

Barham Church of England Primary School



Admissions Policy 2026-27

Admissions arrangements for entry in September 2027 (academic year 2027/28)

Reviewed	September 2026
Approved by governors	October 2027
Date of next review	September 2027

Red text identifies wording that is new or substantively amended from the September 2025 policy.

Our Vision Statement

At Barham Church of England Primary School we know, nurture and value everyone in our school. We celebrate everyone's unique character, gifts and talents. As a school family, we take care of ourselves, others and the world God has given us. We are rooted in our local community.

At the heart of our school is a memorable creative curriculum, where children are challenged and inspired to explore, create and learn through a range of enriching opportunities, including academic studies, sport and the arts, outdoor learning and play. Through this we learn and grow to be kind, confident and curious individuals.

1. Introduction

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

Barham Church of England Primary School is a voluntary controlled school. Kent County Council (KCC) is the admission authority and is responsible for determining the admission arrangements, ranking applications and making or refusing offers. The governing body does not operate an admissions committee to allocate places.

The school's Published Admission Number (PAN) for Reception is 30; there is one class of 30 children in each year group.

This policy summarises the arrangements that apply to Barham for the September 2027 intake and to in-year applications during 2027/28. It should be read alongside KCC's determined arrangements and co-ordinated scheme. If there is any conflict, the statutory School Admissions Code and KCC's determined arrangements take precedence.

2. Admissions Number and Intake Times

Barham CEP School has one Reception intake each year in September. Prospective parents are invited to view the school in the autumn before their child is due to start the following September. Visits may be offered through open events or by individual appointment. Please contact the school office on 01227 831312 for details.

For admission in September 2027, Reception applications are normally for children born between 1 September 2021 and 31 August 2022.

Kent residents must apply to KCC using the Reception Common Application Form (RCAF), normally online at www.kent.gov.uk/ola. Parents living outside Kent must apply through their home local authority. Up to three school preferences may be expressed in priority order. Naming Barham on the application form is the only application required; Barham does not use a Supplementary Information Form.

Key dates for the September 2027 intake

Action	Date
Applications open	Friday 6 November 2026
National closing date	Friday 15 January 2027
National Offer Day (emails after 4pm)	Friday 16 April 2027
Deadline to accept or decline and to request inclusion in KCC's reallocation waiting list	Friday 30 April 2027
Deadline for lodging an on-time appeal	Monday 17 May 2027
KCC reallocation of available places	Thursday 27 May 2027

KCC's co-ordinated scheme explains how late applications and changes of preference are handled.

3. School Age, Deferred Entry and Part-time Attendance

Where a Reception place has been offered, the child is entitled to a full-time place from September following their fourth birthday. Parents may defer the child's start until later in the same school year, but not beyond the start of the term after the child reaches compulsory school age and not beyond the beginning of the final term of that school year. Parents may also request part-time attendance until later in the school year, but not beyond the point at which the child reaches compulsory school age.

Deferring the start date within the same school year is different from requesting admission outside the child's normal age group. Requests for a summer-born child to enter Reception in the following school year are considered under section 7 below.

4. Application Procedure (Year R Places)

The school will follow the procedures, timetable and deadlines in KCC's Co-ordinated Scheme for Primary Admissions.

KCC, as the admission authority, ranks applications against its determined oversubscription criteria. The school and governors do not give priority according to the order in which preferences are received, attendance at school events, faith, nursery attendance, parental support for the school or any other unpublished factor.

Children with an Education, Health and Care Plan

Children with an Education, Health and Care Plan (EHCP) do not apply through the main admissions round. Where an EHCP names Barham, the child must be admitted through the statutory SEND process. Places allocated through an EHCP reduce the number of places available against the PAN.

Oversubscription Criteria

If there are more applications than places, KCC will apply the following criteria in priority order. Distance is used as the tie-breaker within each criterion.

1. Looked after and previously looked after children. This includes children currently in local authority care; children who were looked after immediately before becoming subject to an adoption order, child arrangements order or special guardianship order; and children who appear to KCC to have been in state care outside England and ceased to be in state care because they were adopted.
2. Attendance at a linked school. This criterion applies only where KCC has formally established a link between an infant and junior school. It does not apply to Barham because Barham has no linked infant school.
3. Current family association. Priority is given where a brother or sister will be attending the same school at the time of entry and the family remains at the address from which the sibling was admitted; or, after moving, lives within two miles of the school or at an address nearer to the school than the previous property. If sibling priority is lost, it will not be reinstated. A brother or sister includes children living as siblings in the same household, including natural, adopted, step and foster siblings.
4. Health and special access reasons. Priority may be given where the child, or their parent or guardian, has a demonstrable and significant medical, health, social or special access need to attend Barham. The claim must be supported by written evidence from a suitably qualified medical or other practitioner showing a special connection between the need and this school.

5. Nearness of the child's home to school. KCC measures the straight-line distance between the child's permanent home address and the school using National Land and Property Gazetteer address-point data. Where a child lives at more than one address, KCC normally uses the address at which the child sleeps for the majority of school nights, Sunday to Thursday, during the first academic year. If time is equal, KCC uses the address closer to the school named as the child's first preference.

Tie-breaker and Multiple Births

Within any oversubscribed criterion, priority is given to the child living closest to the school using KCC's distance method. If two or more applicants remain exactly equal for the final place, names will be allocated numbers and drawn randomly under independent supervision.

If admitting one child from a multiple birth would reach the PAN before all siblings from that birth could be admitted, KCC will offer a place to each sibling, even if this takes the school above PAN. Any additional Reception pupil will be treated as an excepted pupil for infant class-size purposes for the period permitted by law.

5. Waiting Lists

KCC and the school will operate waiting lists in accordance with the determined arrangements. Parents must follow KCC's instructions to request inclusion, including the deadline for the reallocation stage. Waiting lists are held in oversubscription-criteria order, not in the order applications were received. They are re-ranked whenever a child is added and before an offer is made, so a child's position can move up or down. Waiting lists operate at least until the end of the first school term (31 December) of the admission year.

Being on a waiting list does not affect the right of appeal. A place arising after KCC's reallocation stage will be offered to the highest-ranked eligible child on the current list.

6. Withdrawal of an Offer or Place

KCC must not withdraw an offer unless it was made in error, the parent has not responded within a reasonable period after being given a further opportunity to respond, or the offer was obtained through a fraudulent or intentionally misleading application. If an offer is withdrawn because of misleading information, the application must be reconsidered and a right of appeal given if a place is then refused.

Once a child has started at the school, a place will not be withdrawn except where it was fraudulently obtained. In such a case, the length of time the child has attended must be taken into account.

7. Admission Outside the Normal Age Group

Parents may request a place outside their child's normal age group, including where a summer-born child is requested to enter Reception rather than Year 1 in the September after their fifth birthday. Requests should be made to the Headteacher as early as possible in the admissions round associated with the child's date of birth so that the school and KCC have time to decide before the closing date.

Each request is considered individually and in the child's best interests. The decision will take account of the parent's views; the child's academic, social and emotional development; relevant medical history and professional views; whether the child has previously been educated outside

their normal age group; whether the child may naturally have entered a lower year group if not for premature birth; and the Headteacher's views. Parents are not required to provide professional evidence, but any evidence supplied should be specific to the child.

Parents should also submit an application for the child's normal year of entry in case the request is refused. If entry to Reception in the following year is agreed, the later application must be made using a paper RCAF with the required written confirmation. Agreement to consider an application outside the normal age group does not guarantee a place: the application is considered with all other applications in the relevant round and the published oversubscription criteria are applied.

Parents may appeal against refusal of a school place, but there is no statutory right of appeal solely against the year group offered where a place at Barham has been offered.

8. In-year Admissions and Other Year Groups

Applications made outside the normal Reception admissions round, or for admission to another year group, are in-year applications. Parents must complete a separate KCC In Year Application Form (IYAF) for each school and return it directly to the school. The form is available at www.kent.gov.uk/inyearadmissions.

The school processes the application on behalf of KCC and will aim to notify parents in writing within 10 school days and must do so within 15 school days. If more applications are received than there are places, the same oversubscription criteria and tie-breaker are applied. The Reception PAN does not create an automatic right to refuse an application to another year group; KCC will decide whether admission would prejudice efficient education or the efficient use of resources.

An offer letter will state the proposed start date and will ask the parent to accept or refuse within 10 school days. Once accepted, the child should normally start within 10 school days unless a justified later date is agreed. If a place is refused, the written decision will give reasons, waiting-list information and appeal details. Applicants unable to secure a school place may be considered under Kent's In Year Fair Access Protocol where appropriate.

9. Children of UK Service Personnel and Crown Servants

Applications from families of UK service personnel with a confirmed posting and Crown servants returning from overseas will be handled in accordance with the School Admissions Code and KCC's scheme. An application may be processed in advance of arrival when supported by official confirmation. KCC will use the intended address where evidence is supplied, or a Unit or quartering address for service families where requested. This provision does not guarantee a place at Barham.

10. Appeals

Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission.

KCC is responsible for arranging appeals for Barham. Appeals must be lodged in accordance with the timetable and instructions at www.kent.gov.uk/schoolappeals. The on-time appeal deadline for the September 2027 Reception intake is Monday 17 May 2027. Late appeals can still be lodged but may be heard later.

Reception appeals may be subject to the statutory infant class-size rules, which limit the grounds on which an appeal panel can uphold an appeal where admission would breach the limit of 30 pupils to one teacher.

11. Further Information and Governing Documents

This policy is a parent-friendly summary. The following documents and webpages govern or explain the full arrangements:

1. Kent County Council Co-ordinated Scheme for Primary Admissions, academic year 2027/28
2. Kent County Council Admissions Arrangements for Community and Voluntary Controlled Primary, Infant and Junior Schools, academic year 2027/28
3. Department for Education School Admissions Code 2021
4. Department for Education School Admission Appeals Code
5. KCC primary admissions: www.kent.gov.uk/primaryadmissions
6. KCC in-year admissions: www.kent.gov.uk/inyearadmissions
7. KCC school appeals: www.kent.gov.uk/schoolappeals

Parents may also contact the school office for help locating the correct application form or guidance. The school cannot promise a place or depart from KCC's determined arrangements.