Leigh Primary School

The Green, Leigh, Tonbridge, Kent TN11 8QP
Telephone/Fax: 01732 832660

'Caring, Sharing and Learning Together'

Admissions Policy

Values

Leigh Primary School is a school in which the teaching and learning, achievements, attitudes, well-being and the happiness of every individual, matter. We believe that everyone has the right to succeed and the entitlement to develop their full potential. We recognise pupils bring to school different experiences, interests and strengths, which will affect the way in which they learn.

As an inclusive school, we have a responsibility to provide a broad and balanced curriculum for all pupils, which meets the specific needs of individuals and groups of pupils. Educational experiences and opportunities will be provided to enable all to progress to the best of their ability.

Equal Opportunities Statement

We promote equality and the building of a democracy in which all members have rights and responsibilities, and the same opportunity to benefit from, and take part, in the education provided by the school – within and beyond its premises.
Diversity is valued as a rich resource that can contribute to the learning of all pupils and staff.

Disability Statement

Leigh Primary School is proud to be an inclusive school. We offer access to a broad and balanced curriculum for all pupils regardless of disability. We strive to ensure all pupils can access, educationally and physically, all learning opportunities within and beyond the school.

Within the confines of an old building, we aim to ensure that all users can access key learning areas, and will ensure that no user experiences any discrimination or reduced entitlement to learning due to being unable to physically access areas of the school.

As with any additional needs the school works closely with parents and appropriate outside agencies to ensure equality of access for all.

Every Child Matters

This Effective Learning policy demonstrates how we aim also to meet the five outcomes outlined in the document 'Every Child Matters-Change for Children 2004' (DFES publication -1088-2004, version 1.0); namely:

1. Be healthy
2. Stay Safe
3. Enjoy and achieve through learning
4. Make a positive contribution to society
5. Achieve economic well-being

RATIONALE

Leigh Primary School is a fully inclusive school. We welcome pupils from all backgrounds and ability ranges, and we strive to ensure that every pupil, regardless of race, religion, culture, gender or physical ability, is given equal access to our curriculum and our school community. We work closely with parents, carers and outside agencies to ensure that all pupils can benefit to the fullest extent from the curriculum we offer. We welcome the diversity that different people bring to our school and believe that we all benefit from the richness of others' life experiences as we learn together.

VISITING SCHOOL

The best way to decide upon the right school for a child, is to visit it! Parents and carers of prospective pupils are very welcome to visit Leigh Primary School at any time by appointment. **The school website, although comprehensive, can only offer a flavour of what the school is like. There are two open events every year in September and November for parents and carers to visit the school, listen to the Headteacher speak and have a tour. If these dates are not convenient then the school will arrange an alternative date for parents to visit the**

school. Please complete a 'visit the school' online form and we will contact you to arrange a visit: Leigh Primary School - Visit the School

APPLYING FOR PLACES

For Year R: parents should complete the Reception Common Application Form (RCAF) which can be found at https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places. The date by which this must be completed for admission the following September will be confirmed in the Autumn Term by KCC and dates for this can be found on the school website under 'Our School; Admissions'.

Parents with no internet access can request a paper form from the office – these are delivered to us around the middle of the Autumn term.

Following the closing date, KCC will allocate places for all pupils according to their preferences and to the oversubscription criteria for each school (see below). *Please note:* the school is not involved in allocating places to any pupils. This process is managed exclusively by the LA

Parents can express an interest in their child attending the school at any time, and a list of interested parties is kept on our admissions list. This admissions list does NOT guarantee a place.

OVERSUBSCRIPTION:

If the school is oversubscribed the LA will use the following criteria which is the same as how places are allocated:

- Looked after children and children - *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*
- Current family association (sibling priority) - *a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.*
- Health or special access reasons - *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 mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.*
- Nearness of child's home and ease of access to the school - *Children living nearest the school will be given highest priority. The distance between the child's permanent home address and the school is measured in a straight line by KCC using the National Land and Property Gazetteer (NLPG) address point.*

The Primary Admission Scheme is an Equal Preference Scheme, which means that all the schools that parents expressed a preference for will consider your child for a place. We do not take into account whether parents have placed the school 1st, 2nd or 3rd preference as this information is not shared with us by Kent County Council.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan, which names the school, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Parents whose children have not been allocated a place will be given information regarding the appeal process. Names can be held on a waiting list at the school in the event of a place becoming available, but the LA ad hoc admissions process will apply in these circumstances (see below).

Children with an Education, Health and Care-Plan (EHCP)

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 "the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states: "A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

We encourage parents of children with an EHCP to make an appointment to meet the Headteacher and/or school Inclusion Manager (Special Educational Needs Co-ordinator) to discuss their child's needs and provision prior to application. It is such an important decision and we welcome to opportunity to discuss to meet you and talk about your child's needs.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way. A fraudulently obtained place can be withdrawn up to the end of the first term.

Appeals

Leigh Primary School is a popular school. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If it has not been possible for you to be offered a place at Leigh Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel. A Primary Appeal Pack can be obtained from the Kent County Council website at Appeal a primary school offer - Kent County Council or by contacting the Primary Admissions team at Kent County Council on 03000 412121. Once completed please return to:

BEFORE STARTING SCHOOL

Parents are invited to a meeting with the Reception teacher\s and Headteacher in the term before they are due to start. The children also visit the Reception class for a taster morning and an afternoon on separate days to meet their teacher, other children and adults in the school.

STARTING SCHOOL

Leigh Primary School admits pupils in the September of the academic year in which they have their fifth birthday.
Reception pupils start school on a part time basis for the first **two** weeks to ease the transition into school. The reception teacher will make appointments for home visits to get to know the children in a familiar setting or a school meeting as appropriate. This provides opportunity to ask any questions and discuss any concerns about starting school.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for deferred entry into Year R the following year.

Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

PUBLISHED ADMISSION NUMBER

Our Pan is 23. This is the number of pupils that we can admit each academic year unless appeals determine otherwise. On occasion, KCC may ask us to take more children than our PAN, which will be discussed with governors should the situation arise.

IN YEAR ADMISSIONS

To apply for a place outside of the Reception Admissions, parents and carers will need to complete an In Year Casual Application Form (IYCAF) - In Year Admission Form. This can be downloaded on the Admissions page of our school website. Paper copies can also be obtained through the school office. This form will need to be completed and returned directly to the school office at Leigh. In the event of there not being a place available a waiting list will be created. The over subscription criteria, detailed above, will be applied to rank the children on the waiting list should there be more than one application in a particular year group.

	Signed	Date
Approved by Governing Body	Governing Body	22/06/26
Chairmen of Governors	David Dorrell and Stephen Hall	22/06/26
Co - Headteachers	Jenna Halfhide and Joanne Shobbrook	22/06/26