KINGS HILL SCHOOL
PRIMARY & NURSERY

Kings Hill School
Primary and Nursery

Admissions Policy

Date of Policy: November 2025

Date of Review: November 2026

Kings Hill School Primary and Nursery

ADMISSIONS POLICY

Introduction

The admissions process should be simple, fair and easy for parents to use. This policy aims to achieve this and complies with current admissions legislation.

Kings Hill School Primary and Nursery is a community school and as such our admissions policy is set by Kent County Council in order with the local authority's Co-ordinated Scheme for Primary Admissions.

Admission Numbers and Intake Time

The school's published admission number for September 2026 (PAN) is 60.

Kings Hill School has one intake per year.

Application Procedure

- Kings Hill School follows the procedures, timetable and deadlines set by Kent County Council.
- Parents will have the opportunity to visit the school; we will contact people regarding Open Mornings who have registered an interest in Kings Hill School.
- A RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council.

Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:-

- ***Children in Local Authority Care***
- ***Current Family Association (sibling)***
- ***Health and Special Access Reasons***
- ***Nearness of Children's Home to School***

Oversubscription Criteria

Where the number of applicants exceeds 60 for a new intake, the following criteria will be applied.

Before the application of oversubscription criteria children with a statement of special educational need and/or an Education Health Care Plan (EHCP) which names the school will be admitted.

As a result of this the published admissions number will be reduced accordingly.

1. **Children in Local Authority Care and children who have been adopted from care.**
   This is a child under the age of 18 years, for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is subject of a care order under Part IV of the act. This does not include respite care.

2. **Current Family Association**
   This refers to a brother or sister at the school at the time of entry. This includes: natural or

adopted siblings; step or foster brother or sisters; those who live as brothers and sisters in the same house. This does not include cousins.

The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, if the family have moved, and they have moved to within 2 miles of the school, if the family have moved nearer to the school. The sibling claim will not be upheld if the family has moved further than 2 miles from the school since the older sibling was admitted.

If siblings from multiple births apply and the school reaches its PAN (published admission number) after admitting one or more but not all of the children, the school will offer a place to multiple birth siblings and parents will be informed by KCC. This is inline with the school admissions code.

Unfortunately if an older sibling is currently attending Year 6, a sibling link claim for a child applying for a Reception place intake cannot be made, as the older sibling will be transferring to secondary school when they enter.

3. **Health & Special Access Reasons**
   Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parents/guardians physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school.

4. **Nearness of Children's Homes to School**
   The home address for a child is to be a residential property that is the child's only or main residence and not an address at which the child may stay at during the week such as at grandparents.

   Distances are measured in a straight line from a defined point within the child's home to a defined point within the school as defined by Ordnance Survey. The same address point on the school site is used for everybody.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances.

- When a parent has failed to respond to an offer within three weeks of the date of the offer letter.
- If an application has been made by a parent in a fraudulent or intentionally misleading way.

Appeals

To obtain a Primary Appeal Pack, you can download and print off the pack from www.kent.gov.uk or contact Kent County Council on 03000 412121. Once completed please return to:

The Appeals Administrator
Democratic Services
Sessions House
County Hall
Maidstone

Kent
ME14 1XQ

Admission Arrangements for Year R

We admit all children in the September after their fourth birthday.

Kings Hill School offers Pre-schoolers three sessions at the school in the summer term before they start and EYFS Lead teacher, alongside the SEN specialist TA where needed, visit the setting that the child is attending prior to starting school. Class teachers also offer a home visit to meet with the child and family in their familiar setting within Term 6 prior to them joining.

These opportunities offer both parents and pupils the time to build up their friendship networks as well as meet their class teacher and familiarise themselves with our school building and school routines before starting school.

However, parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take up the place part-time, until the child reaches compulsory school age.

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches 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 December, 31 March and 31 August.

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. Kent County Council is responsible for offering places to children in any year groups.

An IYCAF (in year common application form) needs to be completed and returned to the school. If a place is not available a refusal letter and request for going onto the waiting list will be sent out.

Admission of Children outside their normal age group

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.
Parents may seek a place for their child outside their normal 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.

Where a parent requests their child is admitted out of their normal age group, ***the school admission authority*** is responsible for making the decision on which year group a child should be admitted to. Paragraph 2.17A of the School Admissions Code requires that, in any circumstance where a parent requests their child is admitted out of their normal age group, the admission authority must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Parental appeals and complaints

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.