



Federation of Goodnestone and Nonington Church of England Primary School

Admissions Policy

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Goodnestone is a place of learning where all are nurtured and supported. Goodnestone has high expectations of all, so they fulfil their God given aspirations within and outside our small school community. Following the example of Jesus, we include all by showing friendship to each other, valuing their unique contribution.

Nonington is a place of learning where all are cared for and supported. Nonington has high expectations of all, so they fulfil their God given aspirations within and outside our small school community. Following the example of Jesus, we trust each other, valuing everyone's unique contribution.

Changes made in this version of the Attendance Policy

September 2025 – Inclusion of elements of the Model Admissions Policy from The Key

P4 Removal of the following statement “*The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.*”

P4 Inclusion of more succinct aims and objectives and legislation/statutory requirements

P6 Inclusion of section regarding out of year group admissions

P6-10 Greater detail has been added to the three sections here to clearly set out the admissions processes.

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1 Introduction

The governing body of the Federation applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. Kent County Council operates the admission code for this school (www.kent.gov.uk/education-andchildren/schools/school-places/admissions-criteria).

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.

The only restriction we place on entry is that of number. Our pupil admission number in each year group is 10 at Goodnestone and 12 at Nonington. 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 excess demand on the school places available.

2 Aims and objectives

This policy sets out:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

3 Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

4 Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

5 How to apply

For applications in the normal admissions round, The Federation of Goodnestone and Nonington Church of England Primary Schools follows the procedures, timetable and deadlines set by Kent County Council. Kent County Council is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the Local Authority (LA) are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

A Reception Common Application Form must 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
- Nearness of Children's Home to School

The Primary Admission Scheme is an Equal Preference Scheme, which means that all the schools that parents expressed a preference for will consider your child for a place. We do not take into account whether parents have placed the school 1st, 2nd or 3rd preference as this information is not shared with us by Kent County Council.

You will receive an offer for a school place directly from your local authority.

6 Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Any such request must be made in writing to the Headteacher setting out the reasons for the request and any additional information to support the request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

7 Allocation of places

7.1 Published admission number (PAN)

Goodnestone Church of England Primary School

The school has a published admission number of 10 pupils for entry in Reception

Nonington Church of England Primary School

The school has a published admission number of 12 pupils for entry in Reception

7.2 Oversubscription criteria

Where the number of applicants exceeds 10 at Goodnestone and 12 at Nonington, the following oversubscription criteria will be applied.

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.

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

1. **Children in Local Authority Care or Previously in Local Authority Care** – A child in Local Authority care or previously in Local Authority care is a child which is either in the care of the Local Authority or is 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) or a child who ceased to be so because they became subject to an adoption, child arrangement order, or special guardianship order. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A child arrangement order is an order settling the arrangements to be made to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian/guardians.
2. **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).

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, stepbrothers or sisters, foster brothers or sisters.

3. **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, particularly 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.
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. 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.

If the school is not oversubscribed, all applicants will be offered a place.

7.3 Waiting list

We will maintain a clear, fair and objective waiting list for children entering each year group of each school year of admission. If your application is unsuccessful, and you request for the school to do so, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in Section 7.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see Section 7.5 below) must take precedence over those on the waiting list.

7.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7.5 Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see Section 8).

7.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

7.7 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

7.8 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

8 In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in Section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Goodnestone Church of England Primary School

manager@goodnestone.kent.sch.uk

The Street, Goodnestone, Kent, CT3 1PQ

Nonington Church of England Primary School

office@nonington.kent.sch.uk

Church Street, Nonington, Dover, Kent, CT15 4LB

You can find details on our in-year admissions on the following webpage:

Goodnestone Church of England Primary School

<https://www.goodnestoneprimary.co.uk/page/?title=Admissions&pid=66>

Nonington Church of England Primary School

<https://www.noningtonprimary.co.uk/page/?title=Admissions&pid=7>

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

9 Appeals

If it has not been possible for you to be offered a place at your chosen school with the Federation, you may have the right to appeal against this decision to an Independent Appeal Panel.

A Primary Appeal Pack can be obtained from the Kent County Council website at www.kent.gov.uk/primaryadmissions or by contacting the Primary Admissions team at Kent County Council on 03000 412121. Once completed please return to:

The Appeals Panel Administrator
Kent County Council
Democratic Services
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Or email your appeal to appeals@kent.gov.uk or appeals online at www.kent.gov.uk/schoolappeals.

An independent appeal panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, 2022.)

10 Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body of the Federation of Goodnestone and Nonington Church of England Primary Schools every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.

The Federation of Goodnestone and Nonington CE Schools recognise that all pupils are equal regardless of cultural or ethnic background, religion, social circumstances, gender, sexual orientation, ability and disability. The curriculum and whole ethos of the school demonstrates that diversity is understood, is welcomed and appreciated within the school. Equal opportunities means that all children have the right to a broad and balanced curriculum with which all pupils can engage and achieve.