



RJ/VT

15th December 2025

To whom it may concern

Consultation to the Admissions Arrangements for Tatsfield Primary School

The Local Governing Committee (LGC) of Tatsfield Primary school are proposing to make changes to the school's admission arrangements for entry in September 2027. The LGC are seeking feedback in respect of the proposed changes in line with the Admissions Code of Practice 2021.

The LGC is proposing to add one additional criterion to the Admissions Policy:

4. Children of members of staff

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both 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
- and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This excludes all temporary or sub-contracted staff. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list. A supplementary information form (Appendix A) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

We have assessed this proposal and consider this amendment to be fair and reasonable.

Proposed arrangements

The school's proposed Admissions Policy for entry in September 2027 is available on the school website (www.tatsfieldtl.co.uk).

For a paper copy of the arrangements, or if you have any questions about this consultation, please contact the Clerk to the LGC clerk@tatsfieldtl.co.uk.

Who is involved in the consultation

In line with the Admissions Code of Practice 2021, we will be consulting with various groups, including:

- Parents of children in Tatsfield Primary School
- Schools and nurseries within the local areas
- Admissions authorities within the local area
- The local authority

When is the consultation?

The consultation period will open on Monday 15th December 2025 and will end on Saturday 31st January 2026. If you would like to comment on this consultation, you must submit your response during this period. Written feedback about the consultation can be sent:

- By email to clerk@tatsfieldtl.co.uk
- By letter addressed to The Clerk to the Governing Committee, Tatsfield Primary School, 3 Ship Hill, Tatsfield, Westerham, Kent, TN16 2AH

All responses received by the end of the consultation period will be carefully considered, further to which, the LGC will:

- Decide on the arrangements for the school year 2027/2028
- Notify you and all appropriate bodies of the outcome
- Publish the new admission arrangements on the school website by 15th March 2026

If you would like this document in a different format, or if you have any questions about this consultation, please contact the Clerk to the LGC clerk@tatsfieldtl.co.uk.

Yours faithfully



Rachel Jewitt
Headteacher