

**ST PAULINUS C.E.PRIMARY SCHOOL
IRON MILL LANE
CRAYFORD
KENT, DA1 4RW**



ADMISSIONS POLICY

For the Reception Class in the academic year 2026/27

St Paulinus C E Primary School has a distinctive Christian ethos which is at the heart of the school. The values that inform the life and relationships of the school are those of Christian faith nurturing children's spiritual growth.

We welcome applicants from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to the community.

The Governing body of St Paulinus C E Primary School (St Paulinus School) is solely responsible for admissions to the School and intends to admit thirty children, born between 1 September 2021 and 31 August 2022, to the reception class in the school year 2026-2027. This number is consistent with maximum infant class legislation.

There will be one admission date for all reception children in September 2026.

For Bexley residents

Applications **must** be made on the Bexley Common Application Form (CAF) online which must be submitted by **15 January 2026**. A supplementary form must also be completed along with the clerical reference form, where applicable, which will be available from St Paulinus School in September 2025 and must be returned to the school by **15 January 2026** with evidence of address and the child's date of birth. The supplementary form on its own does not count as an application and will not be considered as such.

For non Bexley residents

Applications **must** be made on the Common Application Form from the Local Authority (LA) in which you live and returned to them by the closing date.

A supplementary form must also be completed along with the clerical reference form, where applicable, which will be available from St Paulinus School in September 2025 and must be returned to the school by **15 January 2026** with evidence of address and the child's date of birth. The supplementary form on its own does not count as an application and will not be considered as such.

All applications received after 15 January 2026 are classed as late and not considered until after offer day. Applications received without the supplementary form will be considered under category 7 of the over subscription criteria listed below.

Parents will be notified of decisions on the common date as notified by the LA.

Oversubscription Criteria

If the number of applications for admission into the school exceeds 30, the Governors will apply the following criteria, in the order set out below, until there are no places remaining.

These criteria are reviewed annually by the Governing Body, and due consultation is carried out with the Diocesan Board of Education, the LA, the neighbouring admission authorities and schools.

1. Children in Local Authority Care or Previously in Local Authority Care are defined as children under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

2. Children of parents who have been regular worshippers (regular worshipers are defined as parents who attend twice monthly) for at least 12 months at St Paulinus Church, Crayford AND who:

- a) live in the ecclesiastical parishes of St Paulinus (see map – appendix i) or:
- b) will have a sibling attending the school at the date of admission.

*Please note that places offered in this category will be allocated **firstly to siblings** and then based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent.*

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

3. Children of Staff employed and working at St Paulinus School

Children who have a parent who is a relevant member of the staff of St Paulinus School.

A parent will be considered a relevant member of the staff of St Paulinus School if he or she 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 or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

4. Children who live in the ecclesiastical parish of St Paulinus.

*Please note that places offered in this category will be allocated **firstly to siblings** and then based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent.*

5. Children who will have a sibling attending the school at the date of admission.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

6. Children of parents who are regular worshippers of any Christian church that is part of Churches Together in Britain and Ireland or the Evangelical Alliance.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

7. Children of parents who wish their child to attend St Paulinus School.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

Notes on the criteria:

Criterion 2 and 6 – applicants must provide a clerical reference for criterion 2 and 6.

Criterion 2 and 5 – for the purpose of this criterion a ‘sibling’ is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent’s marriage
- Children living at the same address whose parents are living as partners at this address
- We do not include ‘cousins’ within the definition of sibling
- Children who are adopted/fostered with supporting evidence

General notes applying to all criteria:

In the unlikely event of over-subscription and only one place remains, but two families meet the same criteria, a tie-breaker will be introduced. On this occasion both names would be put into a random lot and one name drawn out.

General notes and guidance

PAN (Published Admission Number) - Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted

Pupils with an Education Health and Care Plan

The admission of pupils with an Education Health and Care Plan is dealt with by a completely separate procedure. Details of this procedure are set out in the Special Education Needs Code of Practice.

Oversubscription within a category:

If the Governing Body is required to make a decision between applications in any given category, the criterion of nearness to home to school will be the deciding factor. Proof of residence will be required in the form of a recent Council Tax letter or Rent Agreement.

The term 'home' and family shall be defined as the permanent residence of the child and:

- Both parents living together, or
- The parent with legal custody, or
- The parent with whom the child habitually lives, or
- The legally appointed guardians.

In-Year Admissions:

Casual Admissions

Casual admissions of children moving into the area or transferring from another school will be considered by the Governing Body having regard to the admissions criteria stated above and according to whether places are available in the appropriate classes. Application and Supplementary forms will still need to be completed.

Children directed via the Fair Access Protocol or those children in local authority care without a school place, will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number where appropriate.

Waiting List

A waiting list will be kept with the details of the applicants who are refused admission due to over-subscription. This will be kept in the sequence of the criteria described above. As places become available they will be offered to applicants on the register. Names will be kept on the register until the end of the academic year for which the application for admission was made.

Right of Appeal

In the event of an application being unsuccessful, parents have the right to appeal against the Governing Body's decision not to offer a place. Appeals should be made in writing to the Clerk of the Appeals Committee c/o Clerk to the Governing Body at the school address. Details of the appeals procedure will be set out in the letter of refusal. Refusal letters will be sent out at the same time as those offering places to parents. An independent appeals panel will consider each case on its merits.

Details for the arrangements for admissions and appeals will be reviewed and published every year.

Summer born children (deferring entry to Reception until the following September)

The term "summer born children" relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of "summer born children" may decide that they want to delay their child starting school until the September after the child has reached compulsory school age (CSA) into Reception Year instead of Year 1. There is no automatic right to this, but when schools consider requests, they must make decisions in the best interest of the child. Recent Ombudsman cases have ruled favourably where parent/carer requests have been denied due to the fact it is rarely in a child's best interest to miss a year of education.

The key point is that the Parent has a right to decide when their child starts school if this is before statutory school age, and the admission authority decides which year group is in the best interest of the child. Government guidance states admission authorities must make decisions based on a child's individual needs and abilities and consider whether these can best be met by them starting school in reception or year one.

Our governing body will take account of the potential impact of being admitted into year one without first having completed the reception year. The main issue is "in the best interest of the child" which is difficult for governing bodies to assess as they have no prior knowledge of the child. Therefore, we will follow the recommendation that governing bodies give greater consideration to these requests.

Parents wishing to apply should apply with their chronological age group but write separately to the Head teacher to explore the options for admissions outside of the normal age range. Further advice is available from the local authority.

Parents of summer born children may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. Any place already achieved for the child in Reception Year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and if deferral is agreed parents will need to re-apply for admission the following year.

The school will make a decision, having taken into account the circumstances of each case, together with the opinion of the Head teacher. Where the request is agreed by the school, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary.

Admission of Children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

The School will consider applications outside of the child's normal age group on an individual basis taking into account any information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Schools should particularly consider whether the child has previously been educated out of their normal age group. Parents wishing to apply for a place outside of the normal age group should apply with their chronological age group but write separately to the Head teacher to explore the options for admissions outside of the normal age range.

Further advice is available from the local authority.

