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Policy Document

Cliffe Woods Primary School

Determined Admission Arrangements September 2026 - 2027

Unique Reference Number (URN):	136859
Approved By:	LGB
Policy Type:	Statutory
Adopted On:	January 2025
Date of Next Review:	January 2026
Review Period:	Annually



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Admissions Policy 2026

- Children reach compulsory school age at the start of the term following their fifth birthday.
- Cliffe Woods Primary School will admit four-year-olds into its Foundation Stage classes, ie those children born between **1 September 2021** and **31 August 2022**.
- Parents need to complete the Common Application Form in accordance with the co-ordinated scheme.
- Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore, parents who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.
- Parents can also request that their child attends part-time until the child reaches compulsory school age.
- Parents of children with summer term birthdays (**1 April to 31 August 2022**) may ask to start their child in **September 2027** but the Reception place will not be saved, parents will have to reapply for a Year R or Year 1 place in accordance with the DfE documents *School Admissions Code* and *Advice on the Admission of Summer Born Children*.
- Parents are not able to delay entry beyond the beginning of the term after the child's fifth birthday.

The Published Admission Number for Cliffe Woods Primary School is 60.



Oversubscription Criteria

Following receipt of parental preferences, places will be offered to those children with an Education & Health Care Plan (EHCP) where Cliffe Woods Primary School is named. Then, if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

1. 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 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 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).
2. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Cliffe Woods Primary School.
3. Children who have a sibling or step or half siblings including fostered and adopted siblings living at the same home address attending Cliffe Woods Primary School at the time of admission. The school reserves the right to ask for proof of relationship.
4. Children of staff in either or both of the following circumstances:
 - a. where 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,
 - b. and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.
5. Nearness of child's home to school measured using Medway Council's criteria.



Where criteria involves measuring distance to a child's home, the LA's procedures for ascertaining the shortest available safe route between home and the school will be used.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Casual Admissions

- Cliffe Woods Primary School, as its own Admission Authority, deals with all requests for a casual admission place. This means that parents must apply directly to the school if they wish to apply for a place.
- The casual admission process will aim to make a casual admission placement within 10 school days of receipt of the application, but in any case, the parent will be advised of the outcome of their application within 15 school days of receipt of the application.
- Parents can apply for a casual admission at any time during the school year.
- If no places are available at the time of application, a waiting list will be maintained.
- Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.
- All vacancies will be allocated as they arise.



Casual Admissions when transferring schools without moving home

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school and meet with the Headteacher before any place will be offered.

Appeals

Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the *School Admissions Appeals Code* and the Governing Body's policy on admission appeals. Appeals will be heard within 30 school days of submitting the request. If you have any queries regarding an appeal, you are asked in the first instance to contact the school. Please download and complete the Appeal form if you wish to appeal for a place for your child, following the instructions on the form.