks Community Infant School		2463	Minterne Community Junior School
2459	Riverhead Infant School		2141	Amherst School (Academy) Trust
2462	Riverview Infant School		2444	Riverview Junior School
2626	Sandwich Infant School		2627	Sandwich Junior School
2119	Shears Green Infant School		2431	Shears Green Junior School
2069	St Albans Road Infant School		2005	York Road Junior Academy & Language Unit
2337	St Crispin's Community Infant School		3181	St Saviour's Church of England Junior School
3322	St James' Church of England Infant School		3049	St James's Church of England Junior School
3073	St Michael's Church of England Infant School		3072	St Michael's Church of England Junior School
2328	St Mildred's Infant School		2523	Upton Junior School
2474	St Paul's Infant School		2175	North Borough Junior School
2611	St Stephen's Infant School		2608	St. Stephen's Junior School
2290	Tenterden Infant School		3144	Tenterden Church of England Junior School
3081	Thurnham CofE Infant School		5203	Roseacre School
2276	Willesborough Infant School		5226	Willesborough Junior School
2484	Woodlands Infant School		2453	Woodlands Junior School

## Non-Linked Junior Schools

DFE  
no      Junior school

<b>2310</b>	Barton Junior School
<b>5223</b>	Brookfield Junior School
<b>2020</b>	Christ Church CE Junior School
<b>3371</b>	St Laurence-in-Thanel Church of England Junior Academy
<b>3360</b>	St Peter-in-Thanel CE Junior School
<b>3339</b>	Whitstable & Seasalter Endowed Church of England Junior School
<b>2269</b>	Whitstable Junior School







# Quick Reference

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## By Thursday 15 January 2015

RCAF or JCAF must be returned to the Primary Admission Team by 5pm. If you apply online, you must submit it no later than 11.59pm.

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## Thursday 16 April 2015

Kent County Council will inform you which school has a place for your child. It will provide you with information on what to do after receiving your offer. Online applicants will be sent an email offer after 4pm if they have provided a valid email address. If these online applicants have been offered their first preference, they will not be sent an additional offer letter. Paper applicants, online applicants that have been offered a school other than their first preference and online applicants that have not provided a valid email address will be sent a letter posted first class on this day.

**Please be aware** that some email providers may delay sending the messages to account holders - parents will need to check with their own email service suppliers in this regard. KCC has no control over email delivery times once they have left our servers.

All online applicants can also log back on to their online applications after 5pm and view their school offer.

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## By Friday 15 May 2015

This is the last date by which you **MUST:**

- Return the acceptance/refusal form to your offered school.
- Return the waiting list request form if you wish to place your child's name on a school's waiting list to Kent County Council.

You **MUST REMEMBER** to take the appropriate action by Friday **15 May 2015**. If the acceptance/refusal form is not received by your offered school, they will not know if you want the place that has been offered to you and may offer it to somebody else. Likewise, if you have not got the place you wanted and do not return the waiting list request form, we will not be able to offer you a place if it should become available.

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## By Monday 18 May 2015

You may lodge an appeal, if you wish to do so, for a place at a school you asked for but have not been offered.

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## Tuesday 16 June 2015

Kent County Council will re-allocate any places that have become available to late applicants and those who have asked to go on the waiting lists for each school. After the initial allocation schools will maintain waiting lists and fill vacancies as they arise to children on their lists.



## 14. What if I miss the closing date for applications?

Whilst the closing date for Kent County Council to receive applications is **Thursday 15 January 2015**, late applications will be accepted and considered to be “on time” if they are late for a good reason and it is reasonably practicable to accept them. It will not be possible to submit these applications online, parents will need to complete a paper RCAF/JCAF. These late applications must be received no later than 5pm on **Friday 6 February 2015**.

Kent County Council will also be able to amend applications if asked to do so no later than **Friday 6 February 2015** with regard to house moves or changes of schools relating to house moves provided you have an exchange of contracts or a signed rental agreement for the new property. Unfortunately, **it will not** be possible to make any amendments beyond this date.

Applications received after **Friday 6 February 2015** but before **Friday 15 May 2015** will not receive a school offer on **Thursday 16 April 2015**. Kent County Council will consider these late applications with applicants that have joined a school’s waiting list on the reallocation date of **Tuesday 16 June 2015**. If none of the schools you have expressed a preference for on a late application can be offered to you, Kent County Council will offer you an alternative school. We will also advise you on your right to appeal against this decision and ask if you wish to be placed on the school’s waiting lists. **After 16 June 2015** you can request to go on any school’s waiting list and if places become available, schools will offer directly to parents. Kent County Council will not make any further offers.

Applications received after **Tuesday 16 June 2015** can be made direct to the school the same way as In Year applications are processed (details on page 28). This should result in an offer without delay, where spaces are available. Where parents are having difficulties in finding a school place, or require any support, please email [kentyearadmissions@kent.gov.uk](mailto:kentyearadmissions@kent.gov.uk) or call 03000 41 21 21 and ask for the Year Admissions Team. In addition to contacting schools, parents should also send a copy of their application form to the LA, who will support and advise on the process where this is needed.

## 15. Help for Children with Additional/Special Educational Needs/Educational, Health and Care Plan.

Education and Children’s Social Services, together with Health work jointly to identify and support children with additional and special educational needs as early as possible. This means pupils may have been identified as having additional/special educational needs before they enter school.

### *My child has Additional/Special Educational Needs. How do I apply for primary school places?*

In most cases you should apply for a primary school place using the process explained in this booklet. However if your child has a Statement of Special Educational Need or an Education Health & Care Plan or will have one by 15 January 2015, then you should be in contact with your local SEN Office (see inside front cover) as the process you will need to use for a primary school place is not as described in this booklet.

If your child is going through statutory assessment you should not assume a Statement of SEN will be issued. You should therefore apply for a school place at primary school as described in this booklet. If you fail to do so and your child does not receive a Statement of Special Educational Need you may not get a place later when you do apply for the school of your choice as all the places may be filled.

### *Do all primary schools provide support for children with Additional/Special Educational Needs?*

**Yes**, schools provide a broad and balanced curriculum to enable most children with additional/special educational needs to be included in mainstream schools. You will find in every school’s individual booklet a statement on how the school supports pupils with additional and special educational needs.

### *What support will my child receive when starting school?*

When you know where your child will be going to school you should discuss your child’s needs with the headteacher

or SEN Officer. This will help the school determine how it can best support your child.

***My child does not have additional/special educational needs, but does need extra help when at school. How do I get this for my child?***

Many children require additional help in specific subject areas at some point in their school career, and these needs are identified through the monitoring of children's progress at school. If you have concerns about your child's needs, please discuss these with the school. In the same way, the school will discuss with you any concerns it has about your child's progress.

## 16. Applying for a place at a Free School

Free Schools are a new type of all-ability state-funded school set up in response to what local people say they want and need in order to improve education for children in their community. You can find more about Free Schools on the DfE website, [www.education.gov.uk](http://www.education.gov.uk).

### **Free schools currently open in Kent are:**

**Maidstone** - The Tiger School and Jubilee Primary School  
**Tunbridge Wells** - The Wells Free School

Details of these schools can be found within the main list of schools and you would apply to these schools by naming them on your RCAF as one of your preferences.

A new Free School in Ramsgate will be opening as from September 2015. Ramsgate Free School will be open for Reception Year and Year 3 classes. To apply for places in these year groups contact Chilton Primary School on 07544 817116. For further information please visit Ramsgate Free School's website [www.ramsgatefreeschool.co.uk](http://www.ramsgatefreeschool.co.uk)

## 17. How will places be offered?

The Primary Admission scheme is an Equal Preference Scheme, which means that all of the schools you express a preference for will consider your child for a place. The schools will not take into account whether you have placed them as a 1st, 2nd or 3rd preference as this information will

not be given to them by Kent County Council.

Every child who applies on time will be sent an offer of a school on **Thursday 16 April 2015**.

You will be invited to name up to three Infant or Primary schools on a RCAF or three Junior schools on a JCAF putting the school that you would most like first. You do not receive a higher priority for a place at a school because you have named it as your first or only preference or named it more than once.

In February, Kent County Council will send a list to each school detailing children who have applied for a place at their school. The list will contain the child's name, date of birth, their address, a parent's name, the straight-line distance (as provided by Kent County Council's measuring software) between the home and the school and any remarks or comments that the parents have placed on the form as to the reason why they wish to be considered for a place at that particular school.

The schools will rank all the children on their list against their school's oversubscription criteria and may take into account any reasons that parents may have provided as long as it has a bearing on where the child should be ranked on the list in line with the school's oversubscription criteria.

The schools consider all applications and rank the children against their oversubscription criteria. Oversubscription criteria are a set of rules which a school uses if it receives too many requests for the places that it has available.

For Community and Voluntary Controlled schools, the admissions criteria are listed in the next section. As Academies, Aided, Foundation and Free schools are their own admissions authority, their admissions criteria may be different from the Community and Voluntary Controlled schools. You can find the schools' criteria at [www.kent.gov.uk/admissionscriteria](http://www.kent.gov.uk/admissionscriteria) in the *Admissions criteria 2015/16* section or directly from the school in their prospectus.

It is important to look carefully at these criteria as it will help you decide how likely it is that your child will get a place at the school you prefer.



The criteria for Community and Voluntary Controlled Schools are:

- Children in Local Authority Care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
- Attendance at a linked school (only relevant to infant and junior schools where they are linked – See table on page 17 for details)
- Current Family Association (sibling)
- Health, Social and Special Access Reasons
- Nearness of Children's Homes to School.

When ranking children, unless schools published in their oversubscription criteria, they **WILL NOT TAKE** into account:

- How long your child's name has been registered at a school
- If your child attends a nursery class on the school site or if the nursery is affiliated with the school (unless this is a published aspect of a school's admission arrangements)
- If the nursery takes children into the school or classrooms for any social activities or the child knows the teachers through visiting the school
- If your child attends a playgroup or preschool nearby or on the school site
- Any previous association you or your extended family may have had with the school either by attending it or by participating with any of the school's activities
- How long you may have lived in the area or a parent's intention of moving into the area in the future
- A parent's particular reason for expressing a preference for the school, unless it is a published aspect of that school's oversubscription criteria (eg presence of breakfast or after school clubs, activity clubs for sports or music, if any of the child's friends will be going to the school, etc)
- Any plans regarding childcare arrangements that you may make for a particular school.

Once the schools have ranked the children, they will return the list to Kent County Council and it is imported into the

computer program that will offer places.

If only one of the three schools can offer your child a place, then Kent County Council will offer you a place at that school.

If more than one of your three preferred schools could offer your child a place, Kent County Council will only offer a place at the school you named higher on your application. The unused offer for the lower preference school(s) will then be offered to a child that was ranked lower on that school's list.

If none of your preferred schools can offer you a place because there were other children who had a greater eligibility for the place(s) than your child when the oversubscription criteria were applied, Kent County Council will allocate an alternative school that has available places. Whilst it may not be one of your preferences Kent County Council has an obligation to offer every child a school place. Kent County Council will try to make this the nearest school to your home with available places. The allocation that is made will not take into account any of your child's individual circumstances or your preferences for a particular type of school e.g. a church school, size of school, childcare facilities or travelling arrangements.

**Please note:** where a school fails to provide a description of their oversubscription criteria, Kent County Council's oversubscription criteria will be used. Details of specific oversubscription criteria for individual schools can be sought directly from schools or via [www.kent.gov.uk/admissionscriteria](http://www.kent.gov.uk/admissionscriteria).

## 18. What do these criteria mean?

### **Children in Care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order**

A child in care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order is a child which is either in the care of the Local Authority or is being provided with accommodation by a Local Authority in the exercise of their social services functions under Section

22(1) of the Children Act 1989.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002 and a residence order is an order settling the arrangements to be made to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/guardians.

### Attendance at a linked school

This is where there is a link (used for admissions purposes) between a particular infant school and a particular junior school. Children who are attending the infant school are given priority for admission to the relevant junior school. A list of linked infant and junior schools can be found on page 16.

### Current Family Association

A current family association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address. We count linked Infant and Junior schools as one school. Brothers and sisters means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, **OR**

- If the family have moved, and they have moved to within 2 miles of the school, **OR**
- If the family have moved nearer to the school from where they were living previously.

If siblings from multiple births (e.g. twins, triplets etc) apply for a school and the school reaches its published admission number after admitting one or more, (but not all) of the children, Kent County Council will offer a place at that school to all of the multiple birth siblings. This is in line with the School Admissions Code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to

be treated as 'excepted' pupils.

Unfortunately, if your older sibling is currently attending school in Year 6, you cannot claim a sibling link for your younger child, as the older sibling will be transferring to secondary school in September 2015.

Whilst linked infant and junior schools are considered to be the same school for this criterion, if sibling priority is lost (as above), it will not be reinstated when a child transfers from an Infant school to the linked Junior School.

Where a child is transferring from Yr2 and would not be attending the Infant school from the start of the academic year, but applied for the linked Junior school, the sibling link would not be broken for a child applying for the Infant school.

### Health, Social 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 under Health and special access reasons 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 that they have a demonstrable and significant need for their child to attend a **particular school**. Please note that social needs does not include your intended or current childcare arrangements. All 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 these needs.

This must be sent directly to the school before Thursday 15 January 2015 for the school to consider the evidence. Without this evidence when schools are ranking children in accordance with their oversubscription criteria, they cannot take your needs into account. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child's needs.

## Nearness of Children's Homes to the School

For most children applying for schools, this last criterion is the most important one, as those children who are living nearer to the school usually get a higher priority for places than children who live further away. It is therefore very important that when you complete your RCAF/JCAF, you give your exact address.

Many available maps and internet based measuring tools will give you an indication of the distance from your address to a school, but this is only an indication. So that distances are worked out consistently Kent County Council's measuring software uses address point data provided by Ordnance Survey and updated annually. The address point reference we have for your property is taken as one end of a straight line, with the address point reference for the school as the other. The same address point on the school site is used for everybody. Kent County Council does not specify the position of the point on your property. Points are not taken from a property's front door, central point or any other defined point, but rather the assigned point as specified by our distancing software. 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 child's address is to the school.

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. Voluntary Aided, Foundation, Academies or Free schools may measure the distances between the child's home and the school differently. For further information, please contact the school.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' of schools criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period

not exceeding three rounds of admissions. Parents should contact schools to enquire if a catchment area has been defined.

## **Please note the distance in relation to Eastchurch CofE Primary School DfE 3106 page 82 will be measured as follows:**

We use the distance between the child's permanent home address and the equidistant point between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School. This is measured in a straight line using the method described above.

If your child is offered a place at the school, the school will decide which site your child will be placed at.

## **Child's Home Address**

A child's home address is defined as a residential property that is the child's main or only residence. This should not be an address at which your child may stay during the week such as at a friend's, grandparent's or child minder's home. It should not be a temporary address that has been rented on a short term basis in addition to another 'home' owned by the family because of a temporary move due to personal circumstances, or works being carried out to the main family residence.

If your circumstances have meant you have had no choice but to temporarily rent another property, you should advise the Primary Admissions team by emailing [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk) to advise them of the reasons why and to provide evidence to support your circumstances.

The address must be the residence of the parent(s)/ guardian(s) and the child (i.e. where child and parent are living) by Thursday 15 January 2015 (the deadline for submitting your application). It should be either owned by the child's parent(s) or guardian(s), leased or rented by the child's parent(s) or guardian(s) under a lease or written rental agreement.

Depending on your circumstances, there is a possibility that you own a property near to a school that you may express a preference for, but live elsewhere. Please be aware that you

should not use this address unless you are actually living in it, and it is your main residence as defined above. If you are buying or renting a property that you have exchanged contracts on or for which you have a lease/rental agreement, you must have the appropriate documentation showing you have exchanged contracts or have signed a rental agreement (of not less than 12 months duration) by Thursday 15 January 2015 and have moved into the property before the offer day of Thursday 16 April 2015. If you are unable to provide sufficient evidence or documentation to prove this, the offer of a school place may be withdrawn.

If you have exchanged contracts or have a rental agreement after you have submitted your application, you can advise the Primary Admissions Team (in writing or via email), provide them with the appropriate documentation and they will amend your application to reflect your new address if received no later than **Friday 6 February 2015**. If you do not exchange contracts or have a rental agreement until after **Friday 6 February 2015**, Kent County Council will not be able to make any amendments to your application but will use your new address for correspondence purposes.

Kent County Council can only accept one address on the RCAF/JCAF and if your child lives at two different addresses during the week because of your personal circumstances, we will regard the child's home address as the one at which they sleep for the majority of school nights. If you are unsure which address to use if your child does stay at two addresses, please contact the Primary Admissions Team for advice about which address to use.

Kent County Council reserves the right to check information that parents give on their child's application form. When you receive the offer of a school place from Kent County Council, you will be asked to provide the school with evidence of your residence and that of your child.

This evidence can be, for example, a utility bill, bank or credit card statement, Council tax bill or any correspondence that would show you were living at your address at the time you applied for a school place. You must also provide the school with evidence to show your child was also resident at the same time. This evidence could be, for example, a bank statement in the name of the child, hospital or

doctor's appointment letter or correspondence. This is not a definitive list of acceptable evidence and the school will consult with the Local Authority if they are unhappy with the evidence they have received.

Should it be found that there is insufficient evidence to prove your residence and that of your child or that the information on a child's application is misleading, then the offer of a school place may be withdrawn. The vacant place would then be offered to the child who had been disadvantaged on Thursday 16 April and was effectively displaced by the application at that time and not to the child on the top of the school's waiting list (unless it is the same).

Any residential move which takes place between the Thursday 16 April and the end of the first school term will be investigated to establish if a short term let has been taken for the purpose of securing a school place outside of the families intended residential area. If the Governing Body consider this to be the case it may consider the application at the time to have been misleading and may withdraw the school place even after the child has started at school.

## 19. Can I apply for a place before moving to the area and what happens if I move after I have returned the application form?

Please find below some examples of situations where you may or may not have moved and what you should do. If your situation is not listed below, you should contact the Primary Admissions Team for further information.

If you are moving due to a house exchange or renting a property from a Housing Association or private landlord, the letter that you receive confirming the date you can move in and your agreement to rent that property will be considered as proof of moving. However Kent County Council cannot accept this as proof of moving if the letter is only the offer of a property for you to view and consider.

If you are intending to rent or buy a property, but have not yet signed a rental agreement or exchanged contracts, you cannot use the new address until you have the



appropriate documentation. Once you have the appropriate documentation, you can use the new address even if you will not have moved into the property until after the closing date of **Thursday 15 January 2015**. We will amend your application to reflect your new address if this is received no later than **Friday 6 February 2015**. It would be expected that you would move in before the offer day on **Thursday 16 April 2015** otherwise the offer of a school place may be withdrawn.

If you do not exchange contracts or have a signed rental agreement until after **Friday 6 February 2015**, Kent County Council will not be able to make any amendments to your application, but will use your new address for correspondence purposes when we need to send you an offer letter.

If you are thinking of moving but have not yet seen a property to rent or buy, then you should complete a RCAF or JCAF using your current address expressing preferences for schools in that area.

This means that if your move does not take place at all, then you will receive an offer of a place in the area that you currently live in. Also, if you name schools that are in the area that you wish to move to, but you are not living there, there is an increased likelihood that you would not receive an offer at one of those schools as places would be offered to applicants that live nearer.

If you are a member of Her Majesty's Armed Forces or a Crown Servant and are being posted back to the UK, you may use a UK address that you own or name a HM Forces Station/Base as a home address even though you may not be resident at the time of application. Kent County Council must also receive an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and confirming the intended address. The law allows for Kent County Council to use this address as your family's main residence even though you may not be resident at the address or even in the country.

However, it does not guarantee you a place at your preferred schools. For further information, please contact the Primary Admissions Team.

### 20. I live in Kent. Can I apply for a school outside Kent?

If you would like your child to attend a school outside of Kent e.g. in the Medway, East Sussex, Surrey, Bexley areas, then you should complete the Kent RCAF/JCAF naming the school with your other preferences. You can name a mixture of Kent schools and schools outside the county or just name schools outside the county.

Your application details and non Kent preferences will be passed onto to the relevant local authority for processing. The offer of a school place, whether it is a Kent school or a school outside the county, will be sent to you by Kent County Council as this is your local authority.

### 21. I live outside Kent. Can my child be considered for a Kent school?

Your child will be considered for admission on the same basis as those living in Kent provided you name the school on your home authority's application form. Your home authority will pass the information relating to the Kent preferences to Kent County Council for processing.

It may or may not be possible to offer you a place at your preferred Kent school, however your offer letter will be sent by your home authority.

### 22. When will I hear if my child has been offered a place?

Kent County Council will inform parents about offers of school places on **Thursday 16 April 2015**. Online applicants will be sent an email offer after 4pm if they have provided a valid email address. If these online applicants have been offered their first preference, they will not be sent an additional offer letter. Paper applicants and online applicants that have been offered a school other than their first preference and online applicants that have not provided a valid email address will also be sent a letter posted first class on this day.

Some email providers may delay delivering the messages to account holders - parents will need to check with their own

email service suppliers in this regard. KCC has no control over email delivery times once they have left our servers.

All online applicants can also log back on to their online applications after 5pm and view their school offer.

**PLEASE** ensure that you carefully read **all** of the email/letter as they will provide you with additional information on what to do next. It will provide you with an opportunity to either accept or refuse the place offered to you, how to request that your child's name is placed on the waiting list for any school you named on your RCAF/JCAF but were not offered, and it will provide information on how to appeal against the decision to refuse your child a place at the school.

### 23. Why wouldn't my child get a place?

A school will rank all the children who have applied for a place according to its oversubscription criteria.

If there are more children than the number of school places available, then the children who are ranked highest are offered places until the school reaches its intake or published admissions number. Ranking children against the school's oversubscription criteria ensures that the places are offered in a fair way as every child is compared against the same criteria. Inevitably, there will be some children who do not secure a place in oversubscribed (full) schools.

If you have applied for a school outside of your own local area, please be aware that the further you are living from the school, the less likely you are to receive an offer of a place. It is recommended that you also name a school near to your home just in case your highest preference schools are unavailable.

### 24. When will I hear if my child has been offered a place from the waiting list?

The offer letter that will be sent to parents on **Thursday 16 April 2015** will also contain a Waiting List form. The offer email will contain a link to our website where a Waiting List form can be downloaded. This form will ask you which of your preferred school(s) you want your child's name to be placed on a waiting list for and needs to be returned to Kent County Council by **Friday 15 May 2015**. Please note that at

this stage, you can only join the waiting lists for schools that you named on your original application.

Kent County Council will be informed by schools which parents are accepting or refusing the places that have been offered to them. Any places that become available will be offered to late applicants and applicants on waiting lists on the reallocation date of **Tuesday 16 June 2015**.

**After Tuesday 16 June 2015** schools will take ownership of their waiting lists for the remainder of the reallocation period and will make offers to children should any places become available. They will inform Kent County Council whenever an offer is made. Parents must not have more than one offer of a school place and must inform schools in writing that they do not want a previous offer if accepting a new offer.

### 25. Appeals

If it has not been possible to offer your child a place at your named preferred schools, you have the right to appeal against this refusal of a place to an Independent Appeal Panel. Kent County Council will receive appeals for Community and Voluntary Controlled schools, Foundation and Voluntary Aided Schools, Academies and Free Schools, hear their own appeals, so will need to be contacted directly.

Appeals must be lodged by **Monday 18 May 2015**. You can obtain a Primary Appeal Pack from our website at **[www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)** or by contacting the Primary Admissions Team after offer day **Thursday 16th April 2015**.

For community and voluntary controlled schools, once completed, this must be returned to:

**The Appeals Panel Administrator,  
Kent County Council, Democratic Services,  
Sessions House, County Hall, Maidstone,  
Kent ME14 1XQ.  
or email your appeal to [appeals@kent.gov.uk](mailto:appeals@kent.gov.uk)**

Appeals for Academies, Free, Foundation or Voluntary Aided schools should be lodged to:

## **The Clerk of the Governors**

**c/o the school (school address information is provided in each school section).**

For some schools, their reception classes have 30 children in each class. The law states that an infant child (i.e. a child in Reception Year, Year 1 and Year 2) should not be educated in a class which has more than 30 children per qualified teacher. If you lodge an appeal for a place at a school that organises their classes in this way, an Independent Appeals Panel must consider all the following matters when considering an appeal that would cause a breach of infant class size legislation:

- a.** whether the admission of an additional child/additional children would breach the infant class limit; **AND**
- b.** whether the admission arrangements (including the authority's co-ordinated admission arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the SSFA Act 1998; **AND**
- c.** whether the admission arrangements were correctly and impartially applied in the case(s) in question; **AND**
- d.** whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.

## **The Independent Appeal Panel may uphold the appeal where:**

- a.** it finds that the admission of additional children would not breach the infant class size limit; **OR**
- b.** it finds that the admission arrangements did not comply with admissions law or had not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; **OR**
- c.** where it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

With regard to **c**, to uphold an appeal, the Panel would have to be satisfied that the decision to refuse your child a place was perverse in the light of the admission arrangements. This means that it was beyond the range of responses open

to a reasonable decision maker or a decision so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied their mind to the question would have arrived at it.

If your appeal is not upheld, you cannot lodge a further appeal to the same school for the same year group the child is in, unless you can show there has been significant and material changes to your circumstances since the appeal was first heard.

**PLEASE BE AWARE** that neither schools nor the Local Authority keep places available for children whose appeals are upheld – they will be admitted above the school's published admissions number as an excepted pupil. Appealing for schools also does not give children a higher priority on schools waiting lists – the lists are ranked in accordance with the school's oversubscription criteria.

## **26. In Year Casual Admissions (IYCA)**

This booklet mainly offers advice on applying for a Reception school place in an infant or primary school and/or for a Yr3, to start junior school in September 2015. Applications for a place in a different year group, or to start at a different time are called In Year Admissions.

In Year applications for Kent school places should be made direct to schools, using a separate copy of Kent County Council's single In Year Casual Application Form (IYCAF) for each child and each school applied for.

Kent schools will let you know whether they can offer a place and will inform Kent County Council about the application and whether an offer has been made.

Schools will be expected to tell parents within 5 school days of receiving the application whether they can offer a place.

If a school you apply for cannot offer you a place, you will be told how to appeal and how to put your child's name on the school's waiting list.

Parents of Kent pupils who have applied to schools but have been unable to secure a place can contact Kent County Council, who will inform them of schools near to

them which may have places. Parents should approach schools directly to allow them to secure a place as quickly as possible. If parents need any support in securing an offer with these schools, please contact the Kent admissions team.

If no school in the local area has places available, the local authority will support you in finding a school place. The application may be referred to a local panel under the Fair Access Protocol (FAP) to identify a suitable school. If the child is already attending a school in the local area, no alternative place will be offered.

If you want to apply in year for a place at a school located in another Local Authority's area, please contact the admissions team for further information.

Parents will be able to obtain information about the process and copies of the IYCAFs from [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions) or from any Kent school. Enquiries can also be made by e-mail to [kentyearadmissions@kent.gov.uk](mailto:kentyearadmissions@kent.gov.uk) or by ringing **03000 41 21 21** and asking for the Primary Admissions team.

## 27. Will I get help with transport to school?

Most primary school children live within walking distance of their schools. In order to qualify for transport parents must name the nearest school and the following must apply:

- Children under 8 years old who attend the nearest school to their home can get free travel between home and school if the school is more than two miles from their home
- Children over 8 years old who attend the nearest school to their home can get free travel between home and school if the school is more than three miles from their home
- Distances are measured by the shortest available walking route.

### Children aged over 8 years - Low Income Families

Children who are entitled to free school meals or whose parents receive the maximum level of Working Tax Credit may be eligible for transport assistance. The criteria to qualify are that the child must attend their nearest school for transport purposes and live more than 2 miles from the school.

Proof of receipt of the maximum Working Tax Credit is asked for and this is usually the form TC602, which is sent to you by HM Revenue & Customs. For a child who is entitled to free school meals the proof will be a letter from Kent County Council's Awards Department. Transport assistance will be reviewed annually and parents will be asked for up to date evidence of receipt of benefits.

Additional information can be found within the Home to School Transport booklet, which also contains the application form. These will be obtainable from primary schools and from the Transport Team at Sessions House or can be downloaded from [www.kent.gov.uk/education-and-children/schools/school-transport](http://www.kent.gov.uk/education-and-children/schools/school-transport)

If you choose a school which is not the nearest school, you will not qualify for free transport. In some cases, you can apply for a vacant seat on a hired vehicle, where there is availability.

### Vacant seat Payment Scheme (VSPS)

Children who do not qualify for free transport because they live less than two/three miles from school or because they are not attending their nearest school can apply for a vacant seat on a hired school vehicle.

The 2015/2016 charge for this is £165 per term for each pupil (subject to change). Transport Integration (telephone **0300 333 6475**) can give you more information. A vacant seat offered under this scheme may have to be withdrawn at a later date if the place is needed for a pupil who is entitled to free transport, if the vehicle is no longer needed for pupils entitled to free transport or if it is decided to run a smaller vehicle.

Parents should also note that these seats cannot be allocated until all entitled pupils have been processed and are issued on a first come, first served basis. This does mean it can take several weeks after the start of term before a pass is issued. During this time, parents are responsible for making their own travel arrangements.

Further details about travel regulations and how to apply can be found in the booklet 'Home to School Transport'. You can get this, together with an application form, by ringing the contact centre on **03000 41 21 21**. They can also put



you through to the transport team if you need more advice. Alternatively, this booklet and form can be downloaded from [www.kent.gov.uk/education-and-children/schools/school-transport](http://www.kent.gov.uk/education-and-children/schools/school-transport)

## Tackling the School Run

A range of options is available to get your child to school. Kent County Council is committed to reducing the impact of the school run and the negative effect this can have on the environment and Kent. Please consider engaging in one of the schemes Kent County Council is promoting to reduce the impact of the school run. These are outlined in the sections below.

### School Travel Plans

Kent schools have been very successful at producing Travel Plans to encourage sustainable travel to schools. Over 94% of Kent schools now have a plan so you may wish to contact the headteacher of your school to find out about their actions for encouraging sustainable travel. You can also view the plan and other Safer Travel to School information via the Kent School Database [www.kelsi.org.uk/school\\_management/day-to-day\\_administration/school\\_travel\\_and\\_transport.aspx](http://www.kelsi.org.uk/school_management/day-to-day_administration/school_travel_and_transport.aspx)

### Car Sharing and Buddy Schemes

You can cut the cost and time involved in the school-run by sharing with friends and neighbours. You can find out more about sharing cars in Kent on the website

<https://kent.liftshare.com> or ask your chosen school if they can match you with parents travelling from the same area.

### Cycling to School

Kent County Council is actively improving cycle routes across the county. You can find information about routes and how to get cycling at <http://www.kent.gov.uk/roads-and-travel/road-safety/road-safety-training/cycle-training>.

### Walking to School

Kent County Council works closely with the KM Walk to School Team to promote walking to school. To find out more about walking buses, Walk on Wednesday (WOW) and The Walking Bug (both part of the KM Green Footsteps Challenge), visit

<http://www.kmcharityteam.co.uk/walktoschool>.

## 28. Other Benefits

### School Meals

The Children and Families Act 2014 places a legal duty on state-funded schools in England, including Academies and Free Schools, to offer a free school lunch to all pupils in Reception, Year 1 and Year 2. This duty came into force from September 2014.

A primary school main meal will typically cost between £2.20 – £2.60 (subject to change). However, this depends on the meal choices available. Free school meals are available for:

- children from families who can prove that they receive Income Support, Income Based Job Seeker's Allowance or the guaranteed element of Pension Credit
- children from families who receive Child Tax Credit, **PROVIDED** they do not receive Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) which does not exceed £16,190 (subject to change)
- the children of Asylum Seekers who are supported under part IV of the Immigration and Asylum Act 1999 and can provide appropriate documentation from the National Asylum Support Services.

For further information or advice, ring the contact centre **03000 41 21 21** and ask them to put you through to your local Awards Team.

## 29. Can charges be made for School Activities?

Charges cannot be made for the education provided during school hours. You may, however, be charged for the cost of materials for subjects such as craft or cookery if you want your child to bring the finished article home. You will also be charged if you take up the offer of individual music tuition at your child's school.

Many schools arrange activities such as swimming, theatre

visits or excursions which take pupils away from the classroom during school hours. You will be told about these in advance and may be invited to make a voluntary contribution towards their cost. Although your child will not be left out because you do not make a contribution, the success of these activities depends on the willingness of parents to cover the costs.

Most activities which take place out of school hours are regarded as optional extras for which a charge may be made. Schools' individual booklets give the times when school begins and ends. For charging purposes, the lunch break is considered to fall outside school hours.

Full details of Kent County Council's charging and remissions policies are available from schools. Copies may also be inspected at public libraries. The charging and remission policies adopted by individual Governing Bodies should be explained in the individual school booklet.

### 30. Your guide to Data Protection

The Data Protection Act 1998 gives rights to you, our customers, about how your personal information is obtained and used by Kent County Council. The Act also places obligations on Kent County Council. This guide informs you of your rights under the Data Protection Act and details how we handle your information.

#### **What information do we hold and how do we obtain it?**

Generally, we receive information about you from one or more of the following sources:

- The primary school your child attends
- Kent County Council Admission Application Forms you complete and send to us.

#### **For what purpose do we use your information?**

We use your information for one or a number of purposes, which are outlined below:

- The information will be used to allocate your child a place at a school
- Information will be passed to schools and possibly the Department of Education and other officers in the

County Council for the purposes of strategic planning and policy development.

#### **Caring for your data**

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security. This means we will look after your data properly. We further undertake that we will:

- Not hold information about you that is excessive in relation to the purpose for which it is processed
- Keep any information about you accurate and where necessary up-to-date. To help us to do this, please keep us informed if any of your details change
- Not keep data processed for any purpose or purposes longer than necessary
- Process your information in accordance with your rights under the Data Protection Act
- Not share your information with other people or organisation unless it is required by law or with your consent.

#### **Your rights**

You have certain rights under the Data Protection Act 1998 in relation to the information we hold about you. These rights include the following:

- Access to your personal data. You may request in writing to the address below, details of the information that we hold about you and the purpose(s) for which it is held. Your request should be met within 40 calendar days of receiving the request, or, if later, on receipt of any supplementary information needed to establish your relationship with the authority or to verify your identity. You will be asked to complete a form and may have to pay a fee.

Right to prevent processing that is likely to cause damage or distress to you or anyone else. You also have the right to claim compensation for damage and distress caused by someone breaking the conditions of the Act.

Right to take action to correct, block, erase or destroy data that is inaccurate or contains opinions that are based on

inaccurate data.

Right to require us to ensure that no decision taken by or on behalf of us and which significantly affects you is based solely on the automated processing of information.

Right to prevent processing for direct marketing purposes. Direct marketing means the communication of any advertising or marketing material which is directed to you.

If you wish to know more, or have any concerns about how your information is used, please contact our information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

General information about the Data Protection Act and your rights can be found on the information Commissioners website at the following link [www.ico.org.uk](http://www.ico.org.uk)

### Or you can write to:

**The Information Commissioner's Office  
Wycliffe House, Water Lane,  
Wilmslow, Cheshire SK9 5AF**

Telephone: **01625 545700** (switchboard)  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

## 31. If Your Child has a Disability

Some children may have a disability within the meaning of the Equality Act 2010. It is unlawful for a school in relation to certain activities to treat a disabled child less favourably than a non disabled child, without justification. The activities where a school must take care not to discriminate unfairly concern admissions, exclusions, and the provision of education and related services. A school must make reasonable adjustments to ensure that it does not treat a disabled child less favourably although reasonable adjustments do not extend to physical adaptations or the provision of equipment. A school is able to justify its actions where it can demonstrate that the adjustments required are unreasonable.

A disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the

person's ability to carry out day to day activities. There will be some children who have Statements of SEN who do not fit this definition but, equally, there will be children who do not have Statements of SEN who are considered to have a disability.

If you think that your child has been discriminated against on the grounds of a disability in relation to the arrangements made for his or her admission, you may have a right of appeal. Advice is provided in the booklet '*Disability Discrimination in Schools. How to Make a Claim*'.

### You can obtain a copy of this booklet by post from:

**Special Educational Needs and Disability  
Mowden Hall, Staindrop Road,  
Darlington DL3 9BG**

Or by telephoning: **01325 392760**

(from 9.00am to 5.00pm Monday to Friday)

Or by faxing: **01325 391 080**

Or by emailing: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

The Area SEN Offices have a limited supply of these booklets that they send to parents/carers of children with Statements.

# Other Local Authorities

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**East Sussex County Council (LA No: 845)**

Education Department, County Hall,  
St Anne's Crescent, Lewes,  
East Sussex BN7 1SG

Tel: **0345 608 0190**

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**London Borough of Bexley (LA No: 303)**

Education Department, Hillview, Hillview Drive, Welling,  
Kent DA16 3RY

Tel: **020 8303 7777**

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**London Borough of Bromley (LA No: 305)**

Education Department, Stockwell Close, The Civic Centre,  
Kent BR1 3UH

Tel: **020 8464 3333**

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**Medway Council (LA No: 887)**

Children's Services, Gun Wharf, Dock Road, Chatham,  
Kent ME4 4TR

Tel: **01634 331110**

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**Surrey County Council (LA No: 936)**

County Hall, Penrhyn Road, Kingston-upon-Thames,  
Surrey KT1 2DN

Tel: **08456 009 009**

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**West Sussex County Council (LA No: 938)**



Pupil Admission Team, Adults & Children, County Hall North,  
Chartway, Horsham,  
West Sussex RH12 1XA

Tel: **01243 777100**



# Canterbury and Swale



DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
<b>3119</b>	<b>Adisham Church of England Primary School</b> (Academy), The Street, Adisham, Canterbury tel: 01304 840246 www.adisham.kent.sch.uk	<b>CT3 3JW</b>	Ms J Kennett	<b>4-11</b>	<b>20</b>
<b>2648</b>	<b>Aylesham Primary School</b> (Community), Attlee Avenue, Aylesham, Canterbury tel: 01304 840392 www.aylesham.kent.sch.uk	<b>CT3 3BS</b>	Mrs Abigail Birch	<b>4-11</b>	<b>60</b>
<b>3328</b>	 <b>Bapchild and Tonge Church of England Primary School</b> (Voluntary Aided), School Lane, Bapchild, Sittingbourne tel: 01795 424143 www.bapchild.kent.sch.uk	<b>ME9 9NL</b>	Mrs Teresa Homan	<b>4-11</b>	<b>30</b>
<b>3120</b>	<b>Barham Church of England Primary School</b> (Voluntary Controlled), Valley Road, Barham, Canterbury tel: 01227 831312 www.barham.kent.sch.uk	<b>CT4 6NX</b>	Mr Graham Bissett	<b>4-11</b>	<b>30</b>
<b>2258</b>	<b>Blean Primary School</b> (Community), Whitstable Road, Blean, Canterbury tel: 01227 471254 www.bleanprimary.ik.org	<b>CT2 9ED</b>	Mrs Lynn Lawrence	<b>4-11</b>	<b>60</b>
<b>2223</b>	<b>Bobbing Village School</b> (Academy), Sheppey Way, Bobbing, Sittingbourne tel: 01795 423939 www.timuacademytrust.org.uk	<b>ME9 8PL</b>	Mrs K Ware (Executive Headteacher)	<b>4-11</b>	<b>30</b>
<b>3329</b>	 <b>Borden Church of England Primary School</b> (Voluntary Aided), School Lane, Borden, Sittingbourne tel: 01795 472593 www.borden.kent.sch.uk	<b>ME9 8JS</b>	Mr Simeon Corfield	<b>4-11</b>	<b>18</b>

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3282	<b>Boughton-under-Blean and Dunkirk Primary School</b> (Voluntary Controlled), School Lane, Boughton Under Blean, Faversham tel: 01227 751431 www.bad.kent.sch.uk	ME13 9AW	Wendy Stone	4-11	30
3330	 <b>Bredgar Church of England Primary School</b> (Voluntary Aided), Bexon Lane, Bredgar, Sittingbourne tel: 01622 884359 www.bredgar.kent.sch.uk	ME9 8HB	Mr David Whitehead	4-11	15
2569	<b>Briary Primary School</b> (Community), Greenhill Road, Herne Bay tel: 01227 373095 www.briary.kent.sch.uk	CT6 7RS	Mr Raymond McDonagh	4-11	60
3122	<b>Bridge and Patrixbourne Church of England Primary School</b> (Voluntary Controlled), Conyngham Lane, Bridge, Canterbury tel: 01227 830276 www.bridge.kent.sch.uk	CT4 5JX	Ms Renuka Chinnadurai	4-11	60
2534	<b>Bysing Wood Primary School</b> (Community), Lower Road, Faversham tel: 01795 534644 www.bysing-wood.kent.sch.uk	ME13 7NU	Mr Andrew Harrison	4-11	30
2654	<b>Canterbury Primary School</b> (Academy), City View, Canterbury, tel: 01227 462883 www.canterbury.kent.sch.uk	CT2 8PT	Mrs Bev Farrell	4-11	30
2254	<b>Canterbury Road Primary School</b> (Community), School Road, Sittingbourne tel: 01795 423818 www.canterbury-road.kent.sch.uk	ME10 4SE	Mrs Zoe King	4-11	30

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3351	 <b>Cartwright and Kelsey Church of England Primary School</b> (Voluntary Aided), School Road, Ash, Canterbury tel: 01304 812539 www.ashckschool.org	CT3 2JD	Mr Mathew Crick	4-11	30
2259	<b>Chartham Primary School</b> (Community), Shalmsford Street, Chartham, Canterbury tel: 01227 738225 www.charthamprimary.org.uk	CT4 7QN	Mr Dean Jones	4-11	45
3123	<b>Chislet Church of England Primary School</b> (Voluntary Controlled), Chislet, Canterbury tel: 01227 860295 www.chislet.kent.sch.uk	CT3 4DU	Mrs A Noake	4-11	12
2228	<b>Davington Primary School</b> (Community), Priory Row, Faversham tel: 01795 532401 www.davington.kent.sch.uk	ME13 7EQ	Mr Chilton Saint	4-11	60
3106	<b>Eastchurch Church of England Primary School</b> (Voluntary Controlled), Warden Road, Eastchurch tel: 01795 880279 www.eastchurch.kent.sch.uk	ME12 4EJ	Mrs Pauline Shipley	4-11	60
2226	<b>Eastling Primary School</b> (Community), Kettle Hill Road, Eastling, Faversham tel: 01795 890252 www.eastling.kent.sch.uk	ME13 0BA	Mr Dave Walsh	4-11	15
3347	 <b>Elham Church of England (Aided) Primary School</b> (Voluntary Aided), Vicarage Lane, Elham, Canterbury tel: 01303 840325 www.elhamprimary.co.uk	CT4 6TT	Mr D File	4-11	20



DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
2227	<b>Ethelbert Road Primary School</b> (Community), Ethelbert Road, Faversham tel: 01795 533124 www.ethelbert-road.kent.sch.uk	ME13 8SQ	Miss Samantha Fenn	4-11	30
3168	<b>Goodnestone Church of England Primary School</b> (Voluntary Controlled), The Street, Goodnestone, Canterbury tel: 01304 840329 www.goodnestone.kent.sch.uk	CT3 1PQ	Tobin Wallace-Sims (acting)	4-11	10
2229	<b>Graveney Primary School</b> (Academy), Seasalter Road, Graveney, Faversham tel: 01795 532005 www.graveneyprimary.com	ME13 9DU	Mrs Alison Blackwell	4-11	15
2595	<b>Grove Park Primary School</b> (Academy), Hilton Drive, Sittingbourne tel: 01795 477417 www.grove-park.kent.sch.uk	ME10 1PT	Miss Ceranne Litton	4-11	60
5220	<b>Halfway Houses Primary School</b> (Foundation), Southdown Road, Minster On Sea Sheerness tel: 01795 662875 www.halfwayhouses.kent.sch.uk	ME12 3BE	Mr Ryan Driver	4-11	90
2264	<b>Hampton Primary School</b> (Academy), Fitzgerald Avenue, Herne Bay tel: 01227 372159 www.hampton.kent.sch.uk	CT6 8NB	Yvonne Nunn	4-11	90
3332	<b>Hartlip Endowed Church of England Primary School</b> (Voluntary Aided), The Street, Hartlip, Sittingbourne tel: 01795 842473 www.hartlip.kent.sch.uk	ME9 7TL	Mrs Tracey Jerome	4-11	15

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
<b>2263</b>	<b>Herne Bay Infant School</b> (Community), Stanley Road, Herne Bay tel: 01227 372245 www.herne-bay.kent.sch.uk	<b>CT6 5SH</b>	Mrs Bernadette Lax	<b>4-7</b>	<b>120</b>
<b>3295</b>	<b>Herne Church of England Infant and Nursery School</b> (Voluntary Controlled), Palmer Close, Herne, Herne Bay tel: 01227 740793 www.herne-infant.kent.sch.uk	<b>CT6 7AH</b>	Mrs Liz Thomas-Friend	<b>4-7</b>	<b>90</b>
<b>3109</b>	<b>Hernhill Church of England Primary School</b> (Voluntary Controlled), Forstal, Hernhill, Faversham tel: 01227 751322 www.hernhill.kent.sch.uk	<b>ME13 9JG</b>	Mrs Brenda Windsor	<b>4-11</b>	<b>30</b>
<b>2013</b>	<b>Hersden Village Primary School</b> (Academy), Shaftesbury Road, Hersden, Canterbury tel: 01227 710414 www.hersden.kent.sch.uk	<b>CT3 4HS</b>	Mr Simon O'Keefe	<b>4-11</b>	<b>15</b>
<b>2265</b>	<b>Hoath Primary School</b> (Community), Hoath, Canterbury tel: 01227 860249 www.hoath.kent.sch.uk	<b>CT3 4LA</b>	Mrs Andrea Noake	<b>4-11</b>	<b>9</b>
<b>2629</b>	<b>Holywell Primary School Upchurch</b> (Community), Forge Lane, Upchurch, Sittingbourne tel: 01634 388416 www.holywell.kent.sch.uk	<b>ME9 7AE</b>	Mrs Amanda Woolcombe	<b>4-11</b>	<b>30</b>
<b>2230</b>	<b>Iwade School</b> (Academy), School Lane, Iwade, Sittingbourne tel: 01795 472578 www.timuacademytrust.org.uk	<b>ME9 8RS</b>	Mrs K Ware - Executive Headteacher	<b>4-11</b>	<b>90</b>





DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3910	<b>Joy Lane Primary School</b> (Community), Joy Lane, Whitstable tel: 01227 261430 www.joylane.kent.sch.uk	CT5 4LT	Ms Debra Hines	4-11	90
2021	<b>Kemsley Primary Academy</b> (Academy), Coldharbour Lane, Kemsley, Sittingbourne tel: 01795 428689 www.kemsley.kent.sch.uk	ME10 2RP	Mrs C Andrews	4-11	30
2516	<b>Lansdowne Primary School</b> (Community), 1 Gladstone Drive, Sittingbourne tel: 01795 423752 www.lansdowne.kent.sch.uk	ME10 3BH	Mrs Zoe King	4-11	60
3126	<b>Littlebourne Church of England Primary School</b> (Voluntary Controlled), Church Road, Littlebourne, Canterbury tel: 01227 721671 www.littlebourne.kent.sch.uk	CT3 1XS	Ms Jacqueline Reed	4-11	15
2231	<b>Lower Halstow Primary School</b> (Community), School Lane, Lower Halstow, Sittingbourne tel: 01795 842344 www.lower-halstow.kent.sch.uk	ME9 7ES	Mrs Cathy Walker	4-11	30
2232	<b>Luddenham School</b> (Academy), Luddenham, Faversham tel: 01795 532061 www.luddenham-school.co.uk	ME13 0TE	Mr Mark Croly	4-11	30
2233	<b>Lynsted and Norton Primary School</b> (Academy), Lynsted Lane, Lynsted, Sittingbourne tel: 01795 521362 www.lynsted-norton.kent.sch.uk	ME9 0RL	Mr Richard Harrison	4-11	20



DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3110	<b>Milstead and Frinsted Church of England Primary School</b> (Academy), School Lane, Milstead, Sittingbourne tel: 01795 830241 www.milstead.kent.sch.uk	ME9 0SJ	Mrs K Baker	4-11	15
2022	<b>Milton Court Primary Academy</b> (Academy), Brewery Road, Milton Regis, Sittingbourne tel: 01795 472972 www.milton-court.kent.sch.uk	ME10 2EE	Mr Jason Pearn	4-11	30
2235	<b>Minster in Sheppey Primary School</b> (Community), Brecon Chase, Minster On Sea, Sheerness tel: 01795 872138 www.minster-sheppey.kent.sch.uk	ME12 2HX	Mrs Debbie Wheeler	4-11	60
2622	<b>Murston Infant School</b> (Community), Church Road, Murston, Sittingbourne tel: 01795 424278 www.murston-infant.kent.sch.uk	ME10 3RU	Ms F Judge	4-7	45
3111	<b>Newington Church of England Primary School</b> (Voluntary Controlled), School Lane, Newington, Sittingbourne tel: 01795 842300 www.newington.kent.sch.uk	ME9 7LB	Mrs Cathy Walker	4-11	30
2513	<b>Oaks Infant School</b> (Community), Gore Court Road, Sittingbourne tel: 01795 423619 www.theoaksinfantschool.co.uk	ME10 1QL	Mrs Heather Futter	4-11	90
3108	<b>Ospringe Church of England Primary School</b> (Voluntary Controlled), Water Lane, Ospringe, Faversham tel: 01795 532004 www.ospringe.kent.sch.uk	ME13 8TX	Mrs Amanda Ralph	4-11	30

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
<b>2607</b>	<b>Parkside Community Primary School</b> (Community), Tennyson Avenue, Canterbury tel: 01227 464956 www.parkside.kent.sch.uk	<b>CT1 1EP</b>	Mrs Irene H Nierzwicka	<b>4-11</b>	<b>30</b>
<b>2026</b>	<b>Petham Primary School</b> (Academy), Church Lane, Petham, Canterbury tel: 01227 700260 www.petham.kent.sch.uk	<b>CT4 5RD</b>	Mrs Mary Haney	<b>4-11</b>	<b>20</b>
<b>2033</b>	<b>Pilgrims' Way Primary School</b> (Academy), Pilgrims Way, Canterbury tel: 01227 760084 www.pilgrims-way.kent.sch.uk	<b>CT1 1XU</b>	Mrs Alice Witty	<b>4-11</b>	<b>45</b>
<b>2322</b>	<b>Preston Primary School</b> (Community), Mill Lane, Preston, Canterbury tel: 01227 722235 www.prestonprimaryschool.com	<b>CT3 1HB</b>	Miss Linda Taylor	<b>4-11</b>	<b>20</b>
<b>2237</b>	<b>Queenborough School and Nursery</b> (Community), Edward Road, Queenborough, Sheerness tel: 01795 662574 www.queenborough.kent.sch.uk	<b>ME11 5DF</b>	Mrs Barbara Conroy	<b>4-11</b>	<b>60</b>
<b>3124</b>	<b>Reculver Church of England Primary School</b> (Voluntary Controlled), Hillborough Herne Bay tel: 01227 375907 www.reculver.kent.sch.uk	<b>CT6 6TA</b>	Mr Jon Fox	<b>4-11</b>	<b>75</b>
<b>2249</b>	<b>Regis Manor Community Primary School</b> (Academy), Middletune Avenue, Sittingbourne tel: 01795 472971 www.regis-manor.kent.sch.uk	<b>ME10 2HT</b>	Mrs Claire Wood	<b>4-11</b>	<b>60</b>



DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
<b>2032</b>	<b>Richmond a Lilac Sky Academy</b> (Academy), Nursery Close, Sheerness tel: 01795 662891 www.richmondprimaryschool.co.uk	<b>ME12 2QT</b>	Ms Annie Donaldson	<b>4-11</b>	<b>60</b>
<b>2239</b>	<b>Rodmersham School</b> (Community), Rodmersham Green, Rodmersham, Sittingbourne tel: 01795 423776 www.rodmersham.kent.sch.uk	<b>ME9 0PS</b>	Mrs Nicola McMullon	<b>4-11</b>	<b>10</b>
<b>2245</b>	<b>Rose Street Primary School</b> (Community), Rose Street, Sheerness tel: 01795 663012 www.rose-street.kent.sch.uk	<b>ME12 1AW</b>	Mrs R Chetty-Marston	<b>4-11</b>	<b>30</b>
<b>3112</b>	<b>Selling Church of England Primary School</b> (Academy), The Street, Selling, Faversham tel: 01227 752202 www.selling-faversham.kent.sch.uk	<b>ME13 9RQ</b>	Mrs Kristina Dyer	<b>4-11</b>	<b>26</b>
<b>2246</b>	<b>Sheldwich Primary School</b> (Academy), Lees Court Road, Sheldwich, Faversham tel: 01795 532779 www.sheldwich.kent.sch.uk	<b>ME13 0LU</b>	Mrs S Garrett	<b>4-11</b>	<b>30</b>
<b>2035</b>	<b>South Avenue Primary School</b> (Academy), South Avenue, Sittingbourne tel: 01795 477750 www.southavenue.kent.sch.uk	<b>ME10 4SU</b>	Mrs Diane Browning	<b>4-11</b>	<b>60</b>
<b>3129</b>	<b>St Alphege Church of England Infant School</b> (Voluntary Controlled), Oxford Street, Whitstable tel: 01227 272977 www.st-alphege.kent.sch.uk	<b>CT5 1DA</b>	Mrs Steph Guthrie	<b>4-7</b>	<b>60</b>

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3713	<b>St Edward's Roman Catholic Primary School</b> (Voluntary Aided), New Road, Sheerness tel: 01795 662708 www.st-edwards-sheerness.co.uk	ME12 1BW	Mrs Y Best	4-11	30
					
5228	<b>St George's Church of England Primary School</b> (Voluntary Aided), Chequers Road, Minster On Sea, Sheerness tel: 01795 877667 www.st-georges-sheppey.kent.sch.uk	ME12 3QU	Mr Howard Fisher	4-11	60
					
2000	<b>St John's Church of England Primary School</b> (Canterbury) (Voluntary Controlled), St Johns Place, Canterbury tel: 01227 462360 www.stjohns-canterbury.kent.sch.uk	CT1 1BD	Miss J Warnock	4-11	60
3719	<b>St Joseph's Catholic Primary School</b> (Aylesham) (Academy), Ackholt Road, Aylesham, Canterbury tel: 01304 840370 www.stjosephs-aylesham.co.uk	CT3 3AS	Mrs Bridie Dodson	4-11	15
					
3892	<b>St Mary of Charity CE Primary</b> (Voluntary Aided), Orchard Place, Faversham tel: 01795 532496 www.smc.kent.sch.uk	ME13 8AP	Mrs Pauline Hann	4-11	30
3715	<b>St Mary's Catholic Primary School</b> (Whitstable) (Voluntary Aided), Northwood Road Whitstable tel: 01227 272692 www.st-marys-whitstable.kent.sch.uk	CT5 2EY	Mrs E Leaman	4-11	60
					
3138	<b>St Mary's Church of England Primary School</b> - <b>Chilham</b> (Voluntary Controlled), School Hill, Chilham, Canterbury tel: 01227 730442 www.chilhamschool.net	CT4 8DE	Mr Richard Williams	4-11	15

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3714	<p><b>St Peter's Catholic Primary School</b> (Voluntary Aided), West Ridge, Sittingbourne tel: 01795 423479 www.st-peters-sittingbourne.co.uk</p>	ME10 1UJ	Mrs Colleen Owen	4-11	30
					
3289	<p><b>St Peter's Methodist Primary School</b> (Canterbury) (Voluntary Controlled), St Peters Grove, Canterbury tel: 01227 464392 www.st-peters-canterbury.kent.sch.uk</p>	CT1 2DH	Mr Robert Garratt	4-11	30
2611	<p><b>St Stephen's Infant School</b> (Community), Hales Drive, Canterbury tel: 01227 769204 www.st-stephens-infant.kent.sch.uk</p>	CT2 7AB	Mrs Katy Brooks	4-7	90
3749	<p><b>St Thomas' Catholic Primary School</b> (Canterbury) (Voluntary Aided), 99, Military Road, Canterbury tel: 01227 462539 www.st-thomas-canterbury.kent.sch.uk</p>	CT1 1NE	Miss Lisa D'Agostini	4-11	30
					
3158	<p><b>Stelling Minnis Church of England Primary School</b> (Voluntary Controlled), Bossingham Road, Stelling Minnis, Canterbury tel: 01227 709218 www.stelling-minnis.kent.sch.uk</p>	CT4 6DU	Mr John Gray	4-11	15
3128	<p><b>Sturry Church of England Primary School</b> (Academy), Park View, Sturry, Canterbury tel: 01227 710477 www.sturry.kent.sch.uk</p>	CT2 0NR	Mr S J O'Keefe	4-11	60
2643	<p><b>Swalecliffe Community Primary School</b> (Community), Bridgefield Road, Tankerton, Whitstable tel: 01227 272101 www.swalecliffeprimary.org</p>	CT5 2PH	Benjamin (Ben) Mark Cooper	4-11	90

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
3117	<b>Teynham Parochial Church of England Primary School</b> (Voluntary Controlled), Station Road, Teynham, Sittingbourne tel: 01795 521217 www.teynham.kent.sch.uk	ME9 9BQ	Mrs Elizabeth Pearson	4-11	30
2034	<b>Thistle Hill Primary Academy</b> (Academy) Thistle Hill Way, Minster, Isle of Sheppey, Kent Email: thistlehill@lilacskyschool.co.uk	ME12 3GN	TBA	4-11	60
3337	 <b>Tunstall Church of England Primary School</b> (Voluntary Aided), Tunstall, Sittingbourne tel: 01795 472895 www.tunstall.kent.sch.uk	ME9 8DX	Mrs Kathryn R Hutchings	4-11	30
2434	<b>West Minster Primary School</b> (Community), St Georges Avenue, Sheerness tel: 01795 662178 www.west-minster.kent.sch.uk	ME12 1ET	Miss Hazel Brewer	4-11	60
3912	<b>Westlands Primary School</b> (Academy), Homewood Avenue, Sittingbourne tel: 01795 470862 www.westlandsprimary.org.uk	ME10 1XN	Mrs M Fenniche	4-11	90
2268	<b>Westmeads Community Infant School</b> (Community), Cromwell Road, Whitstable tel: 01227 272995 www.westmeads.kent.sch.uk	CT5 1NA	Mrs Helen Lambirth	4-7	60
3130	<b>Wickhambreaux Church of England Primary School</b> (Voluntary Controlled), The Street, Wickhambreaux, Canterbury tel: 01227 721300 www.wickhambreaux-school.ik.org	CT3 1RN	Mrs Ann Campling	4-11	15
5221	<b>Wincheap Foundation Primary School</b> (Foundation), Hollowmede, Canterbury tel: 01227 464134 www.wincheap.kent.sch.uk	CT1 3SD	Mr Clive J Close	4-11	60

DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
2326	<b>Wingham Primary School</b> (Community), School Lane, Wingham, Canterbury tel: 01227 720277 www.winghamprimary.org.uk	CT3 1BD	Miss Linda Taylor	4-11	30

### Junior Schools (Yr3 - Yr6)

5206	<b>Herne Bay Junior School</b> (Foundation), Kings Road, Herne Bay tel: 01227 374608 www.hernebay-jun.kent.sch.uk	CT6 5DA	Mrs Frances Nation	7-11	125
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3338	<b>Herne Church of England Junior School</b> (Voluntary Aided), School Lane, Herne Bay tel: 01227 374069 www.herne-junior.kent.sch.uk	CT6 7AL	Mr Malcolm Saunders	7-11	90
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2463	<b>Minterne Community Junior School</b> (Community), Minterne Avenue, Sittingbourne tel: 01795 472323 www.minterne.org	ME10 1SB	Mrs Catherine Hurst	7-11	90
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2252	<b>Murston Junior School</b> (Community), Sunny Bank, Murston, Sittingbourne tel: 01795 473891 www.murston-junior.kent.sch.uk	ME10 3QN	Mrs Patricia Hatt	7-11	45
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2608	<b>St Stephen's Junior School</b> (Academy), Hales Drive, Canterbury tel: 01227 464119 www.ststephensjuniorschool.co.uk	CT2 7AD	Mr Stuart Pywell	7-11	100
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DFE no	School name, address, telephone and website	Postcode	Headteacher	Age range	Intake
<b>3339</b>	<b>Whitstable and Seasalter Endowed Church of England Junior School</b> (Voluntary Aided), High Street, Whitstable tel: 01227 273630 www.whitstable-endowed.kent.sch.uk	<b>CT5 1AY</b>	Mrs Enid Burrows	<b>7-11</b>	<b>48</b>
<b>2269</b>	<b>Whitstable Junior School</b> (Community), Oxford Street, Whitstable, tel:01227 272385, www.whitstable-junior.kent.sch.uk	<b>CT5 1DB</b>	Ms Gill Moody	<b>7-11</b>	<b>75</b>

### Admissions 2014 Offer Day Outcome

DFE No.	School Name	PAN	Total Apps	Offers	Own Admissions Authority	Offers					
						SEN	LAC	Sibling	Distance	Last Distance Offered	Local Authority Allocation
3119	Adisham Church of England Primary School	20	29	11	NO	0	0	6	5	1.8639	0
3328	Bapchild and Tonge Church of England Primary School	30	40	31	YES	0	0	N/A	N/A	2.1175	4
3120	Barham Church of England Primary School	30	64	21	NO	0	1	8	12	8.8448	0
2258	Blean Primary School	60	183	60	NO	0	0	26	34	2.0584	0
2223	Bobbing Village School	30	204	30	NO	0	0	8	22	0.8148	0
3329	Borden Church of England Primary School	18	69	18	YES	0	0	N/A	N/A	0.9495	0
3282	Boughton-under-Blean and Dunkirk Primary School	30	62	30	NO	0	1	22	7	0.3518	0
3330	Bredgar Church of England Primary School	15	29	13	YES	0	0	N/A	N/A	3.8456	0
2569	Briary Primary School	60	138	60	NO	0	1	21	37	3.1154	1
3122	Bridge and Patribourne Church of England Primary School	60	112	50	NO	0	1	20	29	26.4487	0
2534	Bysing Wood Primary School	30	31	26	NO	0	1	8	10	1.371	7
2654	Canterbury Primary School	30	79	30	YES	0	0	N/A	N/A	1.5137	0
2254	Canterbury Road Primary School	30	132	30	NO	0	0	12	18	0.2845	0
2259	Chartham Primary School	45	68	45	NO	0	2	19	24	2.3711	0
3123	Chislet Church of England Primary School	12	42	12	NO	0	0	5	7	3.0207	0
2228	Davington Primary School	60	136	60	NO	0	0	28	32	0.7516	0

DFE No.	School Name	PAN	Total Apps	Offers	Own Admissions Authority	Offers					
						SEN	LAC	Sibling	Distance	Last Distance Offered	Local Authority Allocation
3106	Eastchurch Church of England Primary School	90	92	60	NO	0	1	21	38	6.8266	0
2226	Eastling Primary School	15	16	7	NO	0	0	4	3	2.9808	0
2227	Ethelbert Road Primary School	30	143	30	NO	0	1	10	19	0.2802	0
2229	Graveney Primary School	15	47	16	YES	0	0	N/A	N/A	1.9868	0
2595	Grove Park Primary School	60	168	60	YES	0	1	N/A	N/A	1.4545	0
5220	Halfway Houses Primary School	90	186	90	YES	0	0	N/A	N/A	1.4237	0
2264	Hampton Primary School	90	196	90	YES	0	2	N/A	N/A	1.6783	0
3332	Hartlip Endowed Church of England Primary School	15	33	15	YES	0	0	N/A	N/A	0.9267	0
2263	Herne Bay Infant School	120	275	120	NO	0	1	52	67	0.5446	0
3295	Herne Church of England Infant School	90	190	90	NO	0	0	28	62	1.0808	0
3109	Hernhill Church of England Primary School	30	67	30	NO	0	0	21	9	1.2777	0
2013	Hersden Village Primary School	15	22	15	YES	0	0	N/A	N/A	1.8696	0
2265	Hoath Primary School	9	39	9	NO	0	0	2	7	2.2849	0
2629	Holywell Primary School Upchurch	30	54	30	NO	0	0	14	16	3.3585	0
2230	Iwade Community Primary School	79	167	79	NO	0	1	33	45	1.029	0
3910	Joy Lane Primary School	90	119	66	NO	0	2	21	38	6.6646	5
2021	Kemsley Primary Academy	30	74	30	YES	0	0	12	18	0.4289	0
2516	Lansdowne Primary School	60	103	60	NO	0	0	14	34	1.9267	12
3126	Littlebourne Church of England Primary School	15	20	11	NO	0	0	4	7	3.0578	0
2231	Lower Halstow Primary School	30	36	24	NO	0	0	11	9	3.7974	4
2232	Luddenham School	30	75	30	YES	0	0	N/A	N/A	1.942	0
2233	Lynsted and Norton Primary School	20	34	18	YES	0	0	N/A	N/A	4.1123	0
3110	Milstead and Frinsted Church of England Primary School	10	20	9	YES	0	0	N/A	N/A	4.4324	0
2022	Milton Court Primary Academy	30	68	30	YES	0	0	N/A	N/A	0.5972	0
2235	Minster in Sheppey Primary School	60	215	60	NO	0	0	34	26	0.5431	0
2622	Murston Infant School	45	71	45	NO	0	0	23	22	0.3358	0
3111	Newington Church of England Primary School	30	23	19	NO	0	0	8	6	6.9265	5
2513	Oaks Community Infant School	90	244	90	NO	0	1	43	46	0.6815	0
3108	Ospringe Church of England Primary School	45	71	45	NO	0	0	20	19	5.2949	6
2607	Parkside Community Primary School	30	19	12	NO	0	0	3	9	5.6717	0
2026	Petham Primary School	16	20	14	YES	0	0	N/A	N/A	2.9804	3
2033	Pilgrims' Way Primary School and Nursery	45	47	42	NO	0	0	26	11	1.6693	5

DFE No.	School Name	PAN	Total Apps	Offers	Own Admissions Authority	Offers					
						SEN	LAC	Sibling	Distance	Last Distance Offered	Local Authority Allocation
2237	Queenborough School and Nursery	90	89	75	NO	0	1	28	37	33.2765	9
3124	Reculver Church of England Primary School	75	88	50	NO	0	1	22	24	3.5411	3
2249	Regis Manor Community Primary School	60	109	60	YES	0	0	N/A	N/A	0.9601	1
2032	Richmond Academy	60	124	60	NO	0	0	30	30	0.4417	0
2239	Rodmersham School	10	83	10	NO	0	0	5	5	0.8581	0
2245	Rose Street Primary School	60	158	60	NO	0	1	18	41	0.4647	0
3112	Selling Church of England Primary School	26	63	25	YES	0	0	N/A	N/A	3.5583	3
2246	Sheldwich Primary School	30	93	30	YES	0	0	N/A	N/A	2.5921	0
2435	South Avenue Infant School	60	133	60	NO	0	0	25	35	0.7951	0
3129	St Alphege Church of England Infant School	60	142	51	NO	0	2	10	37	2.1263	2
3713	St Edward's Roman Catholic Primary School	30	46	24	YES	0	0	N/A	N/A	0.6391	0
5228	St George's Church of England Primary School (Voluntary Aided)	60	190	60	YES	0	1	N/A	N/A	1.0285	0
2000	St John's Church of England Primary School (Canterbury)	60	55	29	NO	0	0	14	10	3.2518	5
3892	St Mary of Charity CE Primary	30	83	30	YES	0	0	N/A	N/A	0.1909	0
3715	St Mary's Catholic Primary School (Whitstable)	60	99	60	YES	0	3	N/A	N/A	15.4971	0
3714	St Peter's Catholic Primary School	30	70	30	YES	0	0	N/A	N/A	0.0747	0
3289	St Peter's Methodist Voluntary Controlled Primary School (Canterbury)	30	168	30	NO	0	0	11	19	0.3624	0
2611	St Stephen's Infant School	90	225	90	NO	0	1	35	54	1.2493	0
3749	St Thomas' Catholic Primary School (Canterbury)	30	66	30	YES	0	0	N/A	N/A	0.4919	0
3128	Sturry Church of England Primary School	60	60	52	YES	0	0	N/A	N/A	5.7504	3
2643	Swalecliffe Community Primary School	90	187	90	NO	0	2	37	51	2.571	0
3117	Teynham Parochial Church of England Primary School	30	28	23	NO	0	0	10	11	2.2601	2
3337	Tunstall Church of England Primary School	30	90	30	YES	0	1	N/A	N/A	1.2891	0
2434	West Minster Primary School	60	117	60	NO	0	0	33	20	2.1394	7
3912	Westlands Primary School	90	160	90	YES	0	0	N/A	N/A	9.2672	12
2268	Westmeads Community Infant School	60	184	60	NO	0	0	8	52	0.6553	0
3130	Wickhambreaux Church of England Primary School	15	61	15	NO	0	0	10	5	0.1627	0
5221	Wincheap Foundation Primary School	60	94	60	YES	0	1	N/A	N/A	0.6284	0

## Junior Schools

DFE No.	School Name	PAN	Total Apps	Offers	Own Admissions Authority	Offers					
						SEN	LAC	Sibling	Distance	Last Distance Offered	Local Authority Allocation
5206	Herne Bay Junior School	125	178	122	YES	1	2	N/A	N/A	0.5791	0
3338	Herne Church of England Junior School	90	113	89	YES	0	1	N/A	N/A	0.6425	0
2463	Minterne Community Junior School	90	115	90	NO	0	2	37	51	17.2406	0
2252	Murston Junior School	45	64	42	NO	1	1	14	26	0.1033	0
2608	St Stephen's Junior School	96	107	93	YES	0	1	N/A	N/A	1.4527	0
3339	Whitstable and Seasalter Endowed Church of England Junior School	48	115	48	YES	0	0	N/A	N/A	0.3359	0
2269	Whitstable Junior School	75	131	70	NO	0	1	13	51	5.4795	5



# Admissions Forms





# KENT JUNIOR COMMON APPLICATION FORM 2015

For pupils applying for a YEAR 3 place born between 1 Sep 2007 and 31 Aug 2008

Why not apply online instead? Visit [kent.gov.uk/OLA](http://kent.gov.uk/OLA)

Please complete in **BLOCK CAPITALS** and tick the relevant boxes



JCAF

PUPIL ID

## CHILD'S DETAILS

Forename  Surname

Date of Birth  Male/Female

Address  This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.  
 | Postcode

Current School  LA  DFE  SCHOOL NAME

**LOOKED AFTER CHILDREN - DEFINITION** Children in Local Authority Care - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

Does your child qualify under the above statement?  YES  NO

If yes, which authority is/was the corporate parent?

If yes, please provide us with the names of any professionals associated with the child

Does your child have a statement of Special Educational Needs? Please tick box if yes  SEN

If your child has a Statement you should contact their SENCO who will be able to advise you of how to apply for a Junior School place.

## PARENT/CARER DETAILS

Title  Forename  Surname

Relationship to child  Email Address

Phone numbers  1  2

Which authority do you pay your council tax to?

ARE YOU A CROWN SERVANT?  YES  NO  DATE OF POSTING

If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and confirming your relocation address. This must be sent to Admissions, Room 2.24, Sessions House, Maidstone, Kent, ME14 1XQ, UK.

Future Address in UK  FUTURE ADDRESS IN UK

# KENT JUNIOR COMMON APPLICATION FORM 2015

Listed below are Kent Junior Schools whose Year of entry is Year 3. You can only name on your form schools from this list or any Out of County Junior Schools (i.e. Medway, Bexley, Bromley, etc). **Please do not name any Primary**

**schools as they will be removed and NOT considered for processing.** If you would like a Primary school for September 2015 you may fill in an In Year Application which is available to download from [kent.gov.uk/inyearadmission](http://kent.gov.uk/inyearadmission)

<b>2141</b>	Amherst School (Academy) Trust	<b>2014</b>	Murston Junior School	<b>3371</b>	St Laurence-in-Thanel Church of England Junior Academy
<b>2310</b>	Barton Junior School	<b>2175</b>	North Borough Junior School	<b>3360</b>	St Peter-in-Thanel CE Junior School
<b>5223</b>	Brookfield Junior School	<b>2444</b>	Riverview Junior School	<b>3144</b>	Tenterden Church of England Junior School
<b>2020</b>	Christ Church CE Junior School	<b>5203</b>	Roseacre School	<b>2523</b>	Upton Junior School
<b>5208</b>	Ditton Church of England Junior School	<b>2627</b>	Sandwich Junior School	<b>2005</b>	York Road Junior Academy & Language Unit
<b>5206</b>	Herne Bay Junior School	<b>2431</b>	Shears Green Junior School	<b>5226</b>	Willesborough Junior School
<b>3338</b>	Herne CE (Aided) Junior School	<b>3181</b>	St Saviour's Church of England Junior School	<b>2453</b>	Woodlands Junior School
<b>2438</b>	Joydens Wood Junior School	<b>3049</b>	St James's Church of England Junior School	<b>3339</b>	Whitstable & Seasalter Endowed Church of England Junior School
<b>3133</b>	Kennington Church of England Junior School	<b>3072</b>	St Michael's Church of England Junior School	<b>2269</b>	Whitstable Junior School
<b>2463</b>	Minterne Community Junior School	<b>2608</b>	St. Stephen's Junior School		

**You can name up to three schools on this form. When making the offer, the Local Authority will ensure that:**

- a place will be offered at the highest available ranked preference your child is eligible for, or
- if a place cannot be offered at any school named on the form, a place will be offered at an alternative school

## 1st Preference

LA No:

DFE No:

### SCHOOL NAME:

Will you have any other children (siblings) attending this school in September 2015? If YES enter details below

Forename:  Surname:  Date of Birth:  Male/Female:

## 2nd Preference

LA No:

DFE No:

### SCHOOL NAME:

Will you have any other children (siblings) attending this school in September 2015? If YES enter details below

Forename:  Surname:  Date of Birth:  Male/Female:

## 3rd Preference

LA No:

DFE No:

### SCHOOL NAME:

Will you have any other children (siblings) attending this school in September 2015? If YES enter details below

Forename:  Surname:  Date of Birth:  Male/Female:

## PLEASE NOTE

- If you would like to express reasons for any of your preferences please attach a separate sheet.
- Schools can only take into account reasons that apply to their oversubscription criteria.
- If you named a Voluntary Aided/Foundation school or Academy that requires a Supplementary Information Form (SIF) please ensure you return it to the school.

## Declaration by Parent/Carer

I declare that the information I have given on this form is correct. I understand that if at a later date this information is found to be incorrect I may lose any place allocated to my child.

Title  Full Name  Signature  Date

**Please return to:** Admissions, Room 2.24, Sessions House, County Hall, Maidstone, ME14 1XQ by THURSDAY 15th JANUARY 2015. If you would like your form acknowledged please enclose an SAE

IYCAF

PUPIL ID

Please fill in all the details and return this form directly to the school  
Please complete in **BLOCK CAPITALS** and tick the relevant boxes

## CHILD'S DETAILS

Forename  Surname Date of Birth  Male/Female Address  This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.Postcode Current School (If applicable)  LA  DFE  SCHOOL NAME  POSTCODE 

DOES YOUR CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?

YES  NO 

IS YOUR CHILD A LOOKED AFTER CHILD OR ADOPTED?

YES  NO 

## PARENT/CARER DETAILS

Title  Forename  Surname Relationship to child  Email Address Phone numbers  1  2Are you a Crown Servant? YES  NO 

If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and confirming your relocation address to the school.

\*Please see back of application for declaration statement before signing

Signature  Date 

## SCHOOL USE ONLY

Date received  DD  MM  YEARLA  DFE  SCHOOL NAME 

Please complete all applicable boxes to inform the LA of the outcome of this application

## PLACE OFFERED

OFFERED DATE ACCEPTED DATE REFUSED DATE WITHDRAWN DATE 

## PLACE NOT OFFERED

WAS A PLACE AVAILABLE  YES/NOWAS THE CHILD ELIGIBLE  YES/NOHAVE THEY JOINED  YES/NOTHE WAITING LIST? 

**Please wait until full outcome of application is known before returning to the In Years Admissions Team.**

Admissions, Room 2.24, Sessions House, Maidstone Kent ME14 1XQ

Email: kentinyearadmissions@kent.gov.uk | Fax: 03003 336480

# IN YEAR CASUAL ADMISSION FORM (IYCAF)

## PLEASE READ THIS GUIDANCE CAREFULLY BEFORE COMPLETING YOUR IN YEAR CASUAL ADMISSIONS FORM (IYCAF)

If you live in Kent and wish to apply for a place at a Kent school in your child's current year group, you should complete this form and send it to the school(s) you are applying for. You should complete a separate form for each child and for each school you are applying for. Information about Kent schools that are near to you can be found at [kent.gov.uk/findschools](http://kent.gov.uk/findschools). You may be asked to complete a Supplementary Information Form (SIF) to provide the school with additional information so the school can rank your child according to its oversubscription criteria if more children apply than there are places available. If you are applying for a place at a Grammar School, the school will get in touch with you about any testing arrangements.

If you are applying for a place at a school outside Kent, or you live outside Kent and want a place at a Kent school, please contact the Admissions Team on the number below for advice.

If the school has a place your child is eligible for and no other child has a higher priority, the school must offer it to you (unless your child has been permanently excluded from more than 2 schools; please contact the Admissions Team if this applies to you).

If your child is turned down for a place at the school(s) you apply for, you have the legal right to appeal against the refusal of a place. Appeals should be made in writing to the school's admission authority. You can also request to join the school's waiting list if they have one. The school will let you know how to make an appeal or join the waiting list when they tell you the outcome of your application. You can find more information about appealing at [kent.gov.uk/schooladmissions](http://kent.gov.uk/schooladmissions).

The school must provide you with a formal offer or refusal letter. You may wish to keep notes of dates and times of conversations as well as names of contacts at the school. Under normal circumstances, a school should inform you of the outcome of your application within 5 school days.

If you have approached schools and are having trouble finding a place you can contact the Admissions Team on the number below, and we will let you know where there are currently places available.

## DECLARATION STATEMENT

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\*All information given in this application is, to the best of my knowledge, true and correct. I understand that if, at a later date, any of the information is found to be incorrect I may lose any place allocated to my child.

I give permission to the School to process all the information given in accordance with the Admissions Criteria and processes and to share this information with the Local Authority.

## FURTHER INFORMATION

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**Email** – [kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)

**Phone** – 03000 41 21 21

**Web** – [kent.gov.uk/primaryadmissions](http://kent.gov.uk/primaryadmissions)

# KENT PRIMARY COMMON APPLICATION FORM 2015

For pupils applying for a YEAR R place born between 1 Sep 2010 and 31 Aug 2011

Why not apply online instead? Visit [kent.gov.uk/OLA](http://kent.gov.uk/OLA)

Please complete in **BLOCK CAPITALS** and tick the relevant boxes



RCAF

PUPIL ID

## CHILD'S DETAILS

Forename

Surname

Date of Birth

Male/Female

Address

This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.

Postcode

## LOOKED AFTER CHILDREN - DEFINITION

Children in Local Authority Care - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

Does your child qualify under the above statement?

YES

NO

If yes, which authority is/was the corporate parent?

If yes, please provide us with the names of any professionals associated with the child

Does your child have a statement of Special Educational Needs? Please tick box if yes

SSEN

If your child has a Statement you should contact their SENCO who will be able to advise you of how to apply for a Primary School place.

## PARENT/CARER DETAILS

Title

Forename

Surname

Relationship to child

Email Address

Phone numbers

1

2

Which authority do you pay your council tax to?

ARE YOU A CROWN SERVANT?

YES

NO

DATE OF POSTING

If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and confirming your relocation address. This must be sent to Admissions, Room 2.24, Sessions House, Maidstone, Kent, ME14 1XQ, UK.

Future Address in UK

FUTURE ADDRESS IN UK



# KENT PRIMARY COMMON APPLICATION FORM 2015

**YOU CAN NAME UP TO THREE SCHOOLS ON THIS FORM.**

**When making the offer, the Local Authority will ensure that:**

- a place will be offered at the highest available ranked preference your child is eligible for, or
- if a place cannot be offered at any school named on the form, a place will be offered at an alternative school

## 1st Preference

LA No:

DFE No:

**SCHOOL NAME:**  
.....

Will you have any other children (siblings) attending this school in September 2015? If YES enter details below

Forename:

Surname:

Date of Birth:

Male/Female:

## 2nd Preference

LA No:

DFE No:

**SCHOOL NAME:**  
.....

Will you have any other children (siblings) attending this school in September 2015? If YES enter details below

Forename:

Surname:

Date of Birth:

Male/Female:

## 3rd Preference

LA No:

DFE No:

**SCHOOL NAME:**  
.....

Will you have any other children (siblings) attending this school in September 2015? If YES enter details below

Forename:

Surname:

Date of Birth:

Male/Female:

### PLEASE NOTE

- If you would like to express reasons for any of your preferences please attach a separate sheet.
- Schools can only take into account reasons that apply to their oversubscription criteria.
- If you named a Voluntary Aided/Foundation school or Academy that requires a Supplementary Information Form (SIF) please ensure you return it to the school.

### Declaration by Parent/Carer

I declare that the information I have given on this form is correct. I understand that if at a later date this information is found to be incorrect I may lose any place allocated to my child.

Title

Full Name

Date

Signature

**Please return to:**

Admissions, Room 2.24, Sessions House, County Hall, Maidstone Kent ME14 1XQ by THURSDAY 15th JANUARY 2015.  
If you would like your form acknowledged please enclose an SAE.

Your guide to applying for a

# Primary School in Kent 2015

This publication is available in other formats and  
can be explained in a range of languages

Helpline: 0300 333 5540

Text Relay: 18001 0300 333 5540