



Chattenden Primary School (Peninsula Gateway Academy Trust)

CONSULTATION OF THE ADMISSION ARRANGEMENTS FOR CHATTENDEN PRIMARY SCHOOL (PENINSULA GATEWAY ACADEMY TRUST) FOR THE ACADEMIC YEAR 2026/2027

This policy aims to:

- 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.

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

- [School admissions code](#)
- [School admissions appeals code](#)

As an Academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

ADMISSION POLICY 2026

1. Children reach compulsory school age at the start of the term following their fifth birthday. Chattenden Primary School (Peninsula Gateway Academy Trust) will admit four year-olds into its Foundation Stage class, ie those children born between 1 September 2021 and 31 August 2022.
2. Parents need to complete the Common Application Form in accordance with the co-ordinated scheme. You will receive an offer for a school place directly from the Local Authority.
3. Parents consult with the school in the term prior to the new school year on the Pathway Options for entry based upon a child's readiness for school.
4. Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore, parents who have been offered a September place may ask, after consultation, to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents may also request that, after consultation, their child attends part-time until the child reaches compulsory school age.

5. Parents of children with summer term birthdays (1 April to 31 August 2022) may ask to start their child in Year 1 in the September of the following year but the Reception place will not be saved. Parents will have to reapply for a Year 1 place. Parents are not able to defer entry beyond the beginning of the term after the child's fifth birthday.
6. The Published Admission Number for Chattenden Primary School (Peninsula Gateway Academy Trust) is 30.

OVERSUBSCRIPTION CRITERIA

Following receipt of parental preferences, places will be offered to those children with statements of special educational needs where Chattenden Primary School (Peninsula Gateway Academy Trust) is named. Then, if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

1. Children in public care/looked after children and previously looked after children (as defined under paragraph 1.7 of the School Admissions Code).
2. Sibling (a brother or sister attending the school at the time of application and who will still be attending in September 2026). Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example, cousins living in the same house, do not qualify as siblings (as defined under paragraph 1.11 of the School Admissions Code).
3. Medical, health and special access reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school (as defined under paragraph 1.16 of the School Admissions Code).
4. Children of teaching staff (as defined under paragraph 1.39 of the School Admissions Code).
5. Nearness of children's home and ease of access to the school.

Where criteria involves measuring distance to a child's home, the LA's procedures for ascertaining the shortest available Route between home and the school will be used.

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.

Academy orders from the Department for Education require Academies to serve their school's community.

CASUAL ADMISSIONS

You can apply for a place for your child at any time outside the normal admissions round; you will need to apply directly to the Academy. We will aim as far as possible to make a casual admission placement within 10 days.

- Parents can apply for a casual admission at any time during the school year.
- If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.
- All vacancies will be allocated as they arise.

Casual Admissions when transferring schools without moving home

If a parent wishes to transfer their child from another school without moving home, they will inform their current school. The Head Teacher of the receiving school will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. Following an offer, the parents would be encouraged to view the school, whenever possible, before finally deciding to accept the place.

APPEALS

1. Parent/ carers should be made aware of the statutory restriction of numbers of 30 for entry into Foundation and Key Stage 1 classes in respect of a proposed appeal.
2. All circumstances surrounding the application will have been considered including 'extenuating' circumstances.
3. Unallocation can automatically result to inclusion on the waiting list if parents wish.
4. Parents/carers have the right to appeal if a place is not offered to their child. But should note that classes cannot exceed 30.
5. Appeals will be handled in line with the School Admissions Appeals Code and the Trustees' Policy on Admission appeals.
6. All oversubscriptions will be met by transferring to a "waiting list" to which the admission criteria is applied.