Herne Bay Junior School

Admissions Policy

Admissions 2027-2028

Policy Agreed: January 2026

ADMISSIONS POLICY

Admissions September 2027

The admissions policy is as follows:

Boys and girls will be admitted at the age of 7 years (Year 3) without reference to ability or aptitude. The number of intended admissions for the year commencing September 2027 will be 96 (Published Admissions Number).

Where application for admission exceeds the number of places available, the following criteria will be applied, this is known as the oversubscription criteria. This will determine which children the school will admit. Before the application of oversubscription criteria, children with an **Education (SSEN), Health and Care Plan (EHCP)** which names our school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Oversubscription Criteria:

1. **Education, Health and Care Plan (EHCP)**

2. **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.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission 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 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.

2. Attendance at a linked school
Where admissions links have been established between the Infant and Junior Schools concerned, children attending Herne Bay Infant School are given priority for admission to the Junior School

3. Sibling/Current Family Association
Where a brother or sister is in the same school at the time of entry and the family continues to live at the same address as when the brother or sister was admitted or has moved closer to the school than when the brother or sister was offered a place, or has moved to an address that is less than 2 miles from the

school. Brother or sister is defined as 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. Linked infant and junior schools are considered to be the same school for this criterion.

4. Medical / Health and Special Access

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 Herne Bay Junior 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 Herne Bay Junior 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 Herne Bay Junior School.

5. **Nearness of children's homes to the 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.

In the event that applications for admissions exceed the number of places available, the Governors Admissions Committee shall apply the above criteria. The parents of pupils who cannot be admitted will be informed by letter and they shall have the right to appeal against the decision. The appeal committee shall comprise members of the Governing Body who are not on the Admissions Committee, together with persons who are independent of the Governing Body. 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. This process will be independently supervised (1.35)

LATE APPLICATIONS:

Late applications, i.e. those received by the school or Local Authority after the closing date for application will be treated as in year admissions once the admissions round is closed.

IN-YEAR ADMISSIONS:
Pupils defined as in-year admissions, i.e. pupils who have not joined the school at the beginning of Key Stage 2, shall be subject to application of the above criteria by Kent County Council to determine order of entry and will be re-ranked.

Parents of prospective pupils who are in-year admissions are asked to contact the school directly and follow the school's admission procedure for entry.

The Governors shall meet at the start of the Autumn term and set the number of intended admissions to any age group. (This number will be no lower than the Planned Admissions Number)

WAITING LIST
The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

APPLICATIONS FOR CHILDREN TO BE TAUGHT OUTSIDE THEIR EXPECTED YEAR GROUP
Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request their child is educated outside the normal age group, however where provided it must be specific to the child in question. This 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 the request. For entry to Year 3, parents are advised 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 an application for deferral. Deferred applications must be made via paper Junior Common Application Form (JCAF) 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. Further advice is available at www.kent.gov.uk/primaryadmissions

IN YEAR ADMISSIONS.
If a child moves to the area after the start of the school year an in year Admission Form (IYAF) will be completed by the parent.