Lift St James the Great

Admission Arrangements 2027-28

Lift Schools is the admission authority for the school.

Lift St James the Great has a published admission number (PAN) of 30 for entry into Reception. The school will accordingly admit at least 30 pupils in Reception each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

If there are more than 30 applications, and the school is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the school have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out in the priority order below.

Oversubscription Criteria

1. Looked after children and previously looked after children (please see definitions below).

2. Children with a sibling (brother or sister) who will still be on roll at the school at the time of admission.

3. Children with exceptional medical or social needs.

4. Distance - children resident closest to the school.

Tie breaker: Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births) the final tie-breaker will be random allocation, which will be independently verified.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or other children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the infant class size legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

Waiting list

If the school receives more applications than there are places available, a waiting list will be maintained by the school until the last school day of the summer term. Places from the waiting list will be offered in the order set out in the oversubscription criteria and not in the order that the applications were received. After each added child, the list will be ranked again in line with the published oversubscription criteria.

Lift Schools is a charitable company limited by guarantee registered in England and Wales, no. 06625091. The registered office address is Lift Schools, 1 EdCity Walk, EdCity, London, W12 7TF

The school works in accordance with the **Fair Access Protocol** held by the local authority (Kent County Council); should a vulnerable child within the protocol require a place at the school, they will take precedence over any child on the waiting list.

Late applications

Late applications will be dealt with in accordance with the local authority's co-ordinated scheme for primary admissions published on its website. Late applications will be considered only after those applicants who applied by the closing date unless they are late for a good reason and it is reasonably practicable to accept them. You are encouraged to ensure that your application is received on time.

In-Year Admissions

In-year admissions are applications made outside the normal round of admissions. The school will coordinate its own in-year admissions and an application for in-year admission should be made directly to the school using the local authority's in-year admission form. On receipt of an in-year application form, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date on the availability of school places within the authority.

Admission below compulsory school age and deferred entry

The school must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:
a) that child is entitled to a full-time place in the September following their fourth birthday;
b) 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 they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents must notify the school in writing of their intention to delay their child's start date.
c) Parents also have the right for their child to be admitted on a part-time basis during the Reception class year, but not beyond the point at which they reach compulsory school age.

After a place at the school has been allocated by the normal admissions round, parents may wish to visit the school if they are considering deferring their child's entry or opting for admission to Reception part-time. Parents will have the opportunity to discuss their child's readiness for school, and the school will be able to explain the provision on offer to children in Reception, and how it is tailored to meet the needs of the youngest pupils.

Admission outside the normal age group

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is gifted and talented or has experienced problems such as ill health. 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 than Year 1. Summer born children applies to those born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of

their normal age group will come from parents of children born in the later summer months or those born prematurely.

Parents do not have the right to insist that their child is admitted to a particular year group. The school will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their application form to the local authority for a school place. At the same time, parents should also write to the principal at the address below to *request* admission out of the normal age group. Parents should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. The decision made by Lift Schools will be based on the individual circumstances of each case and in the best interests of the child concerned. In making the decision, Lift Schools will consider the views of the principal.

The school can be contacted at the following address:
The Principal
Lift St James the Great
Chapman Way
East Malling
Kent ME19 6SD
Tel: 01732 841912
Fax: 01732 842 828

Appeals

Parents have a right to appeal the decision of the admission authority, Lift Schools, to refuse their child a place at the school. Lift Schools delegates the responsibility for appeals back to the school. Parents who wish to appeal the decision of the admission authority to refuse their child a place at the school may apply in writing to the school at the address above. Parents have at least 20 school days from the date of their refusal letter to submit their written appeal and should explain clearly the reason(s) for their appeal. Appeals will be heard by an independent panel and will normally be held within 40 school days of the closing date for receiving the notice of appeal.

Some Definitions

Looked after children

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. A **looked after child** 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A **previously looked after child** is a child who was looked after, but ceased to be so because they were **adopted** or became subject to a **child arrangement order** (formerly known as a residence order) or a **special guardianship order** immediately following having been looked after, including those who appear to the school to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious

organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The admission authority may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002.
A **child arrangement order** settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.
Section 14A of the Children Act 1989 defines a **special guardianship order** as an order which appoints one or more individuals to be a child's special guardian(s).

Sibling (brother or sister)

Sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner living in the same family unit in the same family household and address who attends the school in any year group excluding Year 6. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Exceptional Medical or Social Needs

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular school. Applications will only be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the school.

The information provided must show clearly why Lift St James the Great is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. The information must confirm the exceptional medical or social need and demonstrate how this particular school is the only school that can meet the defined needs of the child. Evidence relating to the social or medical circumstances of the parent or other family member can be considered, but only if this impacts on the child and their need to attend this specific school. In addition to making it known on the local authority's common application form when requesting priority for a place under this category, parents must also submit all relevant information, including professional evidence, directly to the school at the address above by the closing date for primary applications.

Distance

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, 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 for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build

properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by the Head of Service at Kent County Council.

Resident

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the school will follow the process used by the local authority (see Kent School Admissions for further information). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

For children of UK service personnel and crown servants, the school will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The school will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address is provided. The school will use a Unit or quartering address as the home address where requested.

Fraudulent Applications / Withdrawing Offers

The school reserves the right to check any address and other information provided so it can apply the oversubscription criteria accurately and fairly. As an admission authority, the school has the right to investigate any concerns it may have about your application and to withdraw the offer of a place if it considers there is evidence that a fraudulent claim has been made or misleading information provided, for example if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

Admissions to the Nursery

Lift St James the Great has an admission number of 52 for entry into nursery, based on two sessions per day. All applications will be admitted if 52 or fewer apply. There is no appeal process for nursery places.

For further information on the application process for nursery places and the oversubscription criteria please contact the school.

Please note: a place in the nursery does not guarantee a Reception place in the school.