

Admissions Policy (academic year 2027-2028)

Consultation period	5th December 2025 to 23rd January 2026
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Policy ratified:	29th January 2026
<i>Learning Together with Kind Hearts and Determined Minds</i>	

1. Introduction

- 1.1 The admissions process should be simple, fair and easy for parents to use in selecting the preferred school for their children. This policy aims to achieve this and complies with current admissions legislation.
- 1.2 Borough Green Primary School is a Foundation School and so the Governing Body is the admissions authority. However, the Governors of Borough Green Primary will comply with national admissions legislation and work in co-operation with Kent County Council in order to operate within the Local Authority's Co-ordinated Scheme for Primary Admissions.

2. Admission Numbers and Intake Times

- 2.1 The school's published admission number (PAN) is 30.
- 2.2 Borough Green Primary School has one intake per year in September.
- 2.3 The law does not require a child to start school until the start of the term following the child's fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These are:
- 31 August, 31 December and 31 March.
- 2.4 Although parents may wish to defer their child's school 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 academic year in which their birthday falls. Parents who are offered a deferred entry for their child into their expected age group can't be deferred beyond the final term i.e. children born before January in the academic year must start no later than January and all January to August birthdays must start in the final term.
- 2.5 Parents have the right to have their child educated part time until they reach compulsory school age.

3. Admission Arrangements for Children to be Taught Outside their Expected Year Group

- 3.1 Parents of children whose birthday falls between 1 April and 31 August are not legally required to start school until the beginning of Year 1. However, most summer born children will start at some point in their expected Reception year group. Parents who do not feel their children are ready to begin school before they reach compulsory school age have the right to defer entry but must request admission to Reception outside the normal age group. The current School Admissions Code requires parents to make a request to the admissions authorities where they will need to demonstrate why it is in the child's best interest to be taught outside of their normal age group. The current Code also requires admissions authorities to seek a view from head teachers on the appropriateness of a particular child to be considered for admission outside of their normal age group.
- 3.2 Evidence might include Medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year Reception the following year. Deferred applications must be made via the paper Kent Primary Common Application Form (CAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

4. Application Procedure

- 4.1 The school will follow the procedures, timetable and deadlines applicable to the Co-ordinated Scheme for Primary Admissions within Kent.
- 4.2 If there are more applicants than places, the Governors' Admissions Committee will be convened and shall agree on the allocation of the 30 places based on the agreed Admissions Criteria.
- 4.3 At the request of a parent, the school will keep a child's name on file and inform the parent if a place unexpectedly becomes available. Where there is more than one parent on this list, the Oversubscription Criteria will be applied and the place offered to the child with the greatest eligibility. The waiting list will be kept open until the first day of the following Spring term in accordance with the KCC Coordinated Scheme for Primary Admissions.
- 4.4 Parents can take up the opportunity to visit the school and/or receive advice on the admissions process by contacting the school office on 01732 883459.

5. Oversubscription Criteria

Where the number of applicants exceeds 30 for a new intake (the relevant year), the following criteria will be applied to all applications in the order of priority in which they appear.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly. An Education, Health and Care Plan is a plan made by the Local Authority under section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

5.1 Children in Local Authority Care or Previously in Local Authority Care

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) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangement orders are defined in S.8 of the Children Act 1989 as amended by S.12 of the Children and Families Act 2014. Special guardianship orders are defined in Section 14A of the Children Act 1989.

Children Previously in Care Outside of England

Children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

5.2 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 brothers or sisters; those who live as brothers or sisters in the same house.

5.3 Children of Staff Employed by Governors

- where 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;
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5.4 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 who can demonstrate a special connection between these needs and the particular school.

5.5 Proximity

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.

Under Section 5.7 in a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the LA) then a random selection will be applied, the process will be independently verified.

6. Multiple Births and Exceeding the PAN

If siblings from multiple births (twins, triplets, etc.) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

7. Withdrawal of an Offer of a Place

7.1 After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- when a parent has failed to respond to an offer within a reasonable time; or
- when a parent has failed to notify the school of important changes to the application information; or
- the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

8. Admission for Year Groups Other than Reception

8.1 Parents seeking admission of children in years other than Reception should refer to the KCC Co-ordinated Scheme for Primary Admissions for In Year Casual Admissions procedure. The upper limit of 30 places per class shall apply in KS1 and in the event of more than one applicant for a vacancy, the Oversubscription Criteria shall apply.



9. Appeals

- 9.1 Parents have a statutory right of appeal to an independent appeal panel if their child has been refused admission. Borough Green Primary School uses the services of Kent Local Authority Legal Department to set up the Appeal Panel Hearing. Parents should contact the School Office for details.