
St. Nicholas at Wade CEP School

Admissions Policy

Written: July 2025

Approved by: FGB July 2025

Review: July 2026



Admissions Policy for St Nicholas at Wade CEP School has been written following advice from KCC Admissions and DFE guidance:

https://www.kent.gov.uk/_data/assets/pdf_file/0009/161829/Primary-Admissions-Scheme-for-2025-26.pdf

Vision – Admissions grounded in fairness, openness, and Christian love



In the parable of the Wise and Foolish Builders (Matthew 7:24-27), Jesus reminds us that building on firm foundations helps us remain steady and strong. Our Admissions Policy is grounded in these principles: fairness, honesty, and care for every child and family.

We aim to provide a clear, transparent, and consistent process that treats all applicants with respect and dignity. By welcoming families warmly and supporting them through each stage, we establish the strong foundations on which positive relationships and successful learning can grow.

Through this approach, we seek to “build on the rock”—creating a school community where every child is valued and able to flourish from the moment they apply.

General admissions arrangements

This policy applies to admissions in the academic year 2025/26

The number of children who will be admitted in this admission cohort is 30.

Places will be allocated in the following priority order:

- Looked After Children and previously Looked After Children – A looked after child, is a child who is in the care of a local authority
- 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
- Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010.
- 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 the National Land and Property Gazetteer (NLPG) address point.

Oversubscription

Where applications for admission exceed the number of places available the criteria above will be applied. The Governing Body will meet to consider cases where appropriate.

Waiting list

If the school is oversubscribed, or where no vacancies are available at the time of application, unsuccessful applicants will be offered a place on the school's waiting list. This list is maintained across the academic year. The child's ranking on the waiting list will be in accordance with the school's oversubscription criteria.

Withdrawal of places After a place has been offered

St Nicholas at Wade reserves the right to withdraw a place in the following circumstances:

- when a parent has failed to respond to an offer within a reasonable time;
- when a parent has failed to notify the school of important changes to the application information;
- the place was offered on the basis of a fraudulent or intentionally misleading application from a parent.

Reception age children

Entry before 5 years old (deferred entry) and entry out of year group

Parents' Rights: Some parents may feel their child is not ready to start school in the September following their fourth birthday. Paragraph 2.16 on page 24 of the code says that admission authorities must offer a fulltime place to pupils in the September following their fourth birthdays.

However, it goes on to say that: ... the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond

the beginning of the final term of the school year for which [the offer] was made.

Compulsory School Age

The DfE's definition of 'compulsory school age' can be found in footnote 56 on page 25 of the [2021 School Admissions Code](#). It says: A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). prescribed days are 31 December, 31 March and 31 August. This means that a child who turns five during the autumn term must start school fulltime in the following January and a child who turns five during the spring term must start full-time in April.

Appeals for 2025 Applications:

All parents have the statutory right to appeal against any decision refusing them a school place.

If your child is due to start primary, infant or junior school in 2025 you can appeal between April and May 2025 to guarantee that your appeal will be heard by July 2025. For applications made in the normal admission round, appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school-days of the appeals being lodged. Please click [HERE](#) for Kent advice on making an appeal for a school place.

If you applied to move your child to a different school but were not offered a place you have the right to make an appeal.

Please also contact the Local Authority to find out about admissions and appeal arrangements. They can also be contacted by phone on 03000 412121.

In Year Admissions

If your child is already of school age and you would like them to join our school, please complete the In Year Admission Form (IYAF) by clicking

[here](#) and either bring it into the school or send it electronically to, office@st-nicholas-birchington.kent.sch.uk. Alternatively, you can request a copy of this form from the school office who can also advise you on the process.