Whitstable & Seasalter Endowed
Church of England (Aided) Junior School

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ADMISSION ARRANGEMENTS – ENTRY SEPTEMBER 2026 to JULY 2027

As a school within the family of the Church of England within the Diocese of Canterbury, Whitstable & Seasalter Endowed Church of England (Aided) Junior School ("the Endowed") has a distinctive Christian ethos at its heart. Our school motto is *Love, Learning, Laughter* and our Christian values of Love, Joy, Goodness, Resilience and Trust underpin "The Endowed Way". We welcome applications from all members of the community, and we ask all parents to respect our Christian ethos and its importance to our school.

The Governing Body is responsible for the admission of pupils to the School and aims to maintain an inclusive school with a balance between Church and Open places. It intends to admit 60 children to Year 3 in September 2026. This Published Admission Number (PAN) has been agreed between the Governing Body and the Local Authority. The planned admission number for Years 4, 5 and 6 is 60 children.

Before the application of oversubscription criteria children with an Education, Health & Care plan (EHCP) which names the Endowed will be admitted.

Applications for Admission to Year 3

Applications must be made on the **Junior Common Application Form (JCAF),** you will need to apply either using the online process available at www.kent.gov.uk/ola or by contacting kentonlineadmissions@kent.gov.uk for an alternative method. It is to be submitted to the Local Authority or any Kent Primary School **by Thursday 15 January 2026.** Only one JCAF showing the nominated preferences may be submitted for each child; photocopies must not be used. For further information on the procedure and timetable please refer to The KCC's Guide to Applying for a Primary School in Kent.

How Places will be allocated - Oversubscription Criteria

If the number of applications for admission exceeds the places available, the oversubscription criteria below will be applied in the following order of priority, which will also be used if applications within any of the categories exceed places available and it is necessary to decide between them:

a) 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 means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear 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.

b) Current Family Association - A brother or sister attending the Endowed School when the child starts or, after giving priority for such children, at the time at which application is made. Brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained only as long as the family have continued to live at the same address as when the older child was admitted to the school, or have moved closer to the school

from where they were living previously, or have moved to an address that is within three miles from the school using the distance measured by the method outlined in the distance criterion below. When we are able within the school's Published Admission Number (PAN) to offer a place to a child of multiple births (twins, triplets etc.) we will offer places to all the children of that birth, even if doing so takes the school above its PAN.

c) **Christian Faith** - A child living in the parish of the Whitstable Team Ministry (see map below), who has attended worship or Sunday school at a church which is part of Churches Together in England or The Evangelical Alliance or The Fellowship of Independent Evangelical Churches at least twice a month for a continuous period of 12 months up to the date of application. A supplementary Information Form (SIF) obtainable from the school should be completed and returned to the school (see **additional important procedure** below). Confirmation must be provided by the priest or minister at the church attended that the child has so attended at the church or previous church at least twice a month for a continuous period of 12 months up to date of the application. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**
The number of applicants given priority under this criterion will not exceed 50% of the Published Admission Number (PAN). The following criteria will be applied in turn to determine priority within this criterion in the unlikely event that valid applications exceed this number.

d) **Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs** – Priority will be given to children under this criterion, which applies equally to such needs of the child's parents or carers, where there is on any of these grounds a demonstrable and significant need to attend the Endowed School. The school will comply with its legal obligations in particular those under the Equality Act 2010. **The application must be supported by written evidence from an appropriately qualified person who where there are health or impairment issues must be a qualified medical or other practitioner.** The evidence must demonstrate strong reasons why The Endowed is the most suitable school and the difficulties that would be caused if the child had to attend another school. This must be sent directly to the Headteacher of the Endowed **by Thursday 15 January 2026** for the school to consider the evidence. Without this evidence when the school is ranking children in accordance with the oversubscription criteria, your needs cannot be taken into account. If you have any questions regarding this criterion please contact the Headteacher.

e) **Children of Staff at the School** – Priority will be given to children of a member of staff who has been employed at the school for two or more years at the time at which the application is made and children of a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

f) **Nearness of Children's Home to School** - 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 Head of Service. In the unlikely event that two or more children 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 process will be independently verified.

We use the same definition and criteria for a child's permanent home address as that used by the Kent County Council. For detailed guidance on what address you should use on your application your are strongly advised to refer to the KCC's current guidance.

Please note the following **additional important procedure** where it applies.

Where the parent or carer wishes the child to be considered for admission to the school under criterion b (Current Family Association) or criterion c above (Christian Faith), it is advised that additional information be provided on the **Supplementary Information Form (SIF)** which may be obtained from the school. Failure to complete and return the SIF may affect the priority rating of the application. The SIF should be returned to the Headteacher of the Endowed i.e. NOT to the Local Authority or to any other school **by Thursday 15 January 2026**. Please note that the school is not entitled to treat a SIF as a valid application on its own. Application for admission MUST always be made using the JCAF or online application as above.

Right to Withdraw Places

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. When a parent or carer has failed to respond to an offer within a reasonable time; or
2. when a parent or carer has failed to notify the school of important changes to the application information; or
3. the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or carer.

Late Applications

The school will use the process set out in the KCC Parents Guide for Primary School Applications.

Appeals

In accordance with the requirements of the Education Acts, the Governors will make arrangements, if required, for parents or carers to appeal to an independent appeal panel against the refusal of a place for their child in the School. Details of the appeals procedure are sent out with all allocation/refusal notifications. Appeals must be lodged **by no later than Tuesday 19 May 2026.**

Waiting List

If a child is unsuccessful in obtaining a place because of oversubscription, the parent or carer may ask for the child's name to be placed on the school's waiting list. Applications must be made **by notifying the Local Authority by no later than Thursday 30 April 2026**. The Local Authority will, using the school's oversubscription criteria in the same order of priority, reallocate any places that have become available to those who have asked to go on the waiting list. Parents or carers may ask for the child's name to be kept on the school's waiting list should a place become available after **Thursday 21 May 2026.** The waiting list will be re-ranked in line with the school's published oversubscription criteria every time a child is added to the list. Waiting lists will be maintained until the end of the relevant academic year of admission. Placing a child's name on the waiting list does not affect the parent's or carer's right of appeal against a refusal to offer the child a place at the school.

In Year Casual and Other Year Group Admissions

Application for admission must be made direct to the Headteacher using the Form IYCAF. The same oversubscription criteria as set out above will be applied and a supplementary information form (SIF) with the Priest or Minister's Confirmation will need to be completed where the parent or carer wishes the child to be considered for admission to the school under criterion c) above (Christian Faith).

SUPPLEMENTARY INFORMATION FORM

Please complete this form as accurately and completely as possible, as decisions on school applications may depend on the information you give. Thank you for your assistance.

NAME OF CHILD		DATE OF BIRTH	

Please complete Box 1 or 2 below indicating Supplementary Information you are providing on this form.

1

Current Family Association (b) – Name of Sibling(s) attending the Endowed School at time of entry or application with date(s) of birth	
NAME OF SIBLING:	**DATE OF BIRTH OF SIBLING:**
SIGNED Parent/Carer	**DATED**

2 *If you are applying for admission under the Christian Faith criterion, please complete ALL the details required below, sign and submit this form to your priest or minister for confirmation of attendance and signature. Please allow* ***sufficient time*** *for your Minister to complete and return the form to you,* ***to enable you to submit to the Headteacher of the Endowed School.***

Christian Faith (c) – Declaration below to be completed by Parent or Carer AND Priest or Minister below			
NAME OF CHURCH(ES) ATTENDED:			
The child **has** attended Church Worship or Sunday school at least twice a month continuously for at least the last 12 months except during the circumstances specified below. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**			
FULL NAME OF PARENT/CARER (BLOCK CAPITALS)			
ADDRESS			
POST CODE		**CONTACT NUMBER**	
SIGNED Parent/Carer		**DATED**	

To be completed by the Priest/Minister:-

I can*/cannot* confirm the above details of attendance supplied by the Parent/Carer are correct.
(*This MUST be completed. Please delete as appropriate.

CHURCH .....

DESIGNATION ..... TELEPHONE NO .....

SIGNATURE ..... DATE .....

REQUESTS FOR ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

(This does NOT apply to In Year Casual Admissions for which please see page 3)

Requests for admission 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 a JCAF 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 3 the following year. Deferred applications must be made via paper JCAF 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.**

Whitstable Team Ministry Parish Map

