Brunswick House
Primary School



School Admissions

Ratified: September 2026
Review Date: September 2027
By: Full Governing Body

BRUNSWICK HOUSE PRIMARY SCHOOL

ADMISSIONS STATEMENT

Introduction

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation.

Brunswick House Primary School is a community school and as such our admissions policy is set by

Kent County Council in order with the local authority's Co-ordinated Scheme for Primary Admissions.

Admission Numbers and Intake Times

The school's published admission number (PAN) is 60. We have one intake per year

Application Procedure

Brunswick House Primary School follows the procedures, timetable and deadlines set by Kent

County Council:

Parents will have the opportunity to visit our school.

An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council.

Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:-

- Children in Local Authority Care
- Current family association (sibling)
- Health and special access reasons
- Distance from child's home to school

Oversubscription Criteria

Where the number of applicants exceeds 60 for a new intake, the following criteria will be

Applied:

(before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly)

1. Children in Local Authority Care and children who have been adopted from care: a child in care or a child who, immediately after being looked after became subject to an adoption, residence or special guardianship order is a child which is either in the care of the Local Authority or is being accommodation by a Local Authority in the exercise of the social services functions. This includes children who have previously been in state care outside of England.

2. Current family association: this refers to a brother or sister attending the same school when they start there and live at the same address. This includes: natural or adopted siblings; step or foster

brother or sisters; those who live as brothers and sisters in the same house. This does not include cousins. The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, OR

• If the family have moved, and they have moved to within 2 miles of the school, OR

• If the family have moved nearer to the school.

However, if the family have moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken. If siblings from multiple births apply for a school and the school reaches its published admission number after admitting one or more but not all of the children, KCC will offer a place to all of the multiple birth siblings. This is in line with school admission code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils. Unfortunately, if your older sibling is currently attending Year 6, you cannot claim a sibling link for a child applying for a Reception place intake, as the older sibling will be transferring to secondary school when they enter.

3. Health & 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 means 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 which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate these needs.

4. 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 data. 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.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances.

• When a parent has failed to respond to an offer within a reasonable time.

• If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

If it has not been possible for you to be offered a place at Brunswick House Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel. To obtain a Primary Appeal Pack, you can download and print off the pack from www.kent.gov.uk or contact Kent County Council on 03003336472. Once completed please return to:

The Appeals Administrator
Democratic Services
Sessions House
County Hall
Maidstone
Kent

ME14 1XQ

Admission Arrangements for the Foundation Stage:

At Brunswick House Primary School, we admit all children in the September after their fourth birthday. In order that our families feel confident and comfortable within our school surroundings we invite all pre-schoolers to a number of pre-school sessions during the summer term prior to admission. This initiative allows both parents and pupils to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines. Parents are invited to a Welcome Evening and are also offered a Home Visit. Further details of admissions arrangements can be found online at http://kent.gov.uk/admissionscriteria

Admission for Year Groups other than Reception

In Year Admissions are admissions which take place outside of the normal entry to school. An IYAF (in year admission form) needs to be completed and returned to the school for process. If a place is not available a refusal letter and a request for going onto the waiting list will be sent out. IYAF forms are available from the school office, our website at www.brunswick-house.kent.sch.uk or online at www.kent.gov.uk

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