



Kents Hill
Junior School

ADMISSIONS POLICY 2025-2026

Approved by: Epsilon Star MAT Board of Trustees

Date Approved: March 2024

Next review due: November 2024

KENTS HILL JUNIOR SCHOOL

Admission Policy 2025/26

The Published Admission Number for The Kents Hill Junior School is 90.

The Local Authority coordinates admissions to the school at the normal point of entry.

Applications for school places outside the normal admissions round

All mid-year applications should be made directly to the school using the mid-year application form available on our website <https://www.kentshilljuniorschool.co.uk/admissions/>. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Year 3.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Over Subscription Criteria

There is no guarantee of a place for children living in the priority admissions area.

In the event of over-subscription, the following criteria will be applied, in number order, to determine priority:

1. Looked-after children (including formerly looked-after children who have been adopted or made subject to a residence or special guardianship order).
2. Children living in the priority admission area with a sibling attending the school or the partner infant school.
3. Children living in the priority admission area.
4. Children living outside the priority admissions area with a sibling attending the school or partner infant school.
5. Remaining applications.

In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. At the normal point of entry this will be based on measurements provided by the Local Authority. Measurements for mid-year admissions will be based on the DfE distance calculator.

Exceptional medical circumstances (supported by recent professional medical evidence) may override the above. This evidence will have to demonstrate that the school is the only suitable school. A panel of Trustees will review the evidence provided and determine whether the child will be given priority.

Notes

'Looked-after child'. This is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989).

The school may ask for verification of the child's home address, in particular in the case of children to who shared parental responsibility arrangements apply.

Siblings

Siblings are defined as children with a brother or sister (or step brother/sister or adopted brother/sister) in the same family unit living at the same address at the time the application is submitted. There must be a reasonable expectation that the sibling will still be attending the school at the time of admission.

Priority Admissions Area

Please contact the school for details of the priority admissions area.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list. The criteria for the waiting list will comply with the published oversubscription criteria set out in this document. Waiting lists will be maintained for the duration of Year 3 and any mid-year admissions will be in line with the criteria above.

Appeals Against Admission Decisions

Parents and carers have the right to appeal against admission decisions to an Independent Appeal Panel, as specified in the Code of Practice. *Please contact the school for further details of the appeals process.*

Late Applications

Applications received after the national closing date will be handled in accordance with the co-ordinated scheme for Essex (published in the Primary Education in Essex booklet)

Admission Arrangements

The Trustees will apply the admission arrangements in accordance with the co-ordinated scheme for Essex.