

1. SCHEME FOR ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2010

The Key scheme dates are:

Key Action	Key Dates in Scheme
Closing Date for RCAFs/JCAFs	Friday 8 January 2010
Applicant numbers to schools	Monday 1 February 2010
Applicant details sent to schools to apply oversubscription criteria	By Friday 5 February 2010
Ranked Lists returned to LA by all schools	By Tuesday 2 March 2010
LA will match all ranked lists	By Tuesday 9 March 2010
Schools sent lists of allocated pupils	By Tuesday 16 March 2010
Offer day	Monday 22 March 2010
Schools send out welcome letters	Wednesday 7 April 2010
Date by which places should be accepted or declined	Friday 23 April 2010
Schools re-allocate places that have become available	After Wednesday 28 April 2010
Schools provide Admissions and Transport with returns regarding places accepted, refused, new direct offers made and upheld appeal decisions	Friday 28 May 2010 Wednesday 30 June 2010 Friday 16 July 2010

In addition the scheme:

- Allows for supplementary forms to be sent direct to schools.
- Confirms that after 28 April 2010 schools consider applicants through normal waiting list procedures.

1. Scheme to Co-ordinate Admissions to Primary Schools in September 2010

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1. There will be standard forms known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF). Parents will also have the opportunity to apply online.
2. The RCAF will be used for the purpose of admitting pupils into the first year of Primary Education and the JCAF for Year 3 of Junior Schools.
3. The RCAF/JCAF will be used as a means of expressing one or more preferences by parents for their child to be admitted to a school within the LA area (including Voluntary Aided (VA) and Foundation Schools).
4. RCAFs/JCAFs, completed online or on paper, will:
 - (a) Invite parents to express three preferences in priority order,
 - (b) Invite parents to give their reasons for each preference,
 - (c) Explain that parents will receive the offer of one school place and that:
 - (i) a place will be offered at the highest ranked preference for which they are eligible,
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
 - (d) Specify the closing date and where it must be returned, in accordance with paragraph 9.
5. The LA will make appropriate arrangements to ensure:
 - (a) that the RCAF/JCAF is available for completion online, or alternatively in paper form on request from the LA and from all maintained primary schools in the LA area; and
 - (b) that the RCAF/JCAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. All preferences expressed on the RCAF/JCAF, online or on paper, are valid applications.
7. All preferences expressed on a RCAF/JCAF online or on paper are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the RCAF/JCAF, to provide additional information on a supplementary information form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary information form is required it must be requested from the school or the LA and returned to the school. All schools that use supplementary information forms must include the proposed form in their consultation with other admission authorities, including the LA, and in their published admission arrangements. Where a school fails clearly to define its

oversubscription criteria in its determined arrangements, the criteria definitions as laid out by the Local Authority must be adopted

8. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an RCAF/JCAF online or on paper, and the school is named.
9. Completed RCAFs/JCAFs are to be submitted online or returned to the LA or any Kent Primary School by 8 January 2010.
10. The LA will act as a clearing house for the allocation of places. The LA will only make any decision about the offer or refusal of a place in response to any preference expressed on the RCAF/JCAF where:
 - (a) it is acting in its separate capacity as an admission authority;
 - (b) an applicant is eligible for a place at more than one school;
 - (c) an applicant is not eligible for a place at any school that the parent has named.

The LA will allocate places in accordance with paragraph 13.

11. By 5th February 2010 - The LA will notify each school of every application that has been made including all the relevant details from the online application or RCAF/JCAF.
12. By 2 March 2010 - The Admission Authority for each school will consider all applications for their school, apply the school over-subscription criteria and provide the LA with a list of all applicants ranked according to the school's over-subscription criteria.
13. By 9 March 2010 - The LA will match this ranked list against the ranked list of the other schools named on the form and:
 - Where the child is eligible for a place at only one of the named schools, that school will be offered.
 - Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy.
14. On 16 March 2010 -The LA will inform schools of the pupils to be offered places at their schools.
15. On offer day, 22 March 2010 - Parents will be sent decision letters. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
 - Information about the right of appeal against the decisions to refuse places at other named schools.

- An invitation to parents to contact schools if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters on 7 April 2010

16. 23 April 2010 - The deadline for parents to accept or refuse the place offered.
17. 28 April 2010 - Schools re-allocate any places that have become vacant since offer day, giving priority to applicants according to individual schools' over-subscription criteria.
18. Parents may ask for their child's name to be kept on a waiting list should places become available after 28 April 2010. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by individual schools at least until the first day of the Spring Term 2011.

Late Applications

19. The closing date for applications in the normal admission round is 8 January 2010. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received before 22 January 2010.
20. Applications received after 22 January 2010 will be considered after places have been offered to pupils on offer day.
21. Applications received after offer day will be forwarded to each school named on the RCAF/JCAF to consider along with all other outstanding requests.
22. The table below outlines the admissions authorities within Kent required to agree the co-ordinated scheme that have been consulted for admission arrangements for 2010. The list does not include other bodies consulted and given an opportunity to express a view. (These include the relevant Diocesan authorities, neighbouring Local Authorities, parents and other interested groups.)

CONSULTATION 2010 VA AND FOUNDATION INFANT, JUNIOR AND PRIMARY SCHOOLS		
All Souls' CEP School	Hunton CEP School	St James' CEI School
Allington Primary School	Ide Hill CEP School	St John's Catholic Primary School, Gravesend
Archbishop Courtenay Primary School	John Wesley Methodist Primary School	St John's CEP School, Maidstone
Bapchild & Tonge CEP School	Lady Boswell's CEP School (Sevenoaks)	St Joseph's Catholic Primary School, Aylesham
Beauherne Primary School	Leybourne, St Peter & St Paul CEP School	St Joseph's Catholic Primary School, Broadstairs
Borden CEP School	More Park RCP School	St Joseph's Catholic Primary School, Northfleet
Borough Green Primary School	Our Lady of Hartley Catholic Primary School	St Katharine's Knockholt CEP School

Appendix A

Bredgar CEP School	Our Lady's Catholic Primary School, Dartford	St Laurence in Thanet CEJ School
Brenchley & Matfield CEP School	Park Farm Primary School	St Margaret Clitherow Catholic Primary School
Cartwright & Kelsey CEP School	Penshurst CEP School	St Mary of Charity CE (Aided) Primary School
Charing CEP School	Platt CEP School	St Mary's CEP School, Ashford
Charlton CEP School	Ramsgate, Holy Trinity CEP School	St Mary's Catholic School, Deal
Chevening, St Botolph's CEP School	Roseacre Junior School	St Mary's CEP School, Folkestone
Colliers Green CEP School	Rusthall, St Paul's CofE Primary School	St Mary's CEP School, Swanley
Deal Parochial CEP School	Saltwood CEP School	St Mary's Catholic Primary School, Whitstable
Diocesan & Payne Smith CEP School	Sholden CEP School	St Peter-in-Thamet CEJ School
Ditton CEJ School	Sissinghurst CEP School	St Peter's Catholic Primary School Sittingbourne
Ditton Infant School	Snodland CEP School	St Philip Howard Catholic Primary School
Dover, St Mary's CEP School	Speldhurst CEP School	St Richard's Catholic Primary School, Dover
Elham CEP School	St Anselm's Catholic Primary School, Dartford	St Simon of England RCP School, Ashford
Fordcombe CEP School	St Augustine's Catholic Primary School	St Teresa's Catholic Primary School
Greatstone Primary School	St Augustine's Catholic Primary School, Hythe	St Thomas' Catholic Primary School, Canterbury
Halfway Houses Primary School	St Barnabas CEP School	St Thomas' Catholic Primary School, Sevenoaks
Harcourt Primary School	St Bartholomew's Catholic Primary School	Stella Maris Catholic Primary School
Hartlip Endowed CEP School	St Botolph's CEP School	Sutton-at-Hone CEP School
Herne Bay Junior School	St Eanswythe's CEP School	The Anthony Roper Primary School
Herne CEJ School	St Edward's RCP School, Sheerness	Tunstall CEP School
Hever CEP School	St Ethelbert's Catholic Primary School, Ramsgate	Whitstable & Seasalter Endowed CEJ School
Holy Family RCP School, Maidstone	St Francis' Catholic School, Maidstone	Willesborough Junior School
Holy Trinity CEP School	St George's CofE Primary School, Sheppey	Wilmington Primary School
Holy Trinity CEP School, Dartford	St Gregory's Catholic Primary School, Margate	Wincheap Foundation Primary School
Horton Kirby CEP School		Wittersham CEP School

2. Over-subscription Criteria

The over-subscription criteria for all Community and Voluntary Controlled primary schools are:

- **Children in Local Authority Care** – a child 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 is the subject of a care order under Part IV of the Act.
- **Attendance at a linked school** – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. In the same way, children with a sibling in the junior school are given priority for admission to the infant school.
- **Denominational preference (for Voluntary Controlled Church schools only)** – if a parent has applied for their child to be admitted to a Church of England or Methodist controlled school on denominational grounds by ticking the box on the application form, preference will be given to these over those who have not. Evidence of church membership or attendance is not required.
- **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. 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.
- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's 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 Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey. 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.

- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

3. Statutory Consultation Area

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the school.

4. Published Admissions Numbers (PAN) for Community and Voluntary Controlled Primary Schools:

Schools in Dartford West	2010 PAN
Fleetdown Infant School	60
Fleetdown Junior School	60
Joydens Wood Infants School	70
Joydens Wood Junior School	70
Maypole Primary School	30
New School in Dartford (Bridge development)	30
Oakfield Community Primary School	60
St Alban's Infant School	90
Temple Hill Community School	75
The Brent Primary School	60
The Gateway Community Primary	30
Wentworth Primary School	70
West Hill Primary School	70
Westgate Primary School	30
York Road Junior School & Language Unit	90

Schools in Dartford East	2010 PAN
Bean Primary School	30
Darenth Community Primary School	15
Fawkham CEP School	15
Hartley Primary School	60
Knockhall Community Primary	60
Langafel CEP School	45
New Ash Green Primary School	60
Sedley's CEP School	15
Stone, St Mary's CEP School	60
Manor Community Primary School	60
The Craylands School	30

Schools in Gravesham	2010 PAN
Cecil Road Primary & Nursery	54
Chantry Primary School	30
Cobham Primary School	30
Culverstone Green Primary School	30
Dover Road Community Primary	60
Higham Primary School	30
Istead Rise Primary School	30
Kings Farm Primary School	45
Lawn Primary School	20
Meopham Community Primary	60
Painters Ash Primary School	60
Raynehurst Primary School	45
Riverview Infants School	120
Riverview Junior School	120
Rosherville CEP School	18
Shears Green Infant School	120
Shears Green Junior School	120
Shorne CEP School	30
Singlewell Primary School	30
Vigo Village School	30
Westcourt School	30
Whitehill Primary School	60
Wrotham Road Primary School	60

Appendix A

Schools in Cranbrook and Paddock Wood	2010 PAN
Benenden CEP School	25
Cranbrook CEP School	30
Frittenden CEP School	15
Goudhurst & Kilndown CEP	30
Hawkhurst CEP School	30
Horsmonden Primary School	30
Lamberhurst St Mary's CEP	20
Paddock Wood Primary School	90
Sandhurst Primary School	25

Schools in Swanley & District	2010 PAN
Crockenhill Primary School	30
Downsview Primary School	30
Hextable Primary School	60
High Firs Primary School	30
Horizon School	30
St Paul's CEP School, Swanley	15
West Kingsdown CE Primary School	45

Schools in Tunbridge Wells	2010 PAN
Bidborough CEP School	30
Bishops Down Primary School	30
Broadwater Primary School	30
Claremont Primary School	60
Langton Green Primary School	30
Pembury School	60
Sherwood Park Community Primary	60
Southborough CEP School	55
St James' CEJ School	70
St John's CEP School	90
St Marks CEP School	30
St Matthew's High Brooms CEP School	60
St Peter's CEP School	20

Schools in Sevenoaks South	2010 PAN
Amherst School	90
Chiddingstone CEP School	20
Churchill CEP School	40
Crockham Hill CEP School	20
Dunton Green Primary School	30
Edenbridge Primary School	60
Four Elms Primary School	16
Halstead Community Primary School	25
Kemsing Primary School	30
Leigh Primary School	20
Otford Primary School	50
Riverhead Infant School	90
Seal CEP School	30
Sevenoaks Primary School	60
Shoreham Village School	15
St John's CEP School, Sevenoaks	15
St Lawrence CEP School	10
Sundridge & Brasted CEP School	15
Weald Community Primary School.	30

Appendix A

Schools in Maidstone 1	2010 PAN
Barming Primary School	60
Boughton Monchelsea Primary School	30
Brunswick House Primary School	60
Coxheath Primary School	30
East Farleigh Primary School	30
Laddingford, St Mary's CEP School	13
Marden Primary School	40
Palace Wood Primary School	60
St Margaret's C of E , Collier Street	17
St Michael's Infant School	40
St Michael's Junior School	45
Staplehurst School	75
Sutton Valence Primary School	30
Wateringbury CEP School	36
West Borough Primary School	60
Yalding, St Peter & St Paul CEP School	20

Schools in Malling	2010 PAN
Aylesford Primary School	45
Brookfield Infant School	60
Brookfield Junior School	64
Burham CEP School	28
The Discovery School	60
Ightham Primary School	28
Kings Hill School	60
Lunsford Primary School	30
Mereworth Community Primary School	30
Offham Primary School	30
Plaxtol Primary School	16
Ryarsh Primary School	22
St George's CEP School	25
St James the Great Primary & Nursery	30
St Katherine's School	90
St Mark's CEP School, Eccles	20
St Peter's CEP School	18
Stansted CEP School	12
Trottscliffe CEP School	12
Tunbury Primary School	80
West Malling CEP School	28
Wouldham, All Saints CE School	20

Schools in Maidstone 2	2010 PAN
Bell Wood Community School	45
Bredhurst CEP School	15
East Borough Primary School	60
Greenfields Community Primary School	45
Harrietsham CEP School	20
Headcorn Primary School	30
Hollingbourne Primary School	15
Kingswood Primary School	20
Leeds & Broomfield Primary School	12
Lenham Primary School	30
Loose Infant School	90
Loose Junior School	90
Madginford Park Infant School	90
Madginford Park Junior School	90
Molehill Copse Primary School	40
North Borough Junior School	75
Oak Trees Community School	27
Park Way Primary School	45
Platts Heath Primary School	13
Sandling Primary School	60
Senacre Wood Primary School	30
South Borough Primary School	30
St Paul's Infant School	90
Thurnham CEI School	90
Ulcombe CEP School	13

Schools in Tonbridge	2010 PAN
Cage Green Primary School	54
Capel Primary School	30
East Peckham Primary School	30
Hadlow School	25
Hildenborough CEP School	30
Long Mead Community Primary School	20
Shipbourne School	8
Slade Primary School	45
St Stephen's (Tonbridge) Primary	30
Stocks Green Primary School	30
Sussex Road Community Primary School	60
Woodlands Infants School	90
Woodlands Junior School	96

Schools in Canterbury Coastal	2010 PAN
Briary Primary School	60
Hampton Primary School	85
Herne Bay Infant School	120
Herne CE Infant School	90
Joy Lane Community Primary School	60
Reculver CEP School	75
St Alphege CE Infant School	60
Swalecliffe Community Primary School	90
Westmeads Community Infant School	60
Whitstable Junior School	75

Schools in Rural Swale	2010 PAN
Boughton-under-Blean & Dunkirk Primary School	30
Bysing Wood Primary School	15
Canterbury Road Primary School	30
Davington Primary School	60
Eastling Primary School	15
Ethelbert Road	15
Graveney Primary School	15
Hernhill CE Primary School	30
Lansdowne Primary School	30
Luddenham Primary School	30
Lynsted & Norton Primary School	15
Milstead & Frinsted CE Primary School	10
Murston Infant School	45
Murston Junior School	45
Ospringe Primary School	30
Rodmersham Primary School	10
Selling CE Primary School	20
Sheldwich Primary School	30
South Avenue Infant School	60
South Avenue Junior School	60
Teynham Parochial CEP School	30

Schools in Canterbury City and Country	2010 PAN
Adisham CEP School	20
Barham CEP School	30
Blean Primary School	67
Bridge & Patixbourne CEP School	56
Canterbury, St Peter's Methodist	30
Chartham Primary School	45
Chislet CEP School	10
Hersden Community Primary School	15
Hoath Primary School	8
Kingsmead Primary School	30
Littlebourne CEP School	15
Parkside Community Primary School	30
Petham Primary School	17
Pilgrims Way Primary School	45
St Stephens Infant School	90
St Stephens Junior School	90
Sturry CEP School	60
Wickhambreaux CEP School	15

Schools in Swale Urban	2010 PAN
Bobbing Village School	30
Eastchurch CEP School	60
Grove Park Community School	60
Holywell Primary School (Upchurch)	30
Iwade Community Primary School	60
Kemsley Primary School	30
Lower Halstow School	20
Milton Court Primary School	30
Minster in Sheppey Primary School	60
Minterne Community Junior School	90
Newington C E Primary School	30
Queenborough School & Nursery	45
Regis Manor Community School	60
Richmond Primary School	60
Rose Street School	30
The Oaks Community Infant School	90
West Minster Primary School	60
Woodgrove School	60

Appendix A

Ashford 1	2010 PAN
Aldington Primary School	20
Ashford Oaks Primary School	60
Beaver Green Community Primary School	60
Brabourne CEP School	15
Brook Community Primary School	12
Challock Primary School	20
Chilham, St Mary's CEP School	15
Downs View Infant School	90
East Stour Primary School	60
Kennington CEJSchool	90
Lady J Thornhill (Endowed) Primary School	60
Linden Grove Primary School	60
Mersham Primary School	28
Phoenix Community Primary School	30
Smeeth Community Primary School	20
Victoria Road Primary School	30
Willesborough Infant School	120

Ashford Rural	2010 PAN
Bethersden Primary School	20
Egerton CEP School	30
Furley Park Primary School	60
Godinton Primary School	60
Great Chart Primary School	60
Hamstreet Primary School	45
High Halden CEP School	15
John Mayne CEP School	20
Kingsnorth Primary School	60
Pluckley CEP School	17
Rolvenden Primary School	14
Smarden Primary School	15
St Michael's CEP School, Tenterden	30
Tenterden Infants School	60
Tenterden Junior School	75
Woodchurch CEP School	20

Schools in Shepway 1	2010 PAN
Castle Hill Community Primary School	58
Cheriton Primary School	58
Christ Church CEP School	60
Hawkinge Primary School	45
Morehall Primary School	30
Mundella Primary School	30
Sandgate Primary School	60
Seabrook CEP School	15
Selsted CEP School	15
St Martin's CEP School	30
St Peter's CEP School	15
The Churchill School	60

Schools in Shepway Rural	2010 PAN
Bodsham CEP School	10
Brenzett CEP School	20
Brookland CEP School	15
Dymchurch Primary School	45
Hythe Bay CEP School	56
Lydd Primary School	40
Lyminge CEP School	30
Lympne CEP School	30
Palmarsh Primary School	15
Sellindge Primary School	15
St Nicholas CEP School	54
Stelling Minnis CEP School	15
Stowting CEP School	15

Appendix A

Schools in Thanet 1	2010 PAN
Birchington CEP School	60
Cliftonville Primary School	90
Drapers Mill Primary School	60
Garlinge Community Primary School and Nursery	60
Holy Trinity & St John's CEP, Margate	60
Minster CEP School	60
Monkton Primary School	15
Northdown Primary School	45
Palm Bay Primary School	45
Salmestone Primary School	60
St Crispin's Community Infant Primary	90
St Nicholas-at-Wade CEP School	28
St Saviour's CEP Junior	90

Schools in Thanet 2	2010 PAN
Bromstone Primary School	45
Callis Grange Nursery & Infant	90
Chilton Primary School	60
Christ Church CEJ School	60
Dame Janet Community Infant School	90
Dame Janet Community Junior School	90
Ellington Infant School	90
Newington Primary School and Nursery	60
Newlands Primary School	60
Priory Infant School	60
St Mildred's Primary Infant School	90
Upton Junior School	128

Schools in Deal and Sandwich	2010 PAN
Eastry CE Primary School	30
Goodnestone CEP School	10
Hornbeam Primary School	30
Kingsdown & Ringwold CEP School	28
Nonington Primary School	12
Northbourne CofE Primary School	20
Preston Primary School	20
Sandown School	60
Sandwich Infant School	56
Sandwich Junior School	60
St Margaret's-at-Cliffe Primary	30
The Downs CEP School	60
Warden House Primary School	60
Wingham Primary School	30
Worth Primary School	10

Schools in Dover	2010 PAN
Aycliffe Community Primary School	20
Aylesham Community Primary	60
Barton Junior School	60
Capel-le-Ferne Primary School	30
Eythorne Elvington Community Primary	20
Green Park Community Primary School	45
Guston CE Primary School	22
Langdon Primary School	10
Lydden Primary School	12
Priory Fields School	60
River Primary School	60
Shatterlocks Infant School	45
Sibertswold CE Primary School	30
St Martin's School	30
Temple Ewell CEP School	20
Vale View Community School	30
White Cliffs Primary College for the Arts	30
Whitfield School & Aspen Special Unit (PAN Includes 6 SSEN places)	57