



The Flourish Federation

Admissions Policy

Ratified	15 th July 2026	Review	July 2027
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Admissions Policy

Introduction

Brookfield Infant School and Brookfield Junior School are Community Schools. Kent County Council is the Admissions Authority and determines the admission arrangements for both schools. The Governing Body supports the implementation of these arrangements and is committed to ensuring they are applied fairly and consistently.

This policy reflects the School Standards and Framework Act 1998, the School Admissions Code and the School Admission Appeals Code, together with Kent County Council's published admissions arrangements.

Aims and Objectives

The Flourish Federation are inclusive schools that welcome children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible if there is an excess demand on the school places available.

Application procedure for admission to the junior school at the beginning of Year 3 and for the infant school at the beginning of Year R

For 2026 – 2027, the admission criteria, in priority order, are as follows:-

- 1. Children in Local Authority Care and Previously in Local Authority Care:** A child who is in the care of a local authority, or who ceased to be so because they became subject to an adoption, child arrangements or special guardianship order. This criterion also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (internationally adopted previously looked after children), in accordance with the School Admissions Code.
- 2. Attendance at a linked school:** Due to admission links, children attending the infant school are given priority for admission to the Junior School.



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3. 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).

- Brookfield Infant School and Brookfield Junior School are linked for the purposes of school admissions and are known as the Flourish Federation and considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an Infant school to the linked Junior school.
- Where a child is transferring from Year 2 and would not be attending the Infant school from the start of the next academic year, but applied for the linked Junior school, the sibling link would not be broken for a child applying for the Infant school.
- 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.

4. Health and Special Access Reasons: Medical, health, social and special access reasons will be applied in accordance with the schools' legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend the school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

5. Nearness of children's homes to school: We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the schools, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion due to oversubscription, these straight-line measurements are used to determine how close each applicant's address is to the school.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child



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spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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. This will be supervised by someone independent from the school

If siblings from multiple births (twins, triplets, etc) apply for the school and it would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting lists will be maintained in accordance with Kent County Council's coordinated admissions scheme. Places will be offered in accordance with the published oversubscription criteria and not according to the date the application was received. A child's position on the waiting list may change if applicants with a higher priority are added.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application



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Form (RCAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

The LA publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they are required to state 3 schools in order of preference on the application form (JCAF juniors or RCAF - infants). This form can be downloaded from www.kent.gov.uk/ola or a paper copy can be obtained by contacting Primary Admissions (03000 412121 or email at kentonlineadmissions@kent.gov.uk). Expressing a preference does not, in itself, guarantee a place at the school.

Parents can make **either** an online application **or** a paper application, not both.

If a paper application form is being used, then this should be returned to Kent County Council. All forms should be returned by the date stipulated.

The LA notifies the schools and then notifies parents about their child's place as soon as all the applications have been considered. Parents are then required, by a given date, to inform the school in writing whether they wish to accept or turn down the place offered.

Parents may be required to provide proof of address in accordance with Kent County Council's published admissions arrangements.

If it is determined that a school place has been secured through a fraudulent or intentionally misleading application, the offer of a place may be withdrawn in accordance with the School Admissions Code and Kent County Council's admissions arrangements.

Admission Appeals

If parents opted to send their child to one of the schools in The Flourish Federation, but were not offered a place, they can ask to be put on a waiting list, and they will be informed if there are any vacancies. In the case of vacancies, the schools will adhere to the priority order of admission criteria stated earlier.

If parents wish to appeal against a decision to refuse entry, they can do so by contacting the Primary Admissions Team after offer day. An independent Appeal Panel then meets to consider all appeals by parents who have been refused a place at one of the schools and who wish to appeal against this decision. The Panel may request the evidence that was provided for each school place. An Appeal Panel's decision is binding for all parties concerned. If the Appeal Panel decides that we should admit a child to one of the schools, then we will accept



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this and continue to do all we can to provide the best education for all the children at our schools. (Details of appeal arrangements are available from the Primary Admissions Team.)

Published Admission Number

Our current PAN is 60 per year group for admissions to the Infant School, and 64 per year group for admissions to the Junior School.

We keep this number under review and the governors will apply to change the number if circumstances allow.

Application procedure for admission to our school during an academic year

If a family has already moved in to the area and wishes to send their child/children to one of our schools they should complete an In-Year Casual Admission Form (IYCAF).

Once parents have completed the IYCAF, there must be a response from the schools.

If there is a place in the appropriate year an offer letter should be sent within 15 school days. Parents must then accept or refuse the place, in writing, within 10 school days.

If the place is accepted the child should start as soon as possible.

If the place is refused, the IYCAF is sent to the LA.

If the parent doesn't reply, a 'chaser letter' is sent after 10 school days. If no reply after a further 5 school days, the schools will withdraw the offer and send the IYCAF to the LA.

If there is not a place at the schools then the schools should send a refusal letter within 5 school days. Parents may then request to join a waiting list. Completed IYCAF is sent to the LA.

Our schools will process each application in the order they are received. A waiting list will be maintained in admission criteria order. Copies of all correspondence are kept in case of appeal or parental enquiry.

Review

This policy will be reviewed annually so as to ensure complete compatibility with the LA's Admissions Policy.



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