



Admissions policy – 2025/26

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1. Aims

This policy aims to:

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

2. Legislation and statutory requirements

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

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

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.

As required in The School Admissions Code 2021, all schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in the code, to looked after children and all previously looked after children, including 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the code mean 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 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.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note, pupils attending Featherby Infant and Nursery School will not transfer automatically into Featherby Junior School. A separate application must be made for a place.

5. Requests for admission outside the normal age group

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

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

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 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.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 90 pupils for entry in Reception, Year 1 and Year 2 for the Infant School and Year 3, 4,5 & 6 for the Junior School.

6.2 Selection and banding (optional)

This does not apply to Featherby schools.

6.3 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan 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 children in public care/looked after children and previously looked after children.

(A “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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).

*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 12 adoption orders). A “child arrangements order” is an order settling the arrangements to be made as to the Children and Families Act 2014. 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 (or special guardians)).

2. Priority will next be given to children with siblings at the school. 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.
3. Priority will next be given to children who attend named feeder schools. Our named feeder schools are Featherby Infant and Nursery School.
4. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Priority will next be given to children who suffer from a long term medical or psychological condition which necessitates their attendance at Featherby Infant and Nursery School or Featherby Junior School rather than an alternative. Details of that long term medical or psychological condition must be supported by a doctor’s statement and must be disclosed at the time of application or subsequently before the published date by which applications are to be considered. It is important to note that Governors will not be satisfied with evidence produced after you have been notified of the decision not to offer a place to your child. Governors reserve the right to make further enquiries regarding an application made on medical grounds. If you apply for a place on such grounds it will be deemed that you have given consent to such enquiries being made. A signed consent form under the Access to Medical Records Act will be required. Please note that Featherby Infant and Nursery School and Featherby Junior School has no special provision for children with a medical condition which is not offered by other schools in the locality.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child’s home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child’s home address to the school’s front gates on Allington Road (Infant site) or Chilham Road (Junior site). A child’s home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children’s homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

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 the final term 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.

7. Nursery admissions

Parents are encouraged to register their interest in a place for their nursery child and places will be allocated to start in the term (Autumn, Spring and Summer terms) following the child's third birthday. If places in the nursery are oversubscribed then places will be allocated using the same oversubscription criteria as the Reception admissions road (see 6.3 above)

8. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. 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 to the following address:

<http://www.medway.gov.uk/schoolandeducation/applyforaschoolplace.aspx>

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing on a PA3 form, which can be obtained from Medway Council.

You can find details of the school's appeals timetable on the Medway Council website.

10. Monitoring arrangements

This policy will be reviewed and approved by the Full Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Full Trust Board will publicly consult on these changes.