Keston CE Primary School

Admission Arrangements
for entry 2026/2027

Academy Ethos
At Keston CE Primary School we strive to create a loving, caring community in which children are encouraged to achieve their full academic potential. The children are nurtured to grow in confidence, assurance and be considerate to others as they learn about themselves and the world in which they live. "In God's hands we love, learn and grow".
We welcome applications from all members of the community and we ask all parents to respect the Christian character of our school.

The academy is fully inclusive and welcomes applications for the admission of all abilities and needs. The academy fully complies with its responsibilities under the Equality Act 2010.

Age of Admission

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parent of children born on or after 1 April the option of choosing a September start for their child. However, children do not reach compulsory school age until the first of three prescribed dates after their fifth birthday. These prescribed dates are 31 December, 31 March and 31 August.

Parents can defer the date their child is admitted to the Academy until later in the school year or until the beginning of the term the child reaches compulsory school age in the year of admission. Where entry is deferred to later in the academic year, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Hence children born between 1 April and 31 August and offered a place for admission will be expected to join the academy by the start of the summer term in the academic year of admission. Parents may also request that the child attends part-time until he/she reaches compulsory school age.

A 'parent' is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or is deemed to be a person who has care of the child instead of their natural or adoptive parents.

Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather that Year 1. All such requests must be made in writing to the Headteacher in the first instance (by email to admin@keston.bromley.sch.uk) and the admission authority (please contact the Aquinas Trust by emailing info@aquinastrust.org placing 'Out of Age Admissions request' in the subject header).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child

concerned. To determine this the following will be taken into account: the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which the request was accepted) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan

Children with statements of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plans are dealt with under a separate process by the local authority's Special Educational Needs team. The published admission number is inclusive of students with a statement of SEN or EHC Plan that are admitted to the academy pursuant to the academy being named in their statement or EHC Plan.

A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Application Procedure

The academy is part of the locally agreed coordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parents with proven parental responsibility. Parents must complete their home borough's Common Application form (CAF) and return the form to the home authority; if applying for a place at this academy, parents must name this academy as one of the preferences on the CAF. Parents are referred to the London Borough of Bromley's website on which further details of the co-ordinated process can be found www.bromley.gov.uk

Oversubscription Criteria at the Academy

The academy has a published admission number (PAN) of 30 places for entry into reception in September 2026. If there are more applicants than places available priority will be given in the following order:

1. Child looked after and previously looked after children (See note 1 below).

2. Siblings – children who have a sibling at the academy at the beginning of their first term (See note 2 below).
3. In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the academy is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications.
4. Children who have a parent who is a relevant member of the staff of Keston CE Primary School (see note 5 below).
5. Proximity – proximity as measured in a straight line from the front door of the home to the front door of the academy (See notes 3 and 4 below).

Tie Breaker

If there are more children who qualify for a place in each category than places available, places will be allocated to children living closest to the School. Distance to the School will be measured in accordance with the definition detailed below. Definition of 'home' is as detailed below. In the event that two or more applicants live the same distance from the academy, the place will be allocated by drawing lots in the presence of a person independent of the academy.

Notes

1. Child looked after and previously looked after children
   i. A child looked after is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. These children must still be 'looked after' when the child starts school unless (ii) applies.
   ii. A previously looked after child is:
   (a) a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002 or
   (b) a child who appears to the admission authority to have been in state care outside of England and ceased to be in state care as a result of 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.
   All these categories of children have equal priority and the tie break provisions will apply where there are more applicants than places.
2. Sibling refers to brother or sister, half brother or sister, fostered or adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must still be on the roll at the academy when the younger child starts school.

3. "Home" is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Addresses involved in child minding (professional or relatives) will not be considered. Temporary addresses will also not be accepted. Parents will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either
   • Owned by the child's parent(s) OR
   • Leased to or rented by the child's parent(s) under a lease or written rental agreement.
   Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time.
4. Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference for the property. Those living closer to the academy receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, preference will be allocated in ascending order numerically and/or alphabetically. If there are two identical distance measurements for different addresses of separate applicants, the place will be allocated by drawing lots in the presence of a person independent of the academy.
5. 'Relevant member of staff', a parent will be considered a relevant member of the staff of Keston CE Primary School if he or she has been employed at the academy for two years or more at the time at which the application for admission to the academy is made and/or has been recruited to fill a vacant post for which there is a demonstrable shortage.

Waiting list

Waiting lists for Reception are held until the end of the Autumn term in that Admission year in accordance with our oversubscription criteria. Applications to join the waiting list for Reception after that time will be dealt with in line with in year admissions as detailed below. Any child not offered a place in the normal admission round or following an in year application will be placed on the waiting list, if so requested by their parent, which is reordered each time an application is made. Parents have a statutory right of appeal if the application for a place is not successful.

Waiting lists are maintained in accordance with the oversubscription criteria until the end of the academic year in which the application for in year admission was made or in which the normal admission round took place. Children must re-apply, in accordance with the in year application process, for a place at the academy in the subsequent academic year in order to remain on the waiting list.

In-Year Admissions

Applications for In-Year admissions are made directly to the London Borough of Bromley
https://www.bromley.gov.uk/schools-colleges/apply-move-schools

In the normal admissions round or at any point in the normal year of entry, if a place is available and there is no waiting list, the child will be admitted [except where the "twice excluded" rule applies].

For in-year applications received for all other year groups, if a place is available and there is no waiting list, the child will be admitted subject to the admission authority being able to refuse admission if it has good reason to believe that the child may display challenging behaviour and thus refer the child to the Fair Access Protocol.

If more applications are received than there are places available, then applications will be ranked in accordance with the oversubscription criteria above. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

Appeals Procedure

The Local Authority writes to parents of all applicants giving details of the school to which their child has been allocated, and the contact details of the school should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals Panel, care of the academy by the appeals deadline and clearly state the grounds for the appeal. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the academy before the Appeals Panel meets, the academy will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Twins, triplets and other multiple births – where twins, triplets or children from other multiple births qualify for the last place to be allocated the qualifying siblings, the admissions authority will admit all the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.

Fair Access

In common with all other schools in Bromley, the school will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place or on the waiting list and the academy can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.