Lamberhurst St. Mary's CE Primary School

Admissions Policy

Date Written	1st September 2026
Written By	Mrs. C Vickery-Booth
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Headteacher	Mrs. C Vickery-Booth
Chair of Governors	Mr. P Edgesmith
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Inspired by the Parable of the Sower, all children and adults in our inclusive Christian school community are able to thrive and flourish. Like seeds on good earth, all are nurtured with supportive loving care.

This policy will be reviewed following any lessons learnt and/or updates to national or local guidance and procedures.

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1. Introduction and legal framework

Lamberhurst St. Mary's Church of England (VC) Primary School is a Kent Local Authority Voluntary Controlled primary school. Kent County Council is the admission authority and is responsible for determining the admission arrangements, including the oversubscription criteria and the Published Admission Number (PAN).

This policy reflects the arrangements determined by KCC for 2027/28 and should be read alongside:

The School Standards and Framework Act 1998 and associated regulations;
The School Admissions Code 2021;
The School Admission Appeals Code 2022;
KCC's Co-ordinated Scheme for Primary Admissions 2027/28; and
KCC's determined admission arrangements for Community and Voluntary Controlled primary schools 2027/28.

If there is any difference between this school policy and KCC's determined arrangements or statutory guidance, the KCC/statutory documents take precedence.

2. Aims and principles

The school is inclusive and welcomes applications from children of all backgrounds and abilities. Admissions are administered fairly, consistently and transparently in accordance with the statutory admissions framework and KCC's determined arrangements.

A child's ability, attainment or additional needs do not form part of the school's oversubscription criteria. Children with an Education, Health and Care Plan (EHCP) that names the school are admitted through the statutory EHCP process and before the oversubscription criteria are applied.

3. Published Admission Number (PAN)

The Published Admission Number for entry to Reception is 30 pupils. This is the number KCC has determined for the normal point of entry to the school for 2027/28. The school has one class in each year group from Reception to Year 6. Where the number of applications for Reception exceeds the number of places available, applications are ranked using the oversubscription criteria set out below.

4. Applying for a Reception place

Applications for Reception in September 2027 are made through the applicant's home local authority. Kent residents apply to KCC using the Reception Common Application Form (RCAF), normally online.

For the 2027 intake, KCC has determined the following key dates:

Stage	Date
Applications open	Friday 6 November 2026
National closing date	Friday 15 January 2027
National Offer Day	Friday 16 April 2027
Deadline to accept/decline and request reallocation/waiting list	Friday 30 April 2027
Main-round appeal deadline	Monday 17 May 2027

Parents should always check KCC's published admissions information for the current timetable, as dates and procedures can change between admission years.

5. Oversubscription criteria
Before the oversubscription criteria are applied, any child with an EHCP naming Lamberhurst St. Mary's will be admitted. The number of remaining places is then reduced accordingly.

KCC's generic criteria for Community and Voluntary Controlled primary schools include a linked-school criterion. Lamberhurst St. Mary's does not have a linked infant school for admissions purposes, so that criterion does not apply here. The applicable criteria are therefore considered in the following order:

1. Looked after and previously looked after children
Highest priority is given to children who are currently looked after by a local authority and to children who were previously looked after, including children who ceased to be in state care outside England because they were adopted, in accordance with the School Admissions Code.

2. Current family association (sibling)
Priority is given where a brother or sister will be attending the school at the time the child starts. KCC applies its current-family-association rules, including its requirements where a family has moved since the older sibling was admitted. For this purpose, siblings include children living as brothers or sisters in the same household, including natural, adopted, step and foster siblings.

3. Health and special access reasons
Priority may be given where a child, or their parent/carer, has a demonstrable and significant medical, health, social or access need for this particular school. The request must be supported by suitable written evidence from an appropriately qualified practitioner showing the specific connection between the need and Lamberhurst St. Mary's.

4. Distance of the child's home to school

Remaining applications are prioritised by distance from the child's permanent home address to the school. KCC measures this in a straight line using National Land and Property Gazetteer address-point data and its published distance rules.

Tie-break
Where applicants cannot be separated within a criterion, KCC gives priority by distance, with the child living closer to the school ranked higher. If two or more applicants are still exactly equal for the final available place, KCC uses a supervised random allocation process.

Multiple births
If twins, triplets or other multiple-birth siblings are being considered for the final available place, KCC may offer places to all of the siblings even if this takes the school above its PAN. In Reception, Year 1 or Year 2, any additional child admitted in these circumstances is treated as an excepted pupil for infant class size purposes where the statutory conditions are met.

5. Admission to Reception, deferred entry and part-time attendance

Children are normally offered a full-time Reception place from the September following their fourth birthday. Parents may defer their child's start until later in the school year, provided the child starts no later than the beginning of the final term of that school year and no later than the start of the term after the child reaches compulsory school age.

Parents may also request that their child attends part-time until the child reaches compulsory school age, subject to the same statutory limits.

6. Admission outside the normal age group

Parents may request admission outside their child's normal age group, including where a summer-born child is being considered for admission to Reception a year later than usual. Requests should be made as early as possible to the Headteacher for each preferred school so that a decision can be made before the relevant application deadline.

Decisions are made on the circumstances of the individual case and in accordance with the School Admissions Code and KCC's determined arrangements. Parents may submit information specific to their child to support the request. A request for admission outside the normal age group does not itself guarantee a place; if a later Reception application is agreed, it is considered in the normal way using the oversubscription criteria for that cohort.

7. In-year admissions

Applications for a place outside the normal Reception admissions round, or for admission to another year group, are in-year applications. For Lamberhurst St. Mary's, applications should be made directly to the school using KCC's In-Year Application Form.

If a place is available, an offer will be made in accordance with the admissions arrangements. Where there are more applicants than places, applications are ranked

using the same applicable oversubscription criteria set out in this policy. The school will notify KCC of offers and refusals in line with KCC's in-year process.

8. Waiting lists

Where the school is oversubscribed, a waiting list is maintained for each year group in accordance with KCC's arrangements. Waiting lists are ranked using the oversubscription criteria, not by the date an application was received. A child's position may therefore move up or down when other children join or leave the list. For the normal admissions round, a waiting list operates for at least the first term of the academic year.

9. Withdrawal of an offer

An offer of a place will only be withdrawn in the limited circumstances permitted by the School Admissions Code: where the offer was made in error; where a parent has not responded within a reasonable period after being given a further opportunity to do so; or where the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn because of misleading information, the application must be reconsidered using the correct information and a right of appeal is available if a place is then refused.

10. Appeals

Parents whose child is refused a place have the right to appeal to an independent appeal panel. Appeals are arranged and determined in accordance with the School Admission Appeals Code. Details and current deadlines are published by KCC.
For Reception, Year 1 and Year 2, parents should be aware that infant class size legislation normally limits classes to 30 pupils per qualified teacher, subject to defined exceptions. This means the legal grounds on which an infant class size appeal can succeed are more limited than for other admission appeals.

11. Equality and inclusion

The school and KCC will carry out their admissions responsibilities having due regard to the Equality Act 2010 and other relevant legislation. The school's Christian character does not create a faith-based admissions criterion because Lamberhurst St. Mary's is a Voluntary Controlled school and KCC is the admission authority.

12. Review of this policy

This policy will be reviewed annually and sooner if KCC changes its determined admission arrangements, the statutory Admissions Code changes, or the school's status or PAN changes. The Governing Body will ensure that published information on the school website remains consistent with KCC's current arrangements.

13. Key admissions information and statutory documents

Kent County Council - Admissions criteria 2027/28
Kent County Council - Primary admissions
Kent County Council - In-year admissions
Kent County Council - School admission appeals
Department for Education - School Admissions Code
Department for Education - School Admission Appeals Code