



**WEST BOROUGH**  
**PRIMARY SCHOOL**

# **Admissions policy**

Date agreed: September 2026

Review date: September 2027

## Aims

This policy aims to:

- Explain how to apply for a place at West Borough Primary School
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children**, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

## How to apply

For applications in the normal admissions round you should use the application form provided by the local authority.

You will receive an offer for a school place directly from your local authority.

**Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.**

West Borough Primary School follows the procedures, timetable and deadlines set by Kent County Council: Parents will have the opportunity to visit our school. An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council. Kent County Council allocates places based on the criteria for Community and Voluntary Controlled Schools:

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- Children in Local Authority Care
- Current family association (sibling)
- Health and special access reasons
- Distance from child's home to school

You can find more information here: <http://kent.gov.uk/admissionscriteria>

The school's published admission number (PAN) is 60. We have one intake per year.

## Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. For example, if the child has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admission process.

If the school is not oversubscribed, all applicants will be offered a place. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## Oversubscription Criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place

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: a child in care or a child who, immediately after being looked after became subject to an adoption, residence or special guardianship order is a child which is either in the care of the Local Authority or is being accommodation by a Local Authority in the exercise of the social services functions. This includes children who have previously been in state care outside of England.
2. Where the child has a sibling attending the school at the time of entry. In this context a sibling is a brother or sister who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.
3. 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 that parents feel is the only school that can accommodate these needs.
4. Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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.

## Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Greenway. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## Waiting Lists

Waiting lists are held by the school once a year group has reached PAN and are held for each year group. Waiting lists are ranked in line with our published oversubscription criteria and will be re-ranked, in the same way, each time a child is added. A child's placing on our waiting list can fluctuate

as we receive further applications for that year group i.e. an application is received for a child that lives closer to the school or is a sibling of a child already attending the school

Applications for in-year admissions should be sent to the following address: [office@west-borough.kent.sch.uk](mailto:office@west-borough.kent.sch.uk)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

## Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

## Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

## 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 a reasonable time.** Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.
- **If an application has been made by a parent in a fraudulent or intentionally misleading way.** We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

[office@west-borough.kent.sch.uk](mailto:office@west-borough.kent.sch.uk)

You can find details on our in-year admissions and an application form on the following webpage:

[West Borough Primary School](#)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## Appeals

If it has not been possible for you to be offered a place at West Borough Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel. To obtain a Primary Appeal Pack, you can download and print off the pack from [www.kent.gov.uk](http://www.kent.gov.uk) or contact Kent County Council on 03003336472.

Once completed please return to:

The Appeals Administrator

Democratic Services

Sessions House

County Hall

Maidstone

Kent ME14 1XQ

Appeals will be heard by an independent appeal panel.

## Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing 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. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.