



**Admissions Arrangements**  
**Academic Year 2025-26**  
EKC Schools Trust

## 1. **Policy statement and principles**

### 1.1. Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The Trust's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group or a child with a disability or special educational needs, and other academy policies do not discourage parents from applying for a place for their child.

This policy details the arrangements for Primary and Secondary admissions and will apply to all admissions from **September 2025 to August 2026**. This includes in-year admissions within this period.

We encourage entry at the academy's main intake time so as to aid academic progression without interruption; however, applications are welcome for entry in any year. Parents are also encouraged to visit the academy with their child if they are planning to apply for a place.

EKC School Trust will consult on the admissions arrangements if there are proposed changes to the admission arrangements which require consultation (this includes where new schools join the Trust in order to align admissions across the Trust).

This policy is consistent with all other policies adopted by the Trust and is written in line with current legislation and guidance.

### 1.2. Policy monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Headteacher in the first instance for them to determine whether a review of the policy is required in advance of the review date.

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

### 1.3. Determining arrangements and consultation

The Trust will consult on admissions arrangements when changes to an academy's

arrangements are proposed, including new schools transitioning to the Trust admission code. The Trust will follow the statutory process for consultation. Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on the EKC Schools Trust and the academy's website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to the academy and shared with the EKC Schools Trust.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## **2. Primary admissions - Reception**

Where the individual academy has a school-run nursery, please contact the school directly for admission and application information.

The process detailed in this section is for admissions for primary admissions. For further information on this process, please contact the individual school using the contact details on each website.

Each school has a specific number of allocated places for Reception pupils. These are as follows:

- Bysing Wood Primary School: 60
- The Churchill School: 60
- East Stour Primary School: 60
- Holywell Primary School: 30
- Palm Bay Primary School: 60
- Queenborough Primary School: 60
- Thornden Wood Primary School: 60

This number (PAN) is also published on each academy's website.

### 2.1. Primary application process

To apply for a reception class school place (the September after your child turns 4) you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA or child's primary school by the deadline. All the details are listed on the Kent County Council Website following the link below:

[www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places](http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places)

Parents are asked to apply online, or they can request a form from the primary school or from the Local Authority.

Late applications will not be considered until all other applications have been reviewed.

All offers of Primary School places will be made via the Local Authority. Academies will not contact individual families until after the offers have been made.

## 2.2. Primary oversubscription criteria

If any primary academy receives more applications than there are available places then children with the academy named on an Education, Health Care Plan (EHCP) will be automatically admitted to the academy. As a result of this, the published admissions number will be reduced accordingly. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below, with each criterion held in distance order:

1. Looked after children and all previously looked after children, including those who appear to have been in state care outside of England and or ceased to be in state care as a result of being adopted (or subject to child arrangements orders or special guardianship orders).
2. Having brothers or sisters (siblings) who are already at the academy when your child is due to start.
3. Child of staff employed at the Academy where a) 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 b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Distance. The Academy will give priority to those living nearest to the Academy as per the definition.

Definitions can be found in Appendix 1

If the Academy still has an oversubscription, then a further tie breaker will be used. Distance from the Academy will be used as a tie breaker whenever two children have the same priority based on any criteria.

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 supervised by someone independent of the school.

## 2.3. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group in exceptional circumstances, for example, if the child has significant educational needs and it is recommended by a professional or has experienced problems such as ill health. If parents wish to do this they must contact the Headteacher. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision on whether a child is admitted outside of their normal age group will be made on a case-by-case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the pupil's:

- Academic ability
- Social and emotional development
- Views of the parents or carers and Headteacher; and
- Any additional relevant information available such as evidence provided by professionals from other agencies.

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the pupil would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents or carers have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

### **3. Secondary admissions – Year 7**

The process detailed in this section is for admissions to Secondary.

EKC Sheppey Secondary has an admission number (PAN) of 150 for entry into Year 7

#### 3.1. Secondary application process

To apply for a Year 7 place, you need to complete the Local Authority's (LA) 'Common Application Form' (CAF) by the deadline. All the details are listed on the Kent County Council Website following the link below:

[www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places](http://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places)

Parents are asked to apply online, or contact [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) for assistance.

All offers of Secondary School places will be made via the Local Authority.

#### 3.2. Secondary oversubscription criteria

If EKC Sheppey Secondary receives more applications than there are available places, then children with the academy named on an Education, Health Care Plan (EHCP) will be automatically admitted to the academy. As a result of this, the published admissions number will be reduced accordingly. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below, with each criterion held in distance order:

1. Looked after children and all previously looked after children, including those who appear to have been in state care outside of England and or ceased to be in state care as a result of being adopted (or subject to child arrangements orders or special guardianship orders).
2. Children with a sibling(s) who are already at the Academy when your child is due to start.

3. Children who attend a Trust Primary School on the Isle of Sheppey (up to a maximum of 60 places)
4. Child of staff employed at the Academy where a) 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 b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Isle of Sheppey residents – The Academy will give priority to those living on the Isle of Sheppey (as per the 'Dual address' definition).
6. Distance. The Academy will give priority to those living nearest to the Academy (as per the 'Distance' definition).

If the Academy still has an oversubscription, then a further tiebreaker will be used. Distance from the Academy will be used as a tiebreaker whenever two children have the same priority based on any criteria.

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 supervised by someone independent of the school.

Definitions can be found in Appendix 1

#### **4. In-year admissions - Primary and Secondary**

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the Local Authorities Fair Access Protocol.

Kent County Council has produced a standard form, known as the In-Year Casual Admission Form (IYCAF), which the Academy Trust uses to allow applicants to apply for school places in any year group outside of the normal admission round. Details can be found on the LA website following the link below;

[https://www.kent.gov.uk/\\_data/assets/pdf\\_file/0012/3522/in-year-application-form.pdf](https://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-application-form.pdf)

In-year admissions forms can be obtained from each Academy in the Trust. Forms must be returned to the individual Academy and will be processed no later than 10 working days from receipt.

#### **5. Unsuccessful applications**

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

## 6. **Waiting lists – Primary and Secondary**

Each academy will maintain a waiting list following National Offer Day for pupils involved in co-ordinated admissions processes and from the first day of the academic year for all other pupils. This will be open to any parent to ask for their child's name to be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the respective oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The academy's waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 7. **Withdrawal of a place**

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered a fresh

## 8. **Appeals and Complaints**

If your child is due to start primary school in [September 2025](#) you can appeal if you were refused a place at one of your preferred schools (Parents have a statutory right of appeal should an application for a place be refused).

Please note there is a legal maximum class size for Reception, Year 1 and Year 2. This is 30 children per teacher.

Your appeal can also be turned down if classes have already reached their legal limit, unless:

- the admission arrangements were unlawful
- the admission arrangements weren't correctly and impartially applied
- the decision to refuse admission wasn't reasonable.

### 8.1. Purpose of the Appeal Hearing

The hearing lets you explain to an independent appeal panel why you think your child should be given a place at the school and lets the school explain why it could not offer your child a place.

### 8.2. Decision

We will write to tell you the panel's decision as soon as possible. We cannot tell you the decision by telephone.

If your appeal is unsuccessful, you can't lodge another appeal in the same academic year, unless you can show your circumstances have changed since the first appeal.

### 8.3. Wish to Appeal?

If you wish to appeal, please complete our Trust Admissions Appeal Form found overleaf. Forms should be sent via email or post directly to the Trust addressed to the Clerk to the Independent Appeal Panel. The appeals clerk will contact you directly to confirm arrangements for your appeal.

Trust Email: [office@ekcschoolstrust.org](mailto:office@ekcschoolstrust.org) Trust Address Ramsgate Road, Broadstairs, Kent, CT10 1PN

### 8.4. Appeals timeline

Primary Appeals - You must submit your appeal before You must submit your appeal before **20<sup>th</sup> May 2025** for it to be considered by **22<sup>nd</sup> July 2025**.

Secondary Appeals - You needed to submit your appeal before **31<sup>st</sup> March 2025** for it to be considered by **17<sup>th</sup> June 2025**.

Any appeals received after this time will be heard within 40 school days from the deadline, or where reasonably possible in line with updated guidance from the Department for Education.

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged where reasonably possible in line with updated guidance from the Department for Education.

### 8.5. Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the Trust's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.



## EKC Schools Trust Admission Appeal Form

**Name of Pupil:**

**Date of Birth:**

**Pupil ID:**

**Address:**



**Home telephone:**

**Mobile telephone:**

**Email address:**

**Name of school appealing for:**

(Please be aware that Appeals are only upheld in very limited circumstances – For more information please see our accompanying guidance)

### Reasons for Appeal:

Please let us know if you intend to send a more detailed letter after you have returned this form.

Please continue on a separate sheet if you wish  
If you believe that you or your child has a disability that is relevant to your appeal, please tick this box.

**Signed (Parent/Carer)**

:

**Print name**

**Mr/Mrs/Ms/Miss:**

## **Appendix 1 - Academy Admissions – Eligibility and Definitions**

### Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students/pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
  - 'Exceptional' or 'Indefinite Leave to Remain' in this country

### Definitions

The academy uses the following definitions when applying this policy:

Distance – “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.

Dual address – Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings - A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered as an excepted pupil and exceeding PAN on this basis.

Looked after Child – 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.