



Admissions Policy

2025-2026

Unique Reference Number:	144099
Approved By:	Local Governing Board
Policy Type:	Statutory
Adopted on:	January 2024
Date of Next Review:	January 2025
Review Period:	1 Year





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Admissions Criteria for September 2025

The planned Admission Number is 30

30 pupils will be admitted in the school year of their 5th birthday, without reference to aptitude or ability.

Admission to the reception classes occurs at the beginning of the Autumn term. Applications for admissions must be made on the Common Application Form provided by KCC and returned by the date set. Places are offered within the recognition that Horton Kirby is a Church of England school, and all successful applicants acknowledge the Christian ethos of the school.

Where places for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. Before the application of oversubscription criteria children with a statement of special educational need or 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. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

1. Children in Local Authority Care or Previously in Local Authority Care

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is:

- (a) in the care of a local authority,
or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) 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

2. Children who have a brother or sister attending the school at the time of entry.

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster





brothers and sisters. The sibling link is maintained as long as the family live 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 the distance measured by the method outlined in the distance/nearness of

3. Children who reside in the ecclesiastical parish boundary of Horton Kirby (see map).

Proximity of child's home being accorded highest priority as defined in 4.

4. Nearness of children's homes to school

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Although parents may wish to defer their child's place until the start of the term following their fifth birthday, we do have the facilities to admit these children at the beginning of the Autumn term. After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. when a parent has failed to respond to an offer within a reasonable time; or
2. when a parent has failed to notify the school of important changes to the application information; or





3. the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. 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. Parents should write, in the first instance, to the Headteacher, explaining their reasons. All such requests should also be sent to the school's admissions officer at **Horton Kirby CE Primary School**.

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: 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. The views of the Headteacher will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the 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 will 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 will 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.

Late applications / waiting lists / multiple births:

Procedures and arrangements for administering these issues will be in accordance with those





detailed in the KCC's booklet 'Admission to Primary Schools in Kent'.

