

Admissions Arrangements for Cedar Children's Academy for the (2027- 2028) school year.



16.03.2026 Ratification in progress

Introductory statement

Cedar Children's Academy is a 4 – 11 Primary School, coeducational, non-selective academy. Our admissions process is in line with the coordinated school admissions scheme as set out in the DfE School

Admissions Code 2021. The Trustees of Cedar Children's Academy are responsible for admissions to the school and for publishing the following admissions policy. Admissions to the school are part of the co-ordinated admissions scheme of Medway Council.

Published Admission Number (PAN)

The school has an admission number of 90 for Year R. It will admit this number of pupils if there are sufficient applications. If fewer than 90 applications are received, all applicants will be offered a place. If more than 90 applications are received, the oversubscription criteria below will be used to determine which applicants can be offered a place.

Main admissions round application process

Admissions to the school are part of the co-ordinated admissions scheme of Medway Council. Parents wishing to apply for a place should put the school down as a preference on the common application form. Further information about this process can be found: (add website for council main admissions)

Applications for year R must be submitted via Medway Council by the national closing date of 31 January 2028. Late applications will be processed by Medway Council until the end of term two.

In-year admissions process

In school admissions after term 2 will be dealt with by the school. Please complete an in year admission form available on Medway Council website https://www.medway.gov.uk/downloads/file/5512/inyear_admissions_application_form_2022_for_printing and the school will process the application. Parents who do not have access to the Internet, can request a hard copy form via the school office.

Oversubscription criteria

The school will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children.
2. Children who have an exceptional medical or social need that means there is a significant need for them to attend this school rather than another, for example, if it is their nearest school and they have an illness which means it would be extremely difficult for them to travel to a further school. Children who have an exceptional social or medical need which means they should attend this school rather than any other or

whose parents have such a need. Your application must be supported by evidence, for example, from a medical specialist or social worker, of the [child's/parent's] need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.

3. Siblings of pupils attending the school at the time the application is received. (Siblings will not be prioritised if their sibling is in Year 6)
4. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Distance/catchment – all distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school. Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by Medway Council's School Services.

Tie-break

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. This will be verified by someone independent from the school who will conduct the random allocation.

The infant class size rules allow schools to exceed the limit of 30 pupils per teacher when children from a multiple birth are tied for the final place.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

Delayed admission to reception

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group (including for 'Summer born' children)

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should make their request to the school, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests.

The academy trust will make a decision on the basis of the circumstances of the case and whether it may be in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. The school will notify parents of the decision and set out clearly for the parent the reasons for their decision.

Parents who are unhappy with the decision in respect of an application out of chronological age group can make a complaint about that decision in accordance with the school's complaints policy.

Waiting list

Medway Council will be responsible for holding a waiting list for parents who request their child's name be added for Reception until 31st December. The school will maintain a waiting list for all year groups until the end of the academic year. A parent whose application was unsuccessful may ask for their child's name to be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The list will be re-ranked each time another child is added to the list.

Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Contact the Headteacher at office@cedarchildrensacademy.org.uk for information on how to appeal.

Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Notes

Term	Definition
"Home" address	<ul style="list-style-type: none"> • A child's home is the place where they normally live. Where a child's parents do not live together and the child spends part of the week with each parent, their home address will be the address at which they spend most nights from Sunday to Thursday during term time.
Sibling	<ul style="list-style-type: none"> • A natural brother or sister, or half brother or sister • A legally adopted brother or sister, or half brother or sister • A step brother or sister • Other child living in the same household as part of the same family where they are living at the same address as the applicant on the date of the application.
Looked after children	<ul style="list-style-type: none"> • Children in the care of a local authority as set out in Section 22 of the Children Act 1989.
Previously looked after children	<ul style="list-style-type: none"> • Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also, children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.