



September 2019 Admissions Admission of Children into the Reception Classes

This information is for parents with children born between 1 September 2014 and 31 August 2015, who will be due to start school in September 2019.

If your child isn't old enough to start school yet you may register an interest by contacting our school office. Please note that registering an interest does not give your child priority for a place at our school.

The number of children admitted into the Foundation year group (Reception Classes) at Godinton Primary School is 60. If more than 60 pupils wish to join our Foundation year group, places will be allocated according to our Admission Oversubscription Criteria. A full list of our over subscription criteria can be found on the admissions page on our website.

All admissions operate via the Kent County Council process for primary admissions. Please refer to the KCC Primary Admissions handbook for full details of the application process.

Applying for a place at Godinton Primary School

Applications for transfer to primary school for September 2019 open on Monday 5 November 2018 and close at midnight on Tuesday 15 January 2019. The preferred method of application is the completion of the KCC online Reception Common Admissions Form (RCAF), although a paper application may also be completed.

Parents can apply for up to three schools, putting them in order of preference. It is in your best interests to list three schools. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.

Full details of the county's admissions process can be found online at:

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Please also view the school's own admissions policy for further details including over-subscription criteria.

The Processing of Applications

KCC process applications between 15 January and 15 April 2019.

Applications will close on 15 January 2019 for children due to start primary in September 2019. If you miss the deadline, please email primaryadmissions@kent.gov.uk.

If you apply online, KCC will email you on 16 April 2019 after 4pm to tell you which school you have been offered. They cannot guarantee the exact time you will receive your email; this will depend on your email service provider.

You can also log in from 5pm on 16 April 2019 to view your offer.

If you apply by post, KCC will send your offer by first class post on 16 April 2019. Royal Mail no longer guarantees next day delivery on first class post. Please wait 3 working days for your letter to arrive before contacting the KCC Admissions Team.

Accepting a School Place Offer

You will need to accept or refuse the offer directly to the school. The deadline for returning the primary acceptance/refusal form is Monday 13 May 2019.

You will be notified by the school of all the opportunities over the next few months when we will start the process of getting to know you and your child. This includes a parents welcome meeting, stay and play sessions, story time sessions and an invitation to have lunch at school. Staff will also make nursery visits and home visits in order to help them in getting to know your child.

Making an Appeal

If you have been refused a place at our school you can appeal against that decision. You can appeal between 16 April and 16 May 2019 to guarantee your appeal will be heard by 18 July 2019.

If the school application was made in the normal round of applications appeals must be heard within 40 school days of the appeal deadline.

If it was a late application, appeals should be heard within 40 schools days of the deadline where possible, or within 30 schools days of making the appeal.

Please see our [Admissions Policy](#) and Kent County Council's [guidance for parents](#) for further information about appeals and school waiting lists.