

Admissions Policy

Sussex Road Primary School



Approved by:

Last reviewed on:

Headteacher

Annually in line with the
LEA Policy Document

Date: September 2025

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the Local Authority arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision to not offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

The Local Authority and the school are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Definitions used in this document

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- **Previously looked-after children** are children who were looked after, but ceased to be so because they:
 - Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
 - Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
 - Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)
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This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

An **EHCP** is an Education, Health and Care plan. An Education, Health and Care plan ('EHC plan') is a legal document. It sets out a child/young person's special educational needs, the support they need, and what they'd like to achieve.

How to apply

Sussex Road School is a Community Primary School all places are offered based on the strict priority criteria laid down by KCC. Details of their administration of the process may be found on their web site <https://www.kent.gov.uk/education-and-children/schools/school-places>

For applications in the normal admissions round (Rising 5s) families must use the application form provided by Kent Country Council regardless of which local authority the schools you are applying for are in. Sussex Road School does not require applicants to fill in a supplementary information form.

Offers for a school place will be made directly from The local Authority (KCC). The school does not take over responsibility for the waiting list until a second round of allocations has been made by KCC and families wishing to be reconsidered in the second round must speak directly with KCC Admissions Team.

The school continues to be heavily oversubscribed in all year groups, and we recommend that families complete applications with more than one preferred school. Unsuccessful applicants naming fewer schools will be allocated a place by KCC at any local school with places available.

Allocation of places

Published admission number (PAN)

The Schools Maximum Population is 420. The school has a published admission number of 60 pupils, in each year group spread over 2 classes. **Classes in Year R, One and Two are restricted by law to 30 pupils** save in exceptional circumstances set by the Local Authority. These may include a pupil being admitted out of the normal round with an EHCP or where twins are ranked at 60 and 61 in the offers made by the local authority.

Oversubscription criteria

All children whose education, health and care (EHC) plan which 'names' the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires as supporting evidence from a recognised Medical/Educational professional to be submitted to the school prior to application to support ranking on this basis. Minor or easily treatable medical ailments do not fall within this priority group
3. Priority will next be given to children with siblings on the role of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school. Priority will not be given on this basis where the family have moved more than 2 miles from the school since the admission of the older sibling.
4. All other applicants will be considered based on straight line distance from the school. The school will seek to verify pupils main residential addresses before they are admitted to school
- 5.

The school has no authority to offer places beyond the agreed PAN for each year.

[Waiting list](#)

We will maintain a clear, fair and objective waiting list. If an application is unsuccessful, the child's name will be added to the waiting list at the request of the parents. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined above. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list.

[Children below compulsory school age](#)

Where children below compulsory school age are offered a place at the school, they will be expected where possible to attend the school full-time in the September following their fourth birthday. The school will make adequate adaptations to meet the needs of these younger pupils. Parents may defer their child's entry to the school until later in the school year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of term 5 of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

[Fair Access Protocol](#)

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

[Challenging behaviour](#)

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

[Children of UK service personnel and crown servants](#)

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

[Withdrawing an offer of a place](#)

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents seeking to have their child admitted out of normal age group are required to discuss this with the headteacher before applying to the school in the normal round. Requests must be backed up with evidence from a medical or educational professional indicating reasons why the request is in the best interest of the child.

In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and only in the best interests of the child concerned.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower (or higher) priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Where a pupil's deferment is approved, they must reapply in the following application round. They will again be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. A place in the subsequent year cannot be guaranteed.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children where the school has agreed to be named on the EHC plan will be admitted.

Likewise, if there are spaces available in the year group applied for, the child will be offered a place.

If there are no spaces available at the time of application, the child's name will be added to the waiting list for the relevant year group if requested by the family. When a space becomes available, it will be filled from the waiting list in accordance with the oversubscription criteria above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent on the Local Authority Form to be found at <https://www.kent.gov.uk/education-and-children/schools/school-places> and send to the school by email to schooloffice@sussex-road.kent.sch.uk

or mailed to

Sussex Road CP School

Sussex Road

Tonbridge

Kent TN9 2TP

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

Appeals

If a child's application for a place at the school is unsuccessful, families will be informed why admission was refused and given information about the process for hearing appeals. All appeals must set out the grounds for appeal in writing and be send it to KCC. Further information is available on their website <https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

Appeals will be heard by an external independent appeal panel selected by KCC. All costs incurred in an appeal are met in full by the school regardless of the outcome.

EYFS and KS1 Appeals

The law states that there must not be more than 30 children in an infant class (that is, classes containing Reception, year 1 and year 2 children). This applies even if other adults are always present, and/or some children are absent. There are a few circumstances in which an additional child or children may be classed as an 'exception' and the class sizes goes over 30. But if children leave and the class size returns to 30, that does not mean extra children can be admitted again.

The Government has listed the circumstances in which a child can be classed as an exception. They include twins – where one can be accommodated but not both, children of armed services parents, looked after children, and children who have special educational needs (EHCP).

For appeals for a place in an infant class, the panel's task is to review the decisions already made. It does not have the flexibility to say that your personal circumstances mean that you should have a place at the school, if this would take the number of children in the class over 30. This makes an infant class size appeal different to other school admissions appeals.

KS2 Appeals

The School is obliged to consider the many factors when declining to offer a place in KS2 classes, these include: -

- the overall School site size including outdoor space
- the size of rooms
- the availability of resources/facilities and
- the Educational, Medical, and Health & Safety needs of pupils already on role.