

Love Trust Community

Admissions Policy

For academic years: 2025/2026 2026/2027 2027/2028



Our small, rural school opens its door to a diverse global family offering a warm welcome. We invest in, and nurture, everyone's unique, God given talents and abilities. Our dynamic, enriched, curriculum provides individuals with a supportive community where they can reflect and thrive, developing a deeper understanding of the world.

"The kingdom of heaven is like a mustard seed. A man plants the seed in his field. That seed is the smallest of all seeds. But when it grows, it is one of the largest garden plants. It becomes a tree, big enough for the wild birds to come and make nests in its branches."

Matthew (13:31-32)

Key Personnel

Headteacher: Lisa Crosbie

School Office: Christine Stephenson

Reviewed: September 2026

Introduction

The governing body of Wickhambreaux CEP School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school follows the Kent Admissions procedures.

Wickhambreaux CEP School has one intake per year in September. The school's published admission number (PAN) is 15;

Aims and Objectives

As a church school, we strongly promote a Christian ethos. We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

Admission Arrangements

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

Prospective parents/carers are invited to view the school by prior arrangement. If you would like to visit the school, please contact the school office on 01227 721300 for further details.

If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excessive demand on the school places available.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- Children in, or previously in, the care of the Local Authority and have now been adopted
- Children with Educational Health Care Plan, where the plan names the school.
- Children with siblings in school at the time of entry (unless the sibling link is broken by the family moving more than two miles away from school)
- Health and special access reasons
- Proximity of the child's home address to the school, with those living nearer having higher priority.

Application Procedure (Reception Places)

Wickhambreaux CEP School is a maintained school and as such the Local Authority processes admissions for entry into Year R in September. The regulations for entry at this point are published each year and parents/carers are able to receive a copy of these directly from the LA. The LA publishes a composite admissions prospectus which gives information about how parents can apply for a place in a school of their choice. If there are more applicants than places the over subscription criteria detailed above will be used.

Withdrawal of an Offer of a Place

- When a parent/carer has failed to respond to an offer within a reasonable time; or
- When a parent/carer has failed to notify the school of important changes to the application information; or
- When the place was offered on the basis of a fraudulent or intentionally misleading application form from a parent/carer.

Process of Admission

- Parents/carers are invited to make an appointment with the headteacher to have a look around the school for admissions throughout the year.
- In term 6, prior to admission, parents/carers and children will have the opportunity to meet their new teacher on a number of afternoon stay and play sessions in school.
- New children are gradually phased in over the first three weeks of Term 1 and parents/carers

Parental Right to Defer Entry (Primary and Infant schools only)

Parents/carers have the right to request that their child defers entry into Reception year (until the term following their fifth birthday, but not beyond the beginning of the final term). Parents/carers also have the right to request that the child started part time (until the term following their fifth birthday).

Equally, every child is entitled to a full-time place in the September following their fourth birthday.

The only restriction on this is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

This means that children born between the 1 April and 31 August (also known as “summer born”) must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process. These applications should be made during the last month of Reception Year.

Summer Born Children and Admission Outside of Expected Year Group

Requests for admission 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 a 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 entry into Year R the following year. Deferred applications must be made via paper CAF 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.

Admission for Year Groups Other Than Reception

Parents/carers seeking admission in years other than Reception should use the following link to the KCC In Year Admissions website: <https://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>

Using this link, parents are able to access information regarding In Year Admissions and are able to submit a digital IYAF to the schools they are applying to.

Admission appeals

Parents/carers have a statutory right of appeal to an independent appeal panel, set up by the LA, if their child has been refused admission.

Waiting List

The waiting list is prioritised based on the distance from your home to the school — closer families are ranked higher regardless of when the application was received.