Admissions Policy

Sutton Valence Primary School

Date written: September, 2026

Date of last update: September 2026

Date agreed and ratified by Governing body:

Date of next full review: September, 2027

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.

Sutton Valence Primary school's 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 30

Sutton Valence Primary school has one intake per year

Application Procedure

1. Sutton Valence Primary school follows the procedures, timetable and deadlines set by Kent County Council. Please find this information here: https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-202526
2. Parents will have the opportunity to visit the school. We will contact people who have registered an interest in Sutton Valence Primary school
3. An RCAF (Reception Common Application Form) has to be completed at the appropriate time either online via this website Parent Portal: Home (servelec-synergy.com) or using a paper copy and returned to Kent County Council.
4. Sutton Valence Primary School has adopted the Kent County Council admissions criteria and this is used when necessary:
    - Children in Local Authority Care
    - Current Family Association (sibling)
    - Health and Special Access Reasons; including those children with an Education and Health Care Plan
    - Nearness of children's home to school

Statutory Consultation Area

The Local Authority 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.

The school participates in the West Kent Admission procedure. Admission forms are completed on line by parents of prospective new entrants for the Local Education Authority, in the autumn of the school year preceding the year of admission. Details of this procedure are available from the Kent County Council schools admissions page, on their website: https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places#tab-2 . Once this is allocated, Kent County Council provide our school with this information so that we can categorise siblings etc. in line with the above criteria and return this to them. From this we are provided with our admission list. Places are usually allocated at the end of April or early May.
Parents who are not given places for their children when the school is over-subscribed have the right to put their child's name on a prioritised waiting list and also the right to appeal the decision to the Area Education office.

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 Sutton Valence Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel.

To obtain a Primary Appeal Pack, visit https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer or contact Kent County Council on 03000 41 21 21.

Admission Arrangements for Reception Year, Early Years Foundation Stage (EYFS)

At Sutton Valence Primary school, children have the opportunity to have nine full terms in the Foundation Stage and Key Stage One (KS1). We admit all children in the September after their fourth birthday.

In order that all pupils and parents feel confident and comfortable within our school surroundings we invite all pre-schoolers to visit our school for settling in sessions before they start in September. This initiative allows both parents and pupils to build up their friendship networks, as well as meet their class teacher, other staff and familiarise themselves with their classroom, our school building and school routines.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. An IYCAF (in year common application form) needs to be completed and returned to the school for processing. If a place is not available, a refusal letter and a request for going onto the waiting list will be sent out. IYCAF forms are available from the school or online at www.kent.gov.uk.

Please click on the link to the Kent County Council Admissions document that can be located on the admissions page of our website for further information and important dates.

Please also visit https://www.kent.gov.uk/education-and-children/schools/school-places for more information.