Tenterden Infant School

'Together, we learn, grow and flourish'

Tenterden Church of England Junior School

'With God as our companion, we learn, grow and flourish'

Tenterden Primary Federation

Admissions Policy

for the

Academic Year 2027/28

Updated: July 2026

Approved: September 2026

Review due: September 2027

Policy reviewed and approved by The Tenterden Schools Trust Board September 2025

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1. Introduction

Tenterden Infant School and Tenterden Church of England Junior School, follow the Kent Admissions arrangements for entry into a school within the Tenterden Primary Federation.

This policy Incorporates entry to Year R, transfer from Tenterden Infant School to Tenterden Church of England Junior School (Year 2-3) and the determined Primary In-Year Kent Admissions Process for our Schools. As Tenterden Infant School and Tenterden Church of England Junior School are hard federated they are considered as link schools (they are not listed as link schools on The Kent County Council website).

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.

Tenterden Infant School and Tenterden Church of England Junior School are academy schools and are part of The Tenterden Schools Trust (a multi-academy trust).

2. Published Pupil Admission Numbers per year group

Tenterden Infant School: 60

Tenterden Church of England Junior School 60

3. Entry to Year R in Tenterden Infant School and Year 3 in Tenterden Church of England School.

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2026. Year R applications are normally for children born between **1 September 2021 and 31 August 2022**. Year 3 applications are normally for children born between **1 September 2018 and 31 August 2019**.

The Key Scheme dates are:

- Application for Primary Intake/Junior Transfer opens **Friday 6 November 2026**.
- National closing date for application forms **Friday 15 January 2027.**
- Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools by **Wednesday 17 February 2027**.
- Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their oversubscription criteria by **Monday 22 February 2027**.
- Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN by **Monday 8 March 2027**.
- Primary, Infant and Junior schools sent a list of allocated pupils on **Tuesday 13 April 2027**.
- National Offer Day: e-mails sent after 4pm and letters sent 1st class post **Friday 16 April 2027.**
- Schools send out welcome letters no earlier than **Tuesday 20 April 2027**.

- Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also, date by which places should be accepted or declined to schools by **Friday 30 April 2027**.
- Kent County Council will send schools reallocation waiting lists for ranking against their oversubscription criteria **Thursday 6 May 2027**.
- Deadline for lodging of appeals **Monday 17 May 2027**.
- Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC **Thursday 13 May 2027**.
- Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists. **Thursday 27 May 2027.**

In addition to the Kent scheme we follow:

(a) Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.

(b) Confirms that on **Thursday 27 May 2027** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 25 to 34. After **Thursday 27 May 2027**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admissions Authorities including Academies and co-ordinating Free schools engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place by completing a RCAF/JCAF online at **www.kent.gov.uk/ola**

Kent County Council cannot accept multiple applications for the same child and a parent will need to apply online. Kent County Council will take all reasonable steps to ensure that every parent resident in Kent knows how to apply for a school place online at **www.kent.gov.uk/ola** or on paper and has access to a written explanation of the coordinated admissions scheme.

4. Application forms for entry into the Reception Year and Year 3

The Online applications RCAF will be used for the purpose of admitting pupils into Year R and the JCAF for Year 3 of Junior Schools.

The RCAF/JCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents' resident in the Kent County Council area wishing to express a preference for their child:

(a) to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools).

(b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools).

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

If the number of preferences for our schools is more than the number of spaces available, places will be allocated in the following priority order:

- Children in Local Authority Care or Previously in Local Authority Care – 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. 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).
- Attendance at a linked school – Tenterden Infant School is part of the Tenterden Primary Federation and links have been established between the infant and junior school, children attending the infant school are given priority for admission to the Junior school.
- Current Family Association - 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).

  Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

  Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

  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, step brothers or sisters, foster brothers or sisters.

- Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those 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 children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

The RCAF/JCAF online application must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Kent County Council area wishing to express a preference for their child:

(a) to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools).

(b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools).

Details of the Kent scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

5. Online applications will:

(a) Invite parents to express up to three preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents must complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc).

(b) Allow parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.

(c) Invite parents of looked after and previously looked after children to send Kent County Council evidence that supports the request for consideration under either criteria by **Thursday 11 February 2027.**

Explain that parents will receive the offer of one school place only and that:

(i) a place will be offered at the highest available ranked preference for which they are eligible; and

(j) (ii) if a place cannot be offered at any school named on the form, a place will be offered at an alternative school.

(d) Specify the closing date for applications and where RCAF's/JCAF's must be returned to, in accordance with paragraph 7.

(e) Explain that parents cannot name Primary schools on the JCAF and that if they do, they will be deleted and the preference will be lost.

6. Kent County Council will make appropriate arrangements to ensure:

(a) The online admissions website is readily accessible to all who wish to apply using this method.

(b) A composite prospectus of all Kent maintained Primary, Infant and Junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council, Kent maintained Primary, Infant and Junior schools and is also available on the Kent County Council website to read or print.

Completed applications must be submitted online and to Kent County Council by **Friday 15 January 2027**.

6. Cancelling Applications

Applications considered as 'on time' detailed in paragraph 7 and 31 can be cancelled or individual preferences can be removed by the applicant up to **Friday 30 April 2027** (the deadline for waiting list requests and late applications). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process, providing that they do not name any preferences that appeared on their original application. The deadline for these late applications is **Friday 30 April 2027.**

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **Thursday 27 May 2027.**

7. Appeals

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **Monday 17 May 2027.**

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list, which is held in accordance with the school's oversubscription criteria.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the

additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age (5 years) and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, they will have to discuss this with The Executive Headteacher, prior to starting school, but not beyond the start of the term after their child reaches compulsory school age. The Federation expects all children starting school to attend full time from the beginning of the academic year, as this helps the child settle in to school quickly, enable the child to engage in more early learning opportunities and therefore being more likely to achieve their early learning goals by the end of the academic year. However, the school considers the specific needs of individual children in this decision e.g. special educational and disability needs, working in partnership with parents and carers to ensure the best start to school for individual children.

8. Summer Born Applications

Kent will process applications for Summer Born children outside the normal age taking account of the needs of the child. A decision as to whether an application will be accepted outside of the admissions round is a decision for the admissions authority, which will normally he guided by, the Executive Headteacher, the final decision lies with The Tenterden Primary Federation. Further Information will be made available to parents on how applications should be made at kent.gov.uk/primary admissions. Parents are advised to talk to our schools no later than **Friday 6 November 2026** to enable a decision to be made before the closing date of the round on **Friday 15 January 2027.**

9. In-Year Admission Form

This scheme applies to every maintained school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

Kent County Council will produce a standard form, known as the In-Year Casual Admission Form (IYCAF), which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Applicants must use one form for each school they wish to apply for.

As Kent does not co-ordinate In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority’s Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of

authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries can also be made via email (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

The IYCAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Coordinating Free Schools) 9. Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that local authority's In-Year process.

The IYCAF will:

(a) invite the parent to express a school preference.

(b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.

(c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.

(d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.

(e) direct the parent to contact Kent County Council where they are unable to secure a school place.

(f) explain where they can find information about applying to non-Kent schools.

Kent County Council will make appropriate arrangements to ensure:

(a) that the IYCAF is available in paper form on request from Kent County Council and from all maintained Primary schools, Academies and Co-ordinating Free Schools in the Kent County Council area; and

(b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

IYCAFs for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt.

Supplementary Information Forms (SIFs)

All completed IYCAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the form in their published admission arrangements.

A SIF is not a valid application by itself: a formal application can only be made on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions).When SIFs are received, the school must ensure that the IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

(a) 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.

(b) Children in Local Authority Care (CiC) and Children Adopted from Care When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent County Council - as receiving authority - will confirm an offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care or who ceased to be so because they were adopted, Kent Admissions team will expect that in line with Statutory Guidance *arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency. Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is at capacity or the school provision is not considered appropriate, Kent County Council will advise the home authority of the school's position and where possible identify alternative education provision that may be more

suitable to meet the child's needs. It will be for the corporate parent to determine whether it wishes to challenge the school's or the LA's position or identify an alternative education setting more suited to meeting the child's needs. Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council as corporate parent will decide whether to initiate proceedings required to either direct or instruct the school in question or consider if other education provision may be in the best interest of the child. * Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)

(c) Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent's preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage with other applications.

10. Determining Offers in Response to the IYCAF

The school will notify applicants resident in the Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

(a) the starting date if a place is available;

(b) the reasons why the child is not being offered a place if a place is unavailable;

(c) information about the statutory right of appeal against the decisions to refuse places;

(d) information on how to apply for a place on the waiting list;

(e) contact details for the school and Kent County Council and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. If no school in the local area has places available, the application may be referred to a local panel under

the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative place will be offered.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place. Notification should be made at the same time as the offer being made to the parent.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

11. Acceptance/Refusal of Places

The applicant parent will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

12. Oversubscription

Waiting Lists;

Each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted or the child was in authority care outside of the UK prior to adoption, or children with a Statement of Special Educational Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Parents whose children are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list).

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

13. Requests for admission to Reception outside of the normal age group

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school 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 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