Admission Policy

Date Written: November 2020

Date updated: September 2026

Date Next Review: September 2027

Admissions Policy - Willesborough Infant School

This policy sets out the admission arrangements for Willesborough Infant School for the 2026/27 academic year. These arrangements should be read alongside the School Admissions Code 2021, the School Admission Appeals Code 2022 and Kent County Council's co-ordinated admissions scheme for 2026/27.

School and admission authority

Willesborough Infant School is a foundation school federated with Willesborough Junior School. The two schools are known collectively as the Willesborough Schools. Willesborough Infant School provides education in Reception, Year 1 and Year 2.

As a foundation school, the Governing Body of Willesborough Infant School is the admission authority and is responsible for determining and applying the school's admission arrangements. The school works within Kent County Council's co-ordinated admissions arrangements and co-operates with the Local Authority in relation to school place planning and admissions.

The Published Admission Number (PAN) for entry to Reception is 120.

The Governing Body must comply with infant class size legislation, which normally limits

Reception, Year 1 and Year 2 classes to 30 pupils per qualified teacher, subject to the statutory categories of excepted pupils.

Applications for admission to Reception in September 2026 must be made through Kent County Council's co-ordinated primary admissions process. Parents and carers should complete the Reception Common Application Form (RCAF) online at www.kent.gov.uk or use the alternative application arrangements made available by the Local Authority. Applications must be submitted by the published closing date.

Kent County Council will notify parents and carers of the school place offered on the national primary offer date in accordance with its co-ordinated scheme.

Children with an Education, Health and Care Plan (EHCP) that names Willesborough Infant School will be admitted. Places allocated through the EHCP process are considered before the remaining places are allocated under the oversubscription criteria below.

Oversubscription criteria

Where the number of applications exceeds the number of places available, after the admission of children whose EHCP names the school, places will be allocated in the following priority order:

1} Looked-after and previously looked-after children

Highest priority will be given to looked-after children and all previously looked-after children, including those children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted. A looked-after child is a child who is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of its social services functions. A previously looked-after child is one who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

2} Current attendance at the linked school / family association

Priority will next be given where there is a brother or sister who will be attending Willesborough Junior School at the time the applicant child is admitted. For this criterion, brother or sister includes children living as siblings in the same household, including natural, adopted and foster siblings and step-brothers or step-sisters.

3) Health and Special Access Reasons

Priority may be given for medical, health, social or special access reasons where there is a demonstrable and significant need for the child to attend Willesborough Infant School. The criterion will be applied in accordance with the school's legal obligations, including those under the Equality Act 2010.

Requests under this criterion must be supported by appropriate written evidence from a suitably qualified medical, health, social care or other relevant professional. The evidence

should explain the particular need and the specific connection between that need and attendance at Willesborough Infant School.

4) Nearness of children's homes to school
Remaining places will be allocated according to the distance between the child's permanent home address and the school, with priority given to children living closest to the school. Distance will be measured in a straight line using the National Land and Property Gazetteer (NLPG) address point, from a point defined within the child's home address to a point defined within the school, in accordance with the school's determined admission arrangements.

Clear and Fair Tiebreaker

Remaining places will be allocated according to the distance between the child's permanent home address and the school, with priority given to children living closest to the school. Distance will be measured in a straight line using the National Land and Property Gazetteer (NLPG) address point, from a point defined within the child's home address to a point defined within the school, in accordance with the school's determined admission arrangements.

Admission to Reception, deferred entry and part-time attendance

The school provides for the admission of all children in the September following their fourth birthday. A child who has been offered a Reception place is entitled to a full-time place from that September.

Parents and carers may defer the date their child is admitted until later in the same school year, provided that the place is taken up no later than the beginning of the term after the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was offered. Parents and carers may also request that their child attends part-time until later in the school year, but not beyond compulsory school age.

Admission outside the normal age group

Parents and carers may request that their child is admitted to a year group outside their normal age group. This includes parents of summer-born children who wish their child to start Reception in the September following their fifth birthday.

The Governing Body, as the admission authority, will consider each request individually and will make a decision on the circumstances of the case and in the best interests of the child. In reaching its decision, it will take account of the parent's or carer's views, information about the child's academic, social and emotional development, relevant medical history where appropriate, whether the child has previously been educated outside their normal age group, whether the child may naturally have fallen into a lower age group if they had not been born prematurely, and the views of the Headteacher.

Parents and carers are not required to obtain professional evidence in support of a request, although any evidence they choose to provide will be considered. Requests should be made as early as possible to allow sufficient time for a decision to be reached.

Where a request for a summer-born child to enter Reception a year later is agreed, the

parent or carer will need to apply for a Reception place in the following admissions round. Agreement to an out-of-year-group application does not guarantee a place at the school. The application will be considered alongside all other applications for that cohort using the school's published oversubscription criteria.

Waiting List

Where an application is refused because the relevant year group is full, parents and carers may request that their child is placed on the school's waiting list. Waiting lists will be ordered solely in accordance with the published oversubscription criteria. A child's position may therefore move up or down when applicants are added to or removed from the list.

The waiting list will not give priority based on the date an application was received. Where a place becomes available, it will be offered to the child who has the highest priority under the oversubscription criteria at that time. Waiting-list arrangements will operate in accordance with the School Admissions Code and Kent County Council's co-ordinated scheme.

After a place has been offered the Governing Body reserves the right to withdraw the place in the following circumstances:

1) When a parent or carer has failed to respond to an offer within 10 days; or

2) When a parent or carer 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 or guardian.

Closing Date

The closing date for receiving this form and your Reception Common Application Form (RCAF) will be given in the booklet you receive from the LA.

In Year Admissions

An in-year application is an application for a school place made during the school year or for admission to a year group other than the normal point of entry. Applications for in-year admission to Willesborough Infant

School should be made directly to the school using the application process published by the school and Kent County Council.

If a place is available in the relevant year group, the child will normally be admitted. Where there are more applications than available places, applications will be ranked in accordance with the oversubscription criteria in this policy.

Where an application is refused, the school will give the parent or carer the reason for refusal and information about the right of appeal. Parents and carers may also request that

the child is placed on the waiting list.

Where an in-year place is offered, parents and carers will be asked to accept or refuse the offer in writing within 10 school days of the date of the offer letter. Once a place has been accepted, the child should normally start at the school within 10 school days of the school receiving the acceptance. The school may agree a later start date where there are justifiable reasons for doing so.

Withdrawal of an offer

An offer of a place will not normally be withdrawn once made. However, the admission authority may withdraw an offer where permitted by the School Admissions Code, for example where:

· the offer was made in error;

· a parent or carer has not responded to the offer within 10 days after being contacted and given a further opportunity to respond; or

· the offer was obtained through a fraudulent or intentionally misleading application and the information was material to the allocation of the place.

Appeals

Parents and carers have a statutory right of appeal when an application for a place is refused. Information about how to appeal and the applicable deadline will be provided with the refusal decision. The admission authority must allow at least 20 school days from the date the refusal decision is sent for an appeal to be lodged.

Appeals are heard by an independent appeal panel in accordance with the School Admission Appeals Code 2022. Appeals for Reception, Year 1 and Year 2 may be subject to the specific statutory rules governing infant class size appeals.

Applications involving a change of address or misleading information

Parents and carers must provide accurate information and must notify the relevant admissions authority of any material change in circumstances, including a change of home address, in accordance with the published admissions process. The school and Kent County Council may request evidence to verify an address or other information supplied as part of an application.

Further information

Further information about primary admissions, in-year admissions, summer-born children and appeals is available from Kent County Council at www.kent.gov.uk/education-and-children/schools/school-places.

Statutory admissions guidance is available from the Department for Education at

www.gov.uk.

Statutory and local framework

· School Admissions Code 2021

· School Admission Appeals Code 2022

· School Standards and Framework Act 1998 and relevant admissions regulations

· Equality Act 2010

· Children and Families Act 2014

· Kent County Council Co-ordinated Scheme for Primary Admissions 2026/27

· Children's Wellbeing and Schools Act 2026, where provisions are in force and applicable

Policy note: This version modernises and clarifies the school's existing 2026/27 admissions policy. Any future statutory change that requires determined admission arrangements to be varied should be handled in accordance with the School Admissions Code and the applicable legal process.