



WILMINGTON PRIMARY SCHOOL

ADMISSIONS POLICY

For Academic Year Starting
1st September 2025

Determined By Endeavour MAT Board of Trustees

Date: 14th December 2023

1. This document sets out the admission arrangements for Wilmington Primary School. The document forms an Annex to the Funding Agreement between Endeavour MAT and the Secretary of State.

2. Wilmington Primary School will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice as they apply at any given time to academy trust schools and with the law on admissions as it applies to academy trust schools. Reference in the codes to admission authorities shall be deemed to be references to The Trustees of Endeavour MAT. The school will participate in admission arrangements operated by Kent County Council.

3. The admission arrangements for Wilmington Primary School for the academic year 2025/26, subject to any changes approved by the Secretary of State for subsequent years are:

- a) Wilmington Primary School has an agreed admission number (Published Admissions Number) of 30 pupils, to be admitted into Reception each year if sufficient applications are received.
- b) Wilmington Primary School may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Wilmington Primary will consult with the necessary authorities.

Other than twins, triplets etc. pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at Wilmington Primary School will be made in accordance with Kent County Council's (KCC) admission arrangements and will be made on the Common Application Form (RCAF) for Reception/Foundation for September 2025, provided and administered by the Kent local authority.

- a) Wilmington Primary School will make arrangements in line with the KCC timetable for applications each year.

Consideration of applications for entry into Reception

Procedures when Wilmington Primary School is oversubscribed in Reception

5. Students with a Statement of Education Need (SEN) or Education Health Care Plan (EHCP) will be admitted where Wilmington Primary School is named. As a result of this, the published admission number will be reduced accordingly.

6. If Wilmington Primary School is oversubscribed, places will be ranked using each of the following in priority order, with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

a) Looked After Children and previously Looked After Children:

- i. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- ii. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- iii. 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.

b) Current family association with Wilmington Primary School (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). 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.

c) Any other children

7.1 **Tie – breaking criteria:** Nearness of children's homes to school will be the tie breaking criteria. We use the distance between the child's permanent home address (as defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, the Local Authority may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Local Authority Senior Admissions Officer and confirmed by Head of Service. In the unlikely event that two (or more) applications come from a family living the exact same distance from the school then the place will be offered by independently adjudicated random selection.

7.2 If siblings from multiple births (twins, triplets, etc) apply for Wilmington Primary School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

8. These criteria apply to entry to the Foundation Year and for any admission at any other time up to Year 6.

Operation of waiting lists

9. After the Kent County Council reallocation process that follows the Primary National Offer

Day in 2025 remaining applications will be forwarded to Wilmington Primary School to be added to a waiting list. Children will be ranked on the waiting list according to the oversubscription criteria within this policy.

10. If the school receives a request for a place, we will follow KCC procedures and give the parent the In-Year Casual Admission Form (IYCAF). The school will process them and notify Kent County Council, no later than 5 days from receipt. Waiting lists will be held for each year group where the school is unable to offer a place. The relevant waiting list will be re-ranked in line with the oversubscription criteria, every time a child is added.

Arrangements for the Independent Appeal Panel

11. Parents or guardians will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with the decision not to offer a place. The Appeal Panel will be independent of Wilmington Primary School. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Academy Trust schools. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties [DfES Admissions CoP 2007]. The appeals timetable will be available on the school website before the Primary National Offer Day.

Start date

12. There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. Once a place has been allocated, parents/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else. The parents/carers can also request that the child commences school on a part-time basis until they are of statutory school age.

Admission out of the normal age group

13. Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.